Future Frontiers

Data protection policy
At Future Frontiers we take your privacy very seriously and are committed to processing data in accordance with our responsibility under GDPR. We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a complaint.

Who we are
Future Frontiers Ltd. (charity registration number: 1162470) collects and uses certain personal information about you. When we do so we are regulated as ‘controller’ of that data under the General Data Protection Regulation, which applies across the European Union (including in the United Kingdom).

Article 5 of GDPR requires that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay; kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
5. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The person responsible for our ongoing compliance with this policy is Dominic Baker, CEO, who will ensure this policy is regularly reviewed.

The personal information we collect and use
This policy applies to all personal data process by Future Frontiers. All data collected and processed will be done based on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interest. This includes the data collected from the following persons:

- “Volunteers” of the Future Frontiers coaching programme i.e. someone who applies to be a volunteer coach on our programme
- “Students” who participate in our programme at school or in a business
- “School staff” who work at one of our eligible schools and who may be involved in the Future Frontiers programme.
- “Company contacts” who are volunteers or liaisons from one of our business partners
We collect data from the following persons;

- **Volunteers** - First and last name, age, gender, ethnicity, employment status, university, degree title, graduation date, availability, contact telephone number, permission to share details with vision aligned organisations.

- **Students** - First and last name, ethnicity, gender, school, date of birth, current/project grades, free school meal eligibility, survey response data, parental employment status (optional), parental university status (optional)

- **School contacts** – First and last name, school name, email, contact telephone number, regional location, partnership status

- **Company contacts** - First and last name, school name, email, contact telephone number, regional location, partnership status

How we use your personal information - Students
We take all reasonable steps to ensure the personal data we collect is relevant and limited to what is necessary in relation to the purpose for which that data is requested. The information we collect from schools regarding the students participating on the programme relates directly to our ability to deliver a successful programme and to adequately monitor and evaluate our impact. Employee and volunteer access to information will be limited to what is necessary for them to undertake their roles delivering our programme and will be revoked when access is no longer required.

We will take all reasonable precautions to protect and secure your personal information securely regardless whether it is obtained online or offline. All data, whether sensitive or non-sensitive, is secured with the highest level of physical and electronic processes and will not be kept any longer than is necessary.

How we use your personal information – Volunteers, School Contacts, Company Contacts
Where consent is relied upon as a lawful basis of process data, evident of opt-in will be kept with personal data. We will not use your personal information for marketing purposes unless you specifically opt-in for this service or where there is legitimate interest. Legitimate interest is defined as an eligible school who is eligible to receive the funding subsidies that we provide through our fundraising work. We will never share your personal information with any third parties unless this is necessary for the legitimate purposes of the charity and you explicitly opt-in to allow us to do this.

Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent is clearly available and systems are in place to ensure such revocation is reflected accurately in our systems.

On our website, you may find links to the websites of third party organisations (sponsors, partners, etc). These sites should all have their own Privacy Policies and as such we are not responsible or liable for any issues you may encounter, should you share personal information with them.

We will take all reasonable precautions to protect and secure your personal information securely regardless whether it is obtained online or offline. All data about our volunteers and service users, whether sensitive or non-sensitive, is secured with the highest level of physical and electronic processes and will not be kept any longer than is necessary.

You can ask us to:
Send you a copy of any personal information we hold on you, subject to you providing us with relevant proof of identity. Any request must be made in writing to Future Frontiers, CAN Mezzanine, 7-14 Great Dover St, London, SE1 4YR.
Amend any personal information we hold about you that is inaccurate or requires updating (via info@futurefrontiers.org.uk)
Stop processing your personal data, where it’s not necessary for the purpose you provided it to us for (via info@futurefrontiers.org.uk)

Answer any general enquiries or concerns regarding our Privacy Policy or your personal information, by email info@futurefrontiers.org.uk

About Future Frontiers
Future Frontiers is a registered Charity No. 1162470. Our address is to Future Frontiers, CAN Mezzanine, 7-14 Great Dover St, London, SE1 4YR

How to complain
We hope we can resolve any query or concern you raise about our use of your information.
The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at https://ico.org.uk/concerns/ or telephone: 0303 123 1113.

Changes to this privacy notice
This privacy notice was published on 01/11/2018 and will be reviewed on 01/11/2021.

We may change this privacy notice from time to time. You should check this policy occasionally to ensure you are aware of the most recent version.