



Privacy Notice

The Futures Trust delivers technology, training and support to schools.

We provide a range of services including:

- Strategic advice and support
- Curriculum support
- Schools technology solutions
- Management information advice and training
- Competitive procurement options

This Privacy Policy explains how we use personal data that we collect from the schools we support.

What Pupil data do we use ?

The following categories of data are collected for students:

- Learner Personal (Full Name; legal and chosen, Date of Birth, Gender, Home Address including postcode and telephone number, Ethnicity, First Language)
- Learner Attendance
- Learner Attendance Summary
- Learner Contact
- Contact Personal (Full Name, Home Address including Postcode, Gender)
- Learner Exclusion
- Learner Special Needs
- Learner School Enrolment
- School Group
- School Group Type
- Learner Group Enrolment
- Learner Entitlement
- Learner Email



What Staff data do we collect ?

The following categories of data are collected for school workforce personnel:

- Workforce Personal (Full Name, Date of Birth, Gender, NI number)
- Workforce Assignment
- Workforce Contract
- Computer IP Address
- Workforce Email

How do we collect the data ?

The majority of personal data is exchanged routinely between Schools and The Futures Trust using the Systems Interoperability Framework (SIF). This is a mature international standard for transporting data between educational systems and applications.

Schools will subscribe to exchanges of data appropriate to their own administrative and business processes. The frequency of data exchange will be dependent upon the business needs of the School and The Futures Trust.

Individual staff email accounts are recorded and maintained within our Enterprise AD in order for contracted services to be delivered to schools and for general communication purposes.

How do we use the data ?

The Futures Trust recognises that information is essential to its work with schools and the community, and that the efficient management of information is fundamental to the effective delivery of its services. Information exchanged between Schools and The Futures Trust will be used for a variety of functions to support the learning and welfare of children, particularly in relation to the vulnerable children's agenda.

The lawful basis for processing this data in line with GDPR:

- Article 6 (1) (b) Contract
- Article 6 (1) (e) Public Task



We will also process Special Category Data (Article 9) which includes Racial or Ethnic origin, Religious beliefs.

The legal basis for processing this sensitive (special category) data is:

- Necessary for obligations under employment or social protection

Who do we share the data with ?

In order to provide schools with contracted services, we work with partner suppliers and are required to share personal student and/or staff data. The Futures Trust will also share data internally within The Futures Trust to support the education and welfare of children. Staff absence data is shared internally with our Payroll provider.

Third Party Suppliers:

In order to provide contracted services to our school, we share personal information given to us or that we have collected about our pupils and staff. Information is routinely shared with:

- Microsoft Office 365
- Select HR

Staff contact information is shared with other third parties delivering procurement/installation services to schools.

How long do we hold the data ?

Retention periods vary depending on service and/or contract need. The majority of pupil and staff data is held in our secure SQL database. However, data held within our Enterprise AD will be retained until the pupil or member of staff leaves your school.

Marketing

We would like to send you information about our products and developments that may be of interest to you and also regular service news and updates.



You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to receive marketing communications, please email enquiries@thefuturestrust.org.uk

How to contact us

Please contact us if you have any questions about our Privacy policy or the data:

Tel: 024 7666 1416

Email: enquiries@thefuturestrust.org.uk