

Future First & the General Data Protection Regulations (“GDPR”)

New data protection regulations known as the General Data Protection Regulations (“GDPR”) come into effect on 25 May 2018.

Future First works with state schools and colleges across the country to build alumni communities to inspire, motivate and support their current students. As such, Future First and member schools and colleges hold the personal data of alumni, students and school staff as part of this partnership. Both Future First and the member school or college are ‘data controllers’ of this personal data under the regulations. This means both Future First and the member school or college is responsible for and must be able to demonstrate compliance with the regulations.

This article outlines the changes we are making to ensure all personal data we store is safe, secure and compliant with GDPR.

Alumni data

Alumni signed up to a member school network

All alumni are asked to agree to our privacy policy when signing up to their old school network. We have updated the privacy policy to ensure it is GDPR compliant. You can read our standard privacy policy for alumni [here](#)¹.

As an extra step, we will be contacting all alumni before GDPR takes effect in May, reminding them that we hold their data, and letting them know how they can manage this.

Alumni can easily manage their contact preferences on the portal. This means that if they do not want to be contacted by the school or Future First via email, they can easily opt out of this. They can also delete their account, which removes their data from the school portal as well as from Future First's internal systems.

We have removed the option for schools to download a csv file of alumni data from the portal. This ensures we remain compliant with GDPR data security requirements, as data held within the portal is safe and secure, whereas data downloaded on to a specific machine is not.

Alumni information on the portal

School staff and Future First can currently add customised questions to the alumni sign-up form in order to find out more about former students. Examples of this include asking former students to specify who their favourite teacher was at school, or what house/form they were in.

Under GDPR organisations must have a legitimate, specific reason to collect any kind of personal data. Asking for sensitive personal data such as ethnicity, religion or socio-economic background can be difficult to justify. Future First therefore advises schools to avoid gathering this kind of information from alumni at the point of signing up.

Should you wish to target a specific group of alumni, this is better done by inviting them to participate in a specific workshop or project, rather than holding sensitive information permanently.

¹ If your school or college uses the “Hubs” functionality for groups of school, the privacy policy for alumni also has details of how alumni details are shared across all of the schools and colleges in the Hub.

Alumni not signed up to a member school network

Any personal data belonging to alumni who agree to participate in a Future First-led workshop at their former school but are not signed up to the portal will be held securely in the alumni portal for up to 30 days after the workshop. If they do not sign up to the alumni network via the portal in this period, their details will be permanently deleted from our database.

What happens to schools' alumni data at the end of a membership?

If you choose to end your membership with us, we will only be able to share the data of alumni who have consented to their data being shared in this way. This does not affect alumni who signed up before 25 May 2018.

This means that should you choose to end your membership we will send you alumni data for a) alumni who signed up before 25 May 2018 and b) alumni who sign up after 25 May 2018 who opted in to us sharing their data. This data will be shared with you in a password-protected zip file.

Student data

In some cases, Future First will collect student data as part of a school workshop or employer insight day. This data is collected for safeguarding purposes or to keep interested students informed of future opportunities with an employer partner.

If the student(s) in question are under the age of 13, Future First will ask the school to obtain written permission from parents or guardians to hold this data. If the students are 13 or older, Future First will ask the school to obtain consent from the student(s) to share their data. All student data is held securely in our internal database.

Staff data

All school staff at a member school can create an account to access alumni details on the alumni portal. When staff create their accounts they are invited to read and agree to our data protection policy. School staff are encouraged to use their school rather than personal email addresses to create their alumni portal login.

If you have any further questions about GDPR and your alumni network, please contact your Alumni Programme Officer or email support@futurefirst.org.uk.