



ALUMNI DATA PROTECTION NOTICE

1. Introduction

At Futureworks, we are committed to protecting and respecting the privacy of our alumni. This Privacy Notice explains how we collect, use, and safeguard your personal information in compliance with UK data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This document will explain how we collect and process your personal data. We are classified as a Data Controller for personal data, and we are registered as such with the Information Commissioner's Office (ICO), our reference number is ZA338879. If you have any questions or concerns about your personal data, please contact our Data Protection Officer (DPO) at dataprotection@futureworks.ac.uk.

2. Personal Data We Collect

We collect and process personal data to maintain an ongoing relationship with our alumni and to keep you informed about Futureworks activities, events, and opportunities. The personal data we collect may include:

- Name, title, and contact information (email, phone, postal address)
- Graduation year, course, and degree classification
- Employment history and professional achievements
- Voluntary activities, affiliations, and memberships
- Event attendance, donations, and preferences

3. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- Legitimate interest: We process your data to pursue our legitimate interests as a higher education provider, such as maintaining alumni relations, fundraising, and promoting our services.
- Consent: In some cases, we process your data based on your explicit consent, such as when you opt-in to receive marketing communications.

Updates to your personal data are made from the information you supply to us via communications, events, and forms, and to other departments and staff at Futureworks. An email will be sent to you prior to graduation informing you of the benefits of joining the Alumni group, and you will have the option to withdraw from the process if you wish.

4. Mailing Lists and Third-Party Services

We may share your personal data with trusted third parties, such as service providers, for specific purposes, such as event organization, mailings, or surveys. We require all third parties



to comply with the GDPR and the Data Protection Act 2018 and to treat your personal data confidentially and securely.

Records will be kept on alumni activities, and attendance at these events. This will help us to better cater to the changing needs of our alumni. You can withdraw your name and details from the database at any point by emailing alumni@futureworks.ac.uk.

5. Graduate Outcomes Survey

The Graduate Outcomes survey is a national survey capturing information about the activities and perspectives of graduates 15 months after they finish their studies. All graduates who completed a course will be asked to take part in the survey, to help current and future students gain an insight into career destinations and development. Your responses will also help us to evaluate and promote our courses.

The survey is also of national significance as it allows policy makers, charities, journalists, researchers, and others to understand the higher education sector and the state of the graduate labour market.

As part of the preparation for this survey, we will write to you about keeping your contact details up to date. This will be separate from the alumni communications but will be linked through the Alumni database where we will keep our records of your contact details.

6. Contact for questions

If you have any questions about anything in this notice, please contact the Data Protection Officer on dataprotection@futureworks.ac.uk. You can also write to us at Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS.

You have a right to complain to the ICO about the way in which we process your personal data. Please see: <https://ico.org.uk/concerns/handling/>