



Think for the Future Data Privacy Policy

Introduction

Think for the Future is committed to protecting the privacy of all individuals it works with. This Privacy Policy explains the type of personal information we collect about you when you interact with us, how we obtain this information, why we collect it, how we use and store this information and finally your data protection rights and how to contact us about your information.

All of Think for the Futures operations involving data are managed in accordance with General Data Protection Regulation (2018).

How do we obtain information and why do we collect it?

Think for the Future collects and processes all of the information collected under any one of the following lawful bases:

- Think for the Future holds a contractual relationship with your entity, such as a school or local authority, and these data must be processed as part of our contractual obligations
- You have consented to us processing your data
- We are legally obliged to process your data

The majority of the information (unless otherwise stated here) Think for the Future collects that falls under the category of personal information is collected for the purposes of increasing the impact of the Behaviour and Resilience Mentoring Provision through impact analysis and reporting. This allows us to be data-driven in our work and provide our partner schools with evidence of impact.

What do we do with the information we collect?

Think for the Future utilises the information we collect for a variety of reasons dependant on whether the data is collected as part of the delivery of our provision within school or not:

Data related to the delivery of the Behaviour and Resilience Mentoring Provision

- This is used to populate our internal dashboards which help to inform our operations team to increase the impact they can have on students while delivering the TFTF Behaviour and Mentoring Resilience Provision
- Allows analysis and reporting on the change in student's behaviour, attendance, and exclusion.
- To comply with our obligations around safeguarding and good record keeping for the students on our programme

Data related to recruitment, sales, or company communications

- Communication directly with individuals via email or phone
- Keeping records of previous interactions for account and contract management purposes



Data related to recruitment, sales, or company communications

We collect data on contacts we get through the recruitment, sales, and general company communication areas of our business:

- Name
- Email Address
- Phone Number
- Job Title
- Employment history
- Address
- Criminal record

Data related to the delivery of the Behaviour and Resilience Mentoring Provision

Think for the Future collects a number of areas of personal information and special category personal information that are primarily focussed on the schools and students we work with:

Client school Staff and Administration:

- Staff Names
- Subject Taught
- Staff member recording behaviour incidents
- Staff member recording exclusion incidents

Student Data:

- Identifiers including MIS record number, UPN number and ULN number
- Name
- Gender
- Registration and Year Group
- Student Demographic information including but not limited to Ethnicity and FSM status
- Student SEN status
- Student Achievement Data
- Student Timetable data
- Student attendance marks
- Student behaviour data
- Student exclusions data
- Student photograph

All of this data is collected and management under a data sharing agreement with the school in question.

How do we store your information?

All personal information collected by Think for the Future is stored within cloud-based servers in one of the two following locations:

- Amazon Web Services – EU2 West (London)
- Microsoft – Datacentres in the United Kingdom



What are your data protection rights?

You may have the following rights in relation to your information. If you would like to exercise any of these rights e.g. request copies of information that Think for the Future holds about you, then please contact TFTF.Data@thinkforthefuture.co.uk

- The right to request that any inaccurate information Think for the Future holds about you is rectified.
- The right to have any information Think for the Future holds about you to be erased where there is no good reason for us to continuing to process it.
- The right to restrict the processing of the information Think for the Future holds about you in certain circumstances.
- The right of access and the right to obtain copies of the personal data that we hold about you, and other supplementary information, under data protection law.
- The right to receive copies of any information Think for the Future hold about you in a structured, commonly used, and machine-readable format. You also have the right to request that we transmit the information that we hold about you to another data controller.

These rights are not subject to any fee, and we will comply with any request within the legal time limits. More information on your rights can be found on the [government data protection page](#). To correct any inaccuracies, ask questions on how we keep your information or object to any information we keep please email TFTF.Data@thinkforthefuture.co.uk.

How to contact us about this Policy

The named Data Protection Officer for Think for the Future is Craig Land and can be contacted through contact@thinkforthefuture.co.uk or by calling 0115 718 0399.

Signatories

Signature: CRAIG LAND

Print Name & Job title: CRAIG LAND – Data Protection Officer

Date : 28/09/2023

To be reviewed: 28/09/24