

NFTS Alumni and Sponsors Privacy Notice

1. Introduction

This statement explains how the NFTS (“we”, “our”, “us” and “the School”) handles and uses the personal data we collect about our alumni and our past, current and future supporters, whether donors, volunteers or participants in membership groups that we run (“you” and “your”). Developing a better understanding of our alumni and supporters allows us to keep in touch with you, in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations, activity or other forms of non-financial support.

We are committed to protecting your personal data and being transparent about what information we hold. NFTS has a Data Protection Policy which can be found [here](#).

2. What is ‘personal data’?

‘Personal data’ means any information which relates to or identifies you as an individual.

3. How do we collect your personal information?

We may hold information relating to you from a number of sources. A significant proportion of the information we hold on alumni is that which you provide to us (for example, you may give us information by filling in forms on the NFTS’ website, or by corresponding with us by telephone, email or otherwise). If you have studied at NFTS, some of your personal data is transferred from your student record to the NFTS alumni database.

4. What information does the School hold?

Most records contain:

- (a) details of your education (e.g. the courses you have completed, dates of study)
- (b) unique personal identifiers and biographical information (e.g. student number, date of birth)
- (c) your contact details (and we update these whenever you let us know that they have changed)

- (d) details of your interactions with NFTS including:
 - (i) your attendance at College or University events
 - (ii) details about your family (e.g. your marital status, the name of your partner or spouse)
 - (iii) personal data provided by you for a specific purpose (e.g. disability and dietary preferences for event management purposes)
 - (iv) your communication preferences, to help us provide tailored and relevant communications

We also record, where applicable, based on information which you provide to us and, in some cases, publicly available information:

- (e) information relating to you and your family, including:
 - (i) your history of donations made to the NFTS
 - (ii) your career highlights and other life achievements
 - (iii) information about your areas of interest and extra-curricular activities

5. How is this information used by NFTS?

Your information is used by us for a number of interdependent purposes in support of alumni relations, supporter communications and fundraising. These include:

- (a) sending you publications (e.g. alumni updates)
- (b) conducting surveys
- (c) sending you details of volunteering opportunities
- (d) inviting you to alumni and other NFTS events
- (e) internal record keeping, including the management of any feedback or complaints
- (f) administrative purposes (e.g. in order to process a donation you have made or to administer an event you have registered for or attended)
- (g) fundraising appeals

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

6. How does the NFTS protect your data?

The legal basis for processing your personal data for the interdependent purposes set out in this document is that it is necessary for the pursuit of our legitimate interests, or the carrying out of a task in the public interest, or in the exercise of our official authority. We always handle your personal data securely and minimise its use, and there is no overriding prejudice to you by using your personal information for these purposes. In addition, there is no statutory or contractual requirement for you to provide us with any personal data.

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

We ensure we have appropriate data sharing agreements in place before sharing your personal data.

We also facilitate communication between individual alumni, but in doing so we do not release personal contact details without prior permission.

7. How long is my information kept?

We will retain your data indefinitely in support of your lifelong relationship with NFTS or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, course, enrolment and graduation details, unique identification number and date of birth) to ensure we do not contact you inadvertently in future, and to maintain your academic record for archive purposes. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters).

8. Your rights

You have the right to:

- (a) ask us for access to, or rectification or erasure of your data
- (b) restrict processing (pending correction or deletion)
- (c) object to communications or direct marketing
- (d) ask for the transfer of your data electronically to a third party (data portability)

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

9. Who can I contact?

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer:

- by email: dataprotection@nfts.co.uk
- or by post: Data Protection Officer, NFTS, Beaconsfield Studios, Station Road, Beaconsfield, Bucks HP9 1LG

To request access to the personal data that we hold about you, you may contact our Data Protection Office:

- by email: dataprotection@nfts.co.uk or
- by post: Data Protection Officer, NFTS, Beaconsfield Studios, Station Road, Beaconsfield, Bucks HP9 1LG

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.