

Lifelong United Learning

Privacy Notice

Legal basis for processing the answers that you provide:

You do not have to register with Lifelong United Learning. If you choose to respond we will use/process your answers as set out below. Our legal base for developing this platform is that it is in the legitimate interests of United Learning.

What is Lifelong United Learning?

Lifelong United Learning is our internal Alumni database through which our network of schools and Central Office teams can engage with United Learning leavers.

Lifelong United Learning will ensure your information is kept safe, accurate and up-to-date and that the information we hold is reasonable.

How will Lifelong United Learning use my data?

We pride ourselves on the ongoing relationships we have with students of United Learning. It is our intention that by registering with Lifelong United Learning you will contribute to a community that extends beyond your time at a United Learning school cultivating a culture of continuity, engagement and collaboration that is beneficial for all.

To this end your data may be, but is not limited to, use as per the below:

- Maintaining records of your destinations and employment routes
- Maintaining records of your geographical locations
- Maintaining records of your notable achievements
- Providing you with services and information from United Learning which may be of interest to you.
- Keeping a record of your relationship with United Learning
- Promoting benefits and services which may be available to Alumni
- Promoting events and opportunities which may be of interest to Alumni
- Inviting Alumni to events hosted by United Learning which you may wish to participate in
- Asking for support in relation to fundraising/sponsorship initiatives
- Asking you to support in a non-financial capacity (i.e., mentoring, Careers guidance, Careers fairs)

What data will be collected?

For the purpose of the Lifelong United Learning Alumni database, we will collect the following data:

- Name (title, forename, surname and, where applicable, maiden name)
- Date of Birth
- Email address
- Telephone number
- Social Media username
- Name and location of United Learning school attended.
- Name and location of United Learning sixth form attended.
- Dates of attendance at United Learning school/sixth form
- Current location

- Pathways of further study (i.e., Further Education, Higher Educations, Qualifications)
- Notable professional/personal achievements
- Current employment status and sector
- Expression of interests/commitment to Lifelong United Learning (i.e., guest speaker, work experience, vacancies)
- Details of your interests/commitment to Lifelong United Learning (i.e., participation in events, networking)
- Details of your engagement with other areas of United Learning (i.e., United Teaching, marketing, fundraising)
- Personal reflections/testimonials of United Learning provided by you.
- Records of communication received by United Learning from you.
- Records of your engagement with our communications
- Images of you (obtained with your consent)

On an annual basis we will contact you to confirm whether the details we hold for you are accurate so that we can ensure that are communications with you are appropriate and meet your needs most effectively.

Who will see my responses?

Your responses will be stored centrally in our database and be held by our Strategic Careers Lead.

Where you opt-in to share your responses with your designated United Learning school(s), your responses will be shared with the Senior Leadership Team and Career Lead of this selected school(s) where consent is given.

Where you opt-in to share your responses with United Learning schools within a particular geographical area, your responses will be shared with the Senior Leadership Teams and Career Leads of this geographical area.

On occasion, your data may be shared with members of the United Learning Central Leadership Team as they may wish to contact you in relation to wider opportunities (i.e., marketing, recruitment). You will be given the opportunity to opt-in to these communications, and you will have the opportunity to opt-out of this at any time should you wish.

Will I be identifiable by providing by registering my details on the Lifelong United Learning platform?

Yes, your details will be identifiable to those outlined above (Strategic Careers Lead, Senior Leadership Team and Career Leads) and with whom you have given permission.

In some cases, we may use your details as part of marketing material on our central website, school websites, social media and wider marketing materials. You will have the opportunity to opt-out of this should you wish.

Where will the responses be stored?

The responses will be stored on United Learning's servers which are within the EU. United Learning will store the data on Office 365 which is encrypted as standard. Access to the data will be restricted to those members of staff outlined above with unique permissions and the files password protected to prevent unauthorised access.

How will Lifelong United Learning keep my data secure?

We have security measures in place to prevent personal data from being accidentally lost, used or accessed unlawfully. We follow strict procedures as to how your personal data is processed, to prevent any unauthorised person from obtaining access to it.

All personal data you register on our website will be located behind a firewall and we will use our strict procedures and security features to prevent unauthorised access to our systems.

Furthermore, we enforce the zero-trust model, and a very limited number of staff has access to customer data, on a need-to-know basis. Those processing your information within United Learning and on our behalf, will do so only in an authorised manner.

We are fully cloud hosted. Your data is stored behind a robust FortiGate firewall, and this protection is enhanced by Microsoft cloud security antivirus – Microsoft defender. A dedicated team is responsible for applying security controls and monitoring with built in intrusion detection/prevention as part of our FortiGate fire wall. Data is encrypted in transit and at rest using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

How long will Lifelong United Learning keep my responses for?

Your registration details will be held for ten years at which point you will be contacted to ask if you are happy for your responses to continue to be stored.

How will Lifelong United Learning contact me?

We may communicate with you via:

- Email
- Social Media and Digital Media Advertising
- Mail
- Telephone
- SMS

Communication via email is the most convenient way for us to maintain a lifelong relationship with our Alumni and supporters. As part of Lifelong United Learning, you may receive emails containing news, events, careers support, surveys, school support and professional development opportunities.

The legal basis that we rely on for this activity is 'legitimate interest'. This means that we believe keeping you updated in this way does not infringe your rights, freedom or interests.

You will be able to unsubscribe from all emails; to do so please contact yourfuture@unitedlearning.org.uk

If you are registered with the Telephone Preference Service (TPS) but provide us with a telephone number, we will assume that we have your consent to call you via the number provided.

How can you access the information we hold about you?

You have the right to request a copy of the personal information that United Learning holds about you (called a Subject Access Request). Please contact: company.secretary@unitedlearning.org.uk if you wish to exercise this right.

If you have any questions, please contact yourfuture@unitedlearning.org.uk.

Legal information

- The Data Controller for this project is United Church Schools Trust.
- The Data Protection Officer for both Data Controllers is Alison Hussain company.secretary@unitedlearning.org.uk.
- United Learning is the trading name for these two charities.