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LSBU

# Applicant Privacy Notice

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Approved by

Chief People & Legal Officer

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LSBU website, Under About Us, Policies and Procedures tab. For latest version, go to:

<https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

**This Notice is available in accessible formats on request from the Data Protection team. Please contact: [dpa@lsbu.ac.uk](mailto:dpa@lsbu.ac.uk)**

## 1. Purpose of this Notice

London South Bank University (LSBU, We, our, us) is registered as a data controller with the Information Commissioner's Office, our data controller registration is Z6533032 and our registration can be viewed at <https://ico.org.uk/about-the-ico/what-we-do/register-of-datacontrollers/>

This Privacy Notice explains how we will process your personal data when you apply to study at LSBU, including applicants who are currently holding offers but have not yet enrolled. The notice covers both data we collect directly from you and data provided to us by third parties. In the process of your application, you may be presented with separate Privacy Notices in relation to specific services or activities LSBU provides, such as Open Days.

These should be read in conjunction with this document.

Amendments may be made to this Privacy Notice. However, the current version of this Privacy Notice can always be found at

[https://www.lsbu.ac.uk/data/assets/pdf\\_file/0008/95642/data-protection-notice.pdf](https://www.lsbu.ac.uk/data/assets/pdf_file/0008/95642/data-protection-notice.pdf).

Details of how the University complies with Data Protection Law UK General Data Protection Regulation ('UK GDPR') (as implemented by the Data Protection Act 2018), and the EU General Data Protection Regulation 2016/679, and other applicable law about the processing of personal data and privacy) are set out in the Data Protection Policy which is available at [https://www.lsbu.ac.uk/data/assets/pdf\\_file/0004/11686/university-data-protectionpolicy.pdf](https://www.lsbu.ac.uk/data/assets/pdf_file/0004/11686/university-data-protectionpolicy.pdf).

**"Personal data"** refers to information relating to you, for example your name, date of birth or email address. It can also include "special category" data, which includes information about your racial or ethnic origin, religious or other beliefs, and physical or mental health, the processing of which is subject to strict requirements.

**"Processing"** means any operation which we carry out on your personal data e.g., obtaining, storing, transferring, deleting.

## 2. Your personal data

We hold a range of personal data about you, some of which you provide to us directly and some of which we receive from third parties, such as UCAS.

**See below for further details of personal data we receive from third parties.**

Categories of personal data we may hold for you include:

- Personal and contact details and preferences such as name, date of birth, email.
- Prior educational experience/attainment (including at LSBU), information about your previous work experience and career aspirations.
- Immigration information (e.g., passport details, language proficiency).
- Evidence of your identity such as National Insurance number, passport details, proof of address).
- Health information (including any disabilities) and other equality-monitoring data you provide to us.
- Criminal convictions information and other background checks such as DBS where relevant to your chosen course. Please see our [Criminal Convictions Data policy](#) for further details.
- Financial information such as fees, payments, funding and sponsor details.

## 3. Purpose and legal basis for processing your data

We process your data for the purposes of assessing your eligibility to be offered a place on one of our academic programmes and related services. Data Protection Law requires us to have a justification to support each instance in which we process your personal data, which is called our Legal basis for processing. The table below details the main purposes for processing personal data undertaken by LSBU and the supporting Legal Bases.

If you are unsuccessful or do not take up a place at the University, we will retain your personal data in line with our [retention schedules](#) for statistical and audit purposes or in the event of a complaint or an appeal.

No.	Purpose	Legal basis
1.	Assessing eligibility to undertake our academic programmes.	Performance of a contract.
2.	Supporting applicants through the application process and providing further information on the services we can offer.	Necessary for negotiating to enter into a contract and legitimate interests in providing support to applicants.
3.	Financial Administration (including provision of loans and bursaries).	Performance of a contract.
4.	Immigration matters.	Legal Requirement for Visa-Sponsored students. Public Interest.
5.	Making reasonable adjustments for disabilities and providing relevant support to students with ill health and providing wellbeing support. This includes processing special category information.	Performance of a contract. Explicit Consent.
6.	Obtaining payment of fees.	Performance of a Contract
7.	Assisting students to obtain residential accommodation/housing.	Consent.
8.	Assisting law enforcement agencies, local authorities, government agencies. Complying with electoral registration requirements for students in halls of residence.	Legal obligation. Public Interest.

No.	Purpose	Legal basis
9.	Monitoring the effectiveness of LSBU's equality and diversity policy.	Public interest. Substantial public interest in identifying and keeping under review the existence or absence of equality of opportunity or treatment and enabling such equality to be promoted and maintained (Paragraph 8 of Schedule 1 of the Data Protection Act 2018).
10.	Providing reporting data to regulators, funding bodies and government agencies.	Legal obligation. Public Interest.

#### 4. Personal data received from third parties

No.	Data	Possible Source
1.	Contact details and attainment.	UCAS, UKPASS, call agents.
2.	Your immigration status.	Home Office (UKVI).
3.	Transcripts - details of programmes undertaken or being undertaken at another institution; attainment.	Another institution and/or secondary/high schools, Exam boards.
4.	Medical, mental health, accessibility-related and similar information. This is special category personal data. We only obtain this information from third parties if you give us consent to do so or if it's a matter of life and death.	Another institution, medical practitioners and/or family members.
5.	Your financial status and evidence of sponsorship.	Employer, funding and sponsorship partners.

6.	References and other information required to assess eligibility for courses i.e., from employers or sponsors.	Referees, Employers or sponsors.
7.	Information regarding any compliance issues such as criminal records.	Disclosure and Barring Service (DBS).
8.	Publicly available information used for profiling applicants in order to better target communications to their interests and needs.	Publicly available information, e.g., social network posts.
9.	Social media platforms such as Meta and LinkedIn	Profile information, cookie data

## 5. Recipients of personal data

Your personal data may be disclosed to other organisations as required by law, for crime prevention, investigation, or detection purposes or in order to protect your vital interests. In addition, LSBU may disclose your personal data LSBU may share your data with third parties as detailed below.

No.	Recipients	Data which we may share with them
1.	UCAS and other application providers.	Application status.
2.	Relevant government departments and law enforcement agencies (e.g. Home Office, Department of Education, Department of Health, The Metropolitan Police).	Contact details, nationality, visa status, course dates, details of offer.
3.	Our sector regulators/quasi-regulators (The Office for Students (OFS), the Office of the Independent Adjudicator (OIA), and the Competition and Markets Authority).	Contact information, course details, accessibility and assistance requirements, nature of any complaints.

4.	Statutory reporting bodies e.g Higher Education Statistics Agency (HESA).	Gender, age, ethnicity, application status, disability status, qualifications, location.
5.	LSBU's Data processors e.g., Salesforce, QSES, Enrolly  We use the services of third-party service providers to help us run LSBU, particularly in relation to our IT systems. Some of these services involve the service provider holding and using your personal data. When we share your information in this way, the service provider is required to keep it secure.	Contact details, IP address, application information, qualifications.
6.	Professional Statutory and Regulatory Bodies that are relevant to the course you have applied for (e.g, NMC, GDC).	Application details and status, contact information, details of qualifications, references.
7.	Loan and Grant providers such as the Student Loan Company (SLC).	Application status, course dates and fees, contact information.
8.	Your sponsors, employer, funder or international agent.	Application status, course dates, fees.
9.	Disclosure and Barring Service (DBS) if check is a condition of entry onto your chosen course.	Name, address, date of birth.
10.	Social media platforms and Internet providers such as WhatsApp, Meta, Google)	Name, phone number, email,
11.	Our International partners such as QS or agents and Enrolly – our platform for international applicants (non-UK applicants/prospects only)	Application information, contact details, immigration documentation.

## 6. Overseas transfers of personal data (i.e., outside the UK or European Economic Area (EEA))

Where possible, we aim to hold personal data relating to students within the UK and the EEA. Where any of your personal data is transferred outside the EEA it will be subject to a legally binding data sharing agreement and we will ensure appropriate safeguards are in place. If you are an international applicant, we will receive data from and share data with organisations in your home country.

## **7. Retention of data**

The length of time that we keep your personal data for is set out in the Student Records Retention Schedule at [https://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0003/11928/studentrecords-retention-schedule.pdf](https://www.lsbu.ac.uk/_data/assets/pdf_file/0003/11928/studentrecords-retention-schedule.pdf).

## **8. Your rights as a data subject**

The UK GDPR gives you certain rights:

- A) The right to be informed – we will inform you if we are using or storing your personal information.
- B) The right of access – you can ask us for a copy of your personal information by making a subject access request.
- C) The right to rectification – if you think the personal information, we hold about you is not right you can ask us to correct it.
- D) The right to erasure – you can ask us to delete your information and, if we are able to, we will do so.
- E) The right to restrict processing – you may want to stop us from using your information for some purposes.
- F) The right to information portability – as well as being able to ask for a copy of your information you can ask for it to be in a format that makes it accessible if you wish to share it with others.
- G) The right to object – If you are concerned about how we are using your information tell us.



H) Rights in relation to automated decision making and profiling – if you think that we have made a decision about you automatically (by, for example a machine or computer) you can ask for the decision to be reviewed by a living person.

These rights are not absolute. Whilst you can ask for certain things to happen, there may be reasons why we cannot comply. For example, we may have to keep information that you would like deleted for legal purposes. Your rights are also included in our privacy notices but for more detailed information please refer to the Information Commissioners Office

### **Exercising your rights, queries and complaints**

For more information on your rights, if you wish to exercise any right or for any queries you may have or if you wish to make a complaint, please contact our Data Protection Officer:

Alice

Black: London South Bank University, 103 Borough Road, London, SE1 0AA

Email address: [dpa@lsbu.ac.uk](mailto:dpa@lsbu.ac.uk)

### **Complaints to the Information Commissioner**

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the ICO's website <https://ico.org.uk/>.