

General Data Protection Policy

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Policy

LSB is committed to complying with the General Data Protection Regulation as an academic institution, employer, and service provider. In order to do this, LSB commits that:

- We process our data fairly and legally;
- We support the rights of individual;
- We keep our data secure;
- We design privacy into our systems and processes

Scope

LSB is subject to the General Data Protection Regulation and associated data protection legislation. LSB must register as a Data Controller with the Information Commissioner’s Office. LSB’s notification (registration number: ZA190209) covers LSB’s main academic activities, administrative functions, libraries and business services, including its wholly-owned companies.

Definitions

The General Data Protection Regulation governs the processing of personal data. The following definitions are used:

- **Personal data** are data that can identify living individuals. As well as images, names and contact details, it can also include numerical or statistical information from which an individual’s identity can be derived.
- **Special Category Data** are personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data to uniquely identify a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.
- A **Data Subject** is the individual who is the subject of personal data.
- A **Data Controller** determines the purposes for which personal data are processed. The controller is ultimately responsible for the personal data, whether they pass the data to a data processor or not. This data includes responding to Subject Access Requests and complaints from data subjects.
- A **Data Processor** is any individual or organisation who processes personal data on behalf of – according to the purposes defined by – the data controller.

Principles

LSB is required to process personal data according to the following six principles:

Data Protection Principles	The context for the LSB
Lawfulness, fairness and transparency	LSB explains to its staff, students and customers how it processes personal data at the point of collection and for what purposes
Purpose limitation	LSB only uses the personal data it has for the purposes it was collected for
Data Minimisation	LSB only collects personal data which is relevant to the purposes it is required for
Accuracy	LSB ensures that the data is correct, up to date and able to be rectify any mistakes quickly
Storage Limitation	LSB does not retain personal data for longer than it is needed
Integrity and Confidentiality	LSB protects its personal data against unauthorised access, loss or destruction by a range of security measures

Legal basis for processing – personal data

LSB needs to meet one of the six lawful bases in order to process personal data. The most common for LSB will be the following:

Legal basis	Examples
Necessary for the performance of a contract	Covers the majority of processing for our students and staff
Data subject has given consent to the processing	Covers mailing lists, marketing and other optional services for staff, students and customers
Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Covers the retention of our student pass lists and transcript information for awards and verification
Necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data	Covers activities around alumni, charitable works and marketing of commercial services

Legal basis for processing – special category data

For special category data, in addition to a lawful basis listed in the Section above, LSB is required to have an additional legal basis for processing, as set out in Article 9 of the Regulation.

Legal basis	Examples
Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law	Sickness absence, Notifying LSB of Trade Union membership
Processing relates to personal data which are manifestly made public by the data subject	Alumni research, honorary degrees, ethical donations assessment
Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee	Occupational therapy assessments
Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes	Analysis and reporting of equality and diversity information

The legal basis for processing will be listed in LSB’s Record of Processing Activities, produced in line with Article 30 of the Regulation.

Rights

Data subjects – our students, staff and customers – have a number of rights under the Regulation. These include:

Right	The context for LSB
Right of access	Data subjects have the right to find out about what we are doing with their data, check we're holding it correctly and to obtain a copy of what we hold.
Right to rectification	LSB makes every effort to ensure its data is accurate. If a data subject thinks something, we hold about them is wrong, they can ask for this to be corrected. LSB will assess the request and correct any inaccuracy.
Right to erasure / right to be forgotten	Data subjects have the right to ask us to remove or delete data we hold on them. LSB will assess the request against the criteria in Article 17 and respond accordingly.
Right to restriction of processing	Data subjects may, in the course of a dispute with LSB about the use of their data, ask LSB to stop using their data if certain criteria apply.
Right to data portability	Data subjects have the right to ask LSB to provide them with a reusable electronic copy of their data to allow them to transfer it to another provider. This only covers data submitted to LSB by the subject or data observed from the subject's use of a service. If technically possible, LSB will consider transferring information directly to another provider.
Right to object	Data subjects have the right to object to processing based on legitimate interests, legal obligation or for the purposes of direct marketing or for "scientific or historical research purposes or statistical purposes". LSB will assess the request and respond accordingly.
Automated decision making, including profiling	If LSB is making decisions about data subjects through purely automated means, such as a computer algorithm, data subjects can appeal against this decision. LSB will ensure that subjects can express their point of view and have member of staff provide a review and explanation of the decision.

Data protection by design

LSB is committed to ensuring privacy is built into its processes and outcomes. New projects involving personal data must carry out a privacy impact assessment to identify privacy risks and plan appropriate mitigation.

Security

LSB's ICT security measures support compliance around the 'integrity and confidentiality principle of the regulation in ensuring appropriate technical measures are in place to protect personal data. There is a personal data breach notification procedure in place per Article 33 of the Regulation.

The Data Protection Officer in charge

Following Article 37 - 39 of the Regulation LSB has appointed a data protection officer, whose contact details are as follows:

Data Protection Officer in Charge
 London School of Business Boardman House, 64 Broadway E15 1NT, London, UK

Training and awareness

LSB is committed to ensuring its staff have the requisite training and awareness around data protection. All staff must undertake the compulsory 'Data Protection' and 'IT Security training. Further resources and training are provided on request from the Data Protection Officer in Charge. As referenced in the staff terms and conditions, breach of data protection law due to unauthorised access, misuse or loss may result in disciplinary action, up to and including dismissal.

Using data processors

LSB may use an external contractor or 'data processor' to store or manage its data. It will process this data only for purposes specified by LSB and will be bound by contract to meeting the LSB's obligations under the General Data Protection Regulation. Where data is passed outside the EEA, LSB will take the appropriate steps to ensure adequate protection.

Academic Research

Academic research, which involves the processing of personal data, is subject to the General Data Protection Regulation. All academic projects are subject to the Research Ethics policy, which includes specific directions for projects involving personal data.

LSB as Processor

Where LSB, in the course of its academic or commercial activities, acts as a processor, it is subject to the requirements of Article 28 of the Regulation and will:

- process the personal data only on documented instructions from the controller;
- ensure that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality;
- take all measures required according to Article 32 'Security of processing';
- not engage another processor without prior specific or general written authorisation of the controller;
- assist the controller by appropriate technical and organisational measures, insofar as this is possible, for the fulfilment of the controller's obligation to respond to requests for exercising the data subject's rights;
- make available to the controller all information necessary to demonstrate compliance.

Further Information

Any questions relating to the Data Protection Act or this policy should be directed to the Data Protection Officer at data.protection@lsbuk.com.