

# The London Interdisciplinary School

## Privacy notice for visitors, correspondents and prospective students

### Introduction

This Privacy Notice applies to visitors to LIS and people with whom the School communicates who are neither staff, nor current students, nor applicants, nor alumni, nor board members. It does apply to prospective applicants (e.g. enquirers), prospectus requesters, event registrants and attendees, external speakers, and all other individuals who have expressed an interest in: studying at LIS; participating in its activities in another way, such as one of LIS' outreach programmes; and one off events, e.g. Discovery Days. This notice also applies to agents, third parties and partners including employer partners. This notice explains how LIS will process your personal data.

This notice explains how the School will process your personal data. LIS may update its Privacy Notice at any time; please check back here regularly to review any changes.

### What types of information do we hold?

LIS holds a range of personal data about you. Some of this is provided to you directly and some of this is received from third parties such as agents or third-party companies. Sometimes this means LIS may process information related to children in your care.

Examples of the categories of personal data which the School holds, include:

- Personal details including name and title
- Contact details including address, telephone number and email address
- Country of nationality and domicile
- Company details
- Study interests
- Qualifications
- Academic institutions attended

LIS may also, by consent, collect, store and use information about your health or religion should you require it to make reasonable adjustments for you during your visit to LIS or to make resources accessible.

### How do we use this information and why?

LIS processes your data to help support your current and future relationship with the School. We only process your data for specified purposes and if it is justified in accordance with data protection law and the School's Data Protection Policy. The

table below lists various purposes for which LIS processes personal data and the corresponding justification for this.

It is not possible to capture all purposes for which LIS processes your data and there may be other processing in addition to the below. This is undertaken in accordance with LIS's policies, of which LIS will inform you when the data is obtained or as soon as possible thereafter.

<b>Data Subject</b>	<b>Data processed and purpose of this</b>	<b>Legal basis and justification</b>
Visitors to LIS for commercial, community or similar purposes	Name and contact details	Processing is necessary for LIS's legitimate interest in regulating access to the site and managing safety within it
Members of the general public who visit LIS for a specific event	Name, contact details, and any other information required for your attendance at the event, such as dietary requirements	Contractual necessity - without this personal data, LIS may not be able to deliver the event for you
Contractors providing services to LIS	Name and contact details	Contractual necessity – without the personal data, LIS may be unable to comply with its legal obligations to ensure the health and safety of visitors to its site and so will be unable to allow you onto its premises to perform the contract
Individuals with whom LIS corresponds, including schools, businesses or recruitment agents	Name and contact details. LIS uses your data to keep you up to date with events and initiatives which may be of interest and/or benefit to you	Processing is necessary for LIS's legitimate interest in providing you information on items which may be of interest or benefit
Members of research communities and collaborators	Contact details to maintain research communities and sharing research-related news and best practice	Public task
Members of the public using LIS facilities	Name, contact details, area of interest, country of nationality and domicile. The LIS uses your data to respond to your enquiry and/or to provide a prospectus	Contractual necessity
Prospective applicants who enquire to LIS, request information at an event or request a prospectus	Name, contact details, enquiry/area of interest, country of nationality and domicile. LIS uses your data to respond to	For answering your question, the legal basis for processing is contractual necessity. You may also be sent information regarding LIS' events,

	your enquiry and/or to provide a prospectus	educational programmes or resources if this would be relevant to potential future study
Individuals applying for/booking on a LIS Discovery Day, or equivalent open day style event	Name, contact details, date of Birth, address, gender, nationality, school/college/educational background, and, by consent: eligibility for Free School Meals, Eligibility for Educational Maintenance allowance, parental HE attendance, disability information, dietary requirements, whether you have been or are in care	For processing your application/reservation, making reasonable adjustments in delivery, and for better understanding the reach and potential impact of our efforts to broaden higher access and participation, as required by the Office for Students as a condition of registration.  You may also be sent information regarding LIS's events, educational programmes or resources if this would be relevant to potential future study, and by consent.
Enquiry data collected via third party platforms, such as UCAS, What Uni?, the Student Room, etc.	Name, contact details, area of interest, school/college/educational background and further information supplied by the third party, which may vary. LIS uses this data to send relevant marketing materials of interest.	The legal basis for processing is consent. You may also be sent information regarding LIS events, educational programmes or resources if this would be relevant to potential future study.  Some of this information may also be used as a contractual necessity in its relationship with you.

There may be other processing in addition to the above, for example, when you access the LIS website which uses Cookies, or when LIS takes photos or videos at events and then publishes them. This is done on the basis of our other policies, and LIS will inform you about such processing at the time when the information is obtained or as soon as possible thereafter. For example, we will request consent before publishing photos or videos of you.

**What information do we get from third parties?**

There are occasions when LIS receives your data from third parties. The following table lists key examples of information the School may receive from them.

Source	Data we may receive from them
Schools arranging a visit or engaging in another programme, or providing references for those participating	Personal and contact details and information relating to your background and living situation when this is necessary for eligibility purposes
Other institutions arranging a visit	Personal and contact details
Your employer	Personal and contact details and employment role
Third party marketing companies and recruitment agents	Personal and contact details
UCAS media	Personal and contact details

### What information do we share, with whom and how?

Recipients	Data that we may share with them
LIS' administrative and support staff	Personal and contact details and, if necessary, for the implementation of reasonable adjustments and/or the provision of other support and, subject to your consent, health information
Data processors (third parties who process personal data on LIS' behalf)	Personal and contact details
Local Authorities	Relevant safeguarding information
Scheme funders or research partners	Contact details, attendance and progression information, and information relating to your background and living situation where necessary for eligibility purposes

### How long do we keep information?

We must retain some student personal data after they leave LIS either because the law requires it or, for other reasons, e.g. to provide transcripts and references. Each type of data will be kept for a set period, which is defined in the LIS Data Retention Schedule.

### Data Protection Officer

At the point of registration as a higher education provider by the Office for Students, the School will have in place a Data Protection Officer. Their responsibilities will be to:

- Advise the School and its staff on its obligations under the GDPR;

- Monitor compliance with this Regulation and other relevant data protection law, including monitoring training, overseeing periodic audits to ensure 14 compliance, overseeing catastrophe testing, and ensuring GDPR compliance is built into the design of data systems;
- Report on GDPR compliance to the Board;
- Provide advice where requested on data protection impact assessments;
- Cooperate with, and act as the contact point for, the Information Commissioner’s Office;
- Operate as the first point of contact for data protection issues.

The School’s Data Protection Officer will be contactable at a dedicated email address, once appointed. In the interim, an appropriate internal member of staff will adopt the responsibilities of the DPO as outlined above. This member of staff will be contactable at [hello@tlis.org](mailto:hello@tlis.org).

### Queries and complaints

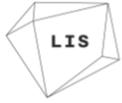
For more information on your rights, if you wish to exercise any right, for any queries you may have, or if you wish to make a complaint, please contact us at [hello@tlis.org](mailto:hello@tlis.org) with the subject starting “Data”.

### Complaint to the information commissioner

You have the right to complain to the Information Commissioner’s Office (ICO) about the way in which the School processes your personal data.

<b>Name of policy/procedure:</b>	<b>Privacy notice_Visitors, correspondents and prospective students</b>
<b>Document owner:</b>	<b>Jasper Joyce, Head of Strategy and Operations</b>
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<b>Reviewed by:</b>	<b>Hannah Kohler, Head of Student Experience</b>
<b>Audited by:</b>	<b>[name and job title]</b>
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<b>Date of next review:</b> (annually unless otherwise agreed)	<b>MM/YYYY</b>
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Data Retention Schedule Data Protection Policy Freedom of Information Policy Privacy notice_Students</b>

Version Control			
Version	Author [name]	Date	Brief summary of changes



<b>1</b>	<b>Jasper Joyce (Head of Strategy and Operations)</b>	<b>01/04/2019</b>	<b>Original draft</b>
<b>2</b>	<b>Hannah Kohler (Head of Student Experience)</b>	<b>01/05/2019</b>	<b>Minor wording changes</b>
<b>3</b>			