

London School of Hygiene & Tropical Medicine Privacy Notice for Prospective Staff

London School of Hygiene & Tropical Medicine (a higher education institution established by Royal Charter and an exempt charity with registration number RC000330) of Keppel Street, London, WC1E 7HT, is a data controller for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). The School undertakes to treat your personal data in accordance with these data privacy laws.

This privacy notice together with our Data Protection Policy, guidance, and any additional documents referred to within them, explains how we process your personal data. Please read this notice carefully. If you have any questions in relation to the School's processing of your personal data, please contact the Data Protection Officer on dpo@lshtm.ac.uk.

This privacy notice applies to people who may become School staff, including employees, workers, secondees, honorary staff and contractors.

The School has to process and retain certain personal data relating to you, to assist you in your decision about whether or not to work with us, and to assess whether you meet our recruitment requirements.

How we obtain data about you

We receive data relating to you in various ways, including:

- What you tell us when you express an interest in being a member of staff, either directly, at recruitment events or through a recruitment agent or intermediary;
- What you write in any applications for work;
- What you tell us in your application;
- What you tell us when you apply for a Certificate of Sponsorship (if you need a visa);
- What your referees tell us;
- Information about you placed into the public domain including through social media (e.g. to record public engagement activities);
- Information we receive from any other person or organisation you work for;
- Information we receive from organisations who disclose information to us as part of their public function, such as UK Visa & Immigration Service or the National Health Service.

What Personal Data we process about you

We may process the following categories of data about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- Date of birth;
- Gender;
- Marital status and dependants, if relevant;
- Next of kin and emergency contact information;
- National Insurance number (and/or your home country's national equivalent);
- Bank account details, payroll records, tax status information;
- Salary, annual leave, pension and benefits information;
- Proposed start date;
- Proposed location of employment and/or workplace;

- Application and recruitment information (including copies of right to work documentation, references and other information included as part of the application process such as a CV and covering letter);
- Employment records (including job titles, work history, working hours, training record, professional memberships);
- Records of any complaints or grievances you may make.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and gender identity;
- Information about your health, including any medical condition, health and sickness records;
- Union membership;
- Genetic information and biometric data; and/or
- Information about criminal convictions and offences, if required, e.g. for safeguarding purposes.

Purposes of Processing

The School has to process personal data about you so both you and the School can make decisions about you becoming a member of staff, as well as the full range of administrative and associated tasks related to that delivery. This includes:

- Assessing your application;
- Providing support associated with your application.

Legal Basis for Processing Your Personal Data

We will process your personal data under the following legal bases:

To perform the staff contract

Where it is proposed to enter into an employment contract or another type of contract to perform work for the School, we will process your personal data so that both parties can perform that contract. Examples include managing HR processes and providing advice and support. We would not be able to work with you without this information.

For a task carried out in the public interest

The School’s Royal Charter empowers it to perform certain functions to operate as a higher education institution. These functions include “promoting ... research... and education in public health and tropical medicine and such other academic subjects as [the School] may consider appropriate”. We rely on this basis for processing personal data during the recruitment process.

To meet our obligations to prospective staff members and to exercise our rights

In some instances we must process special categories of data e.g. health information, trade union membership, racial or ethnic origin, religious belief etc. We will do so on this basis (rather than on the basis of consent) in our role as your prospective employer, and/or the organisation which may receive the benefit of your work. Examples of this include ensuring that we have a record of your relevant health, next of kin and personal information, where a risk assessment requires it.

Compliance with a legal obligation

In certain circumstances we need to process your personal data to comply with a legal obligation. Examples include compliance with immigration rules and guidance set out in law and by the Home Office, compliance with equality legislation under the Equality Act 2010, and compliance with rules and guidance set out by the Office for Students.

Legitimate interests

We will occasionally process your personal data for purposes that are not a core part of the School's activities but are nonetheless in the legitimate interests of the School and also in the interests of staff. Examples of this would be the lawful and reasonable use of CCTV and visual monitoring technologies for prevention and detection of criminal activity.

Your consent

Whilst we do not expect it to be the case, we may need to process your data outside the lawful bases set out above. If this happens, we will seek your consent to process your data for that purpose. We will explain to you how you can withdraw your consent at the time of you giving it. If you do withdraw consent, this will not affect the lawfulness of processing based on your consent before your withdrawal.

Sharing your personal data with other bodies

We may need to share your personal data with other bodies. The main examples of this are as follows:

- Recruitment agencies;
- Organisations with whom you seek or wish to maintain accreditation;
- Home Office – if you plan to work on a visa, and particularly on a Tier 2 or 5 visa;
- Other higher education institutions – to confirm your credentials and obtain references;
- Your referees;
- Our suppliers and service providers – we may use service providers to store or in some cases process personal data on our behalf.
- Third parties we must share your personal data with, to comply with a legal or regulatory duty.

We may also disclose your personal data where this is strictly necessary to protect the rights, property or safety of others including our staff and students.

As part of routine business correspondence, email addresses and business contact details may be shared with third parties.

Transfers of personal data outside the EEA

When we share your personal data with a third party as set out above, these may involve the use of cloud computing solutions, and/or transferring your personal data to a recipient outside of the European Economic Area. Where we do this, and the recipient is in a country which the European Commission has decided does not have adequate data protection laws, we will make sure that appropriate safeguards are in place to protect your information and your rights under privacy law.

Retention of your personal data

We will hold your personal data for the amounts of time specified in our data retention schedules relating to prospective staff's personal data. Within a reasonable time after a position closes, we will take reasonable steps to remove your data securely from our systems.

Please note however that even after termination of your employment, the School may still need to retain your personal data to satisfy its obligations to keep certain records for particular periods under applicable law as per the School's retention schedule.

Contact details relating to staff data

If you want further information about how your personal information is used or want to correct, restrict or erase personal details, please consult www.lshtm.ac.uk/dpo or dpo@lshtm.ac.uk.