

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

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 prospective students, including those who enquire about courses, and those who make applications to study. From the point at which a student completes enrolment onto a course, the Privacy Notice for Students applies instead.

The School has to process and retain certain personal data relating to you, to assist you in your decision about whether or not to study with us, and to assess whether you meet our entry 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 student, either directly or at recruitment events;
- What you write in any applications for scholarships or studentships;
- What you tell us in your application;
- What you tell us when you apply for a Certificate of Acceptance for Studies (if you need a visa);
- What your referees and previous education institutions tell us;
- Information created by us that we have to hold about you to assess whether you meet our requirements;
- Information we receive from your prospective funding organisation.

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;
- Application information (including copies of right to study documentation, references and other information included as part of the application process);
- Records of any complaints or appeals 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;
- Genetic information and biometric data.

Purposes of Processing

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

- Assessing your application;
- Financial administration, e.g. applications for studentships, scholarships and loans;
- Providing associated services in advance of your enrolment, including Registry, Teaching Support Office, Student Advice and Counselling Service, Careers Service and Immigration Compliance;
- Communications and marketing messages relating to becoming a student at the School.

Legal Basis for Processing Your Personal Data

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

To perform 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 data which is related to recruitment and selection of students.

Legitimate interests

We may process your personal data for internal and external marketing purposes, and to let you know about developments at the School.

Compliance with a legal obligation

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

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 others

We may need to share your information with others, such as:

- Your referees;
- Other education institutions you tell us you have studied with;
- The Home Office.

Transfers of personal data outside the EEA

We may occasionally transfer your data outside the EEA, for example if we need to write to the others listed above and they are based outside the EEA, or by using cloud computing solutions. 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

The School will hold your personal data for a reasonable amount of time after you have first expressed an interest in becoming a student at the School. This is specified in our data retention schedules. If you do not become a student at the School within that time, we may either:

- Securely delete your data from our systems; or
- Write to ask you to confirm within a reasonable time that you wish to continue receiving information about becoming a student at the School, and/or about the School more generally.

Contact details relating to student data

If you would like to update your contact details please use the rectification form at <https://www.lshtm.ac.uk/aboutus/organisation/data-protection/subject-rights>.

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.