

## LFS Enquirers and Prospective Students Privacy Policy

### 1. Introduction

This policy is to explain when and why the London Film School (“LFS”, “we”, “our”, “us”) collects personal information about enquirers and prospective students (“you”, “your”) and how it is processed. We aim to be clear about data collection, storage, usage and your rights and to assure you that we would not use your data in a way you would not want or expect us to.

### 2. Scope

This policy applies to all enquirers and prospective students (MA programmes, PhD programme, workshops, short courses, and outreach programmes).

### 3. Purpose of Data Collection and Processing

The London Film School needs to hold and process personal data about you for the purposes of:

- a) Answering any enquiry or request you have made with us;
- b) Communicate with you to provide you with information related to your query and related matters;
- c) Administering ‘expressions of interest’ from enquirers and prospective students;
- d) Promoting LFS events.

#### 3.1. Who Has Access to Your Data and How Is It Shared?

Access to your data in our databases and systems is limited to LFS employees and only for the purposes outlined in section 3.

LFS does not sell data of enquirers and prospective students to third parties. LFS also does not share your data with third parties for marketing purposes.

Information collected about you, however, may be anonymised and used to inform marketing and student recruitment campaigns and events.

### 4. What Data Do We Hold, How Do We Collect It and Where Do We Store It?

We have a legitimate interest to hold data about you for the purposes listed in section 3 of this policy.

This information is collected either via an online form on our website or when you email us directly.

We do not collect personal information about enquirers or prospective students from a third party.

We may collect or, in the process of responding to your enquiry ask for the following types of data:

- a) Your name, contact information (including email address, mobile and phone number, Skype user ID, home address, residence address, correspondence address, nationality, country of birth, country of permanent residence, UK immigration history and requirements, criminal convictions.
- b) Programme interest and intended start date.
- c) How you intend to fund the programme you are enquiring.

Finally, additional data may be collected and stored by providers of third party applications used by LFS, including the provider of the online form, our CRM and support desk software. This may include IP addresses of users, any location information contained there, and any actions taken by a user while signed into their account, including a timestamp, which may be stored in an activity log.

#### 4.1. Data Storage

Data about enquirers and prospective students is stored in various databases and systems used by LFS to conduct its business. Access to those databases is secure and restricted to LFS employees who require it to perform their duties.

Some of these databases and systems used are provided and hosted by a third-party provider who will publish their own privacy policies.

LFS is committed to reviewing privacy and data protection policies of providers of third-party systems on a regular basis.

Portable data storage devices (including, but not limited to USB flash drives, magnetic tapes and optical discs) are not used to store, process or transfer personal information, but may be used to store and transfer other types of data.

#### 5. Data Retention

Your personal data is processed for the purposes listed in section 3. Your personal information, including related correspondences sent to generic LFS email addresses are retained for up to three months after your enquiry has been closed.

#### 6. Updating Your Data

It is important to us that we always hold the most-up-date information about you. To update your data held by LFS while you are one of our enquirers or prospective students, please [my.data@lfs.org.uk](mailto:my.data@lfs.org.uk).

Once a request has been received, it is normally processed within one month.

#### 7. How Do We Contact You?

Our communications are normally by email and most communications are only sent out via email. In some instances, however, we may also contact you by phone (mobile or home). In some cases, we will also contact you by post.

Enquirers and prospective students may restrict the usage of their personal email address as outlined in section 8.3.

We will only send you the LFS newsletter, emails about events or emails about fundraising if you have given us permission to do so. We will also only contact you for the purpose of item 3 d) if you have given your express consent. You may opt out of receiving the LFS newsletter, emails about events or fundraising at any time.

If you prefer not to receive LFS newsletter, emails about events or fundraising, you can opt out by emailing [my.data@lfs.org.uk](mailto:my.data@lfs.org.uk).

##### 7.1. Contacting You After Receiving an 'Expression of Interest'

By submitting our 'Expression of Interest' form, you give your consent for us to contact you. If you submit an 'expression of interest' via our online form, we will contact you via email if you have specified a course of interest that is being offered and recruited for. We may also contact you via email if a course similar to your course of interest becomes available.

If you change your mind and would like to opt out, please email [my.data@lfs.org.uk](mailto:my.data@lfs.org.uk) and we will process your request within one month.

## 8. Your Rights

### 8.1. Right to Access

Enquirers and prospective students have the right to access the personal and supplementary information held about them by the London Film School.

To access this information, please email [my.data@lfs.org.uk](mailto:my.data@lfs.org.uk).

Information will be provided at the latest within one month of receipt.

### 8.2. Right to Erasure

You have the right to ask us to stop processing your personal data. If you choose to exercise this right, we will delete your personal data held by us.

To exercise your right to erasure, we suggest that you send us an email at [my.data@lfs.org.uk](mailto:my.data@lfs.org.uk). You may also make your request verbally by contacting a member of the Management Team who will confirm your request in writing and pass on your request to relevant members of staff.

Your request will be processed with one month and after having received and processed your request, we will no longer contact you by email, phone or post or any other means.

### 8.3. Right to Restrict Processing

You have the right to restrict the way in which your data is processed.

To exercise your right to restrict processing, we suggest that you send us an email at [my.data@lfs.org.uk](mailto:my.data@lfs.org.uk). You may also make your request verbally by contacting a member of the Management Team who will confirm your request in writing and pass on your request to relevant members of staff.

Your request will be processed with one month.

### 8.4. The Right to Object

You have the right to object to your data being used for purposes of scientific/historical research and statistics.

To exercise your right to object, please email [my.data@lfs.org.uk](mailto:my.data@lfs.org.uk).

### 8.5. Rights in Relation to Automated Decision Making and Profiling

The London Film School does not use automated decision making or profiling in the context of its enquirers and prospective students.

## 9. Changes to our Privacy Policies

Our privacy policies are reviewed regularly, usually on an annual basis. Updates will be posted on the LFS website.

If we ever make significant changes to the way we process your personal data, we will either clearly highlight this on our website or write to you directly.

## 10. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Range, Academic Registrar	02/05/2018
0.2	Comments added from GDPR Working Group	Philip Range, Academic Registrar	03/05/2018
1.0	Approved by Management Team	-	08/05/2018