

LFS Members of the Association Privacy Policy

1. Introduction

This policy is to explain when and why the London Film School (“LFS”, “we”, “our”, “us”) collects personal information about members of the Association (“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 members of the Association and should also be read by those meeting the eligibility criteria and seeking to join the Association.

3. Purpose of Data Collection and Processing

The London Film School needs to hold and process personal data about you for a number of administrative and statutory purposes, namely:

- a) To administer the London Film School’s Association, including its membership;
- b) To inform members about proceedings and meetings of the Association;
- c) To ensure we can fulfil our statutory, regulatory and legal obligations;
- d) To carry out audits (both internally and externally) to ensure compliance with our statutory, regulatory and legal obligations;
- e) To ensure safety and prevent and detect crime, including the use of CCTV.

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 members of the Association to third parties. LFS also does not share your data with third parties for marketing purposes.

3.1.1. Sharing Your Data with Other Third Parties

We will only share your personal information if required by law, to ensure we meet our statutory requirements, because it is in the public interest or because it is required for a third party’s legitimate interest.

Information may also be shared with third parties in cases where we need to establish, exercise or defend legal claims.

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

We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as it is necessary for the relevant activity.

4.1. Data Held by LFS About Members of the Association

In order for LFS to meet its legal obligations and to administer the Association as per the Articles of Association, we collect the following information from you when you apply to join the Association:

- a) Your full name
- b) Your full address
- c) Your email address
- d) Your mobile and/or home phone number
- e) Your course number

- f) A statement that you accept the objects and regulations laid down in the Memorandum and Articles of Association.

Further, we will also note the date on which you joined the Association and details of your payment of the membership fee, including the method of payment.

Finally, additional data may be collected and stored by providers of third party applications used by LFS, including its payment system. 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.

4.2. Data Storage

Data about members of the Association 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

We require to hold, process and retain your personal data processed for the duration of your membership and after you end your membership, until the end of the fiscal year in which you were a member of the Association.

Any records pertaining to any fees paid be retained by the Finance Department for up to six years following the end of the fiscal year to which they relate.

CCTV footage recorded by LFS's systems is normally stored for 28 days. CCTV footage may be retained beyond 28 days if it is likely to be required to establish, exercise or defend legal claims.

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, please email 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.

You will normally be contacted via the email address you provided when you joined the Association.

You may restrict the usage of your email address as outlined in section 8.3.

Beyond our data collection to ensure we fulfil our statutory and legal obligations, you have the right to specify what you like us to communicate with you about, more specifically:

- a) LFS newsletter
- b) LFS workshops newsletter
- c) LFS festivals digest
- d) LFS events
- e) Fundraising
- f) Any personal communication pertaining to any films created during your studies and related queries received by third parties (e.g. exhibition and distribution)

If you have previously opted in to receiving the LFS newsletter, LFS workshops newsletter, emails about events or fundraising and would like to no longer receive those email, you can opt out by emailing my.data@lfs.org.uk. It is, however, not possible for you to opt out of receiving communications related to your membership of the Association unless you terminate your membership at the same time.

8. Your Rights

8.1. Right to Access

Members of the Association 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.

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

8.2. Right to Erasure

At the point where there is no longer a statutory or legal requirement for us to process your data, you have the right to ask us to stop processing your personal data.

We will, however, retain some basic information until the end of the fiscal year in which you terminated your membership, more specifically:

- a) Your full name
- b) Your full address
- c) Your email address
- d) A statement that you accept the objects and regulations laid down in the Memorandum and Articles of Association.

Any data that remains on our database(s) can only be accessed by relevant staff for administrative or statistical (anonymous) purposes. Please refer to section 8.4 if you do not want your data to be used for statistical purposes.

To exercise your right to erasure, we suggest that you send us an email at 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 as long as the processing falls outside of our legal or statutory obligations.

To exercise your right to restrict processing, we suggest that you send us an email at 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. 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.

8.5. Rights in Relation to Automated Decision Making and Profiling

LFS does not use automated decision making or profiling in the context of members of the Association.

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	04/05/2018
0.2	Comments from Lucy Aronica added	Philip Range, Academic Registrar	09/05/2018
0.3	Comments from Michelle Barkwith, Head of HR, added	Philip Range, Academic Registrar	15/05/2018
1.0	Approved by Management Team	-	21/05/2018