

## LFS Notice Boards Privacy Notice

### 1. Introduction

This notice is to make you (“you”, “your”) aware of your privacy rights in the context of the London Film School’s (“LFS”, “we”, “our”, “us”) notice boards. 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 notice boards at LFS and the information displayed on any of the notices.

### 3. Purpose of Data Collection and Processing

We do not actively collect any personal information to display on any of our notice boards. We will also not store or process any personal information displayed on our notice boards.

You are welcome to use our notice board to make others aware of your products and services, but we cannot take any responsibility for the personal information you publicly share via our notice boards.

#### 3.1. Who Has Access to Our Notice Boards?

Our notice boards are displayed prominently around our premises. This means any information displayed on them can be seen by students, staff and any visitors.

We cannot control or limit access to our notice boards.

##### 3.1.1. Sharing Your Data With Other Third Parties

We will not actively share the information displayed on the notice boards with third parties. We will also not sell any information displayed on the notice boards for marketing purposes.

We can, however, not take responsibility for what happens with your information once you have decided to publicly display it on our premises.

### 4. Data Retention

We do not normally remove any notices from the notice boards unless they contain inappropriate or offensive material. From time to time, we may remove notices to clear space. In such cases, any notices that contain personal information will be removed and destroyed securely.

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.

### 5. Updating Your Data

We cannot take responsibility for updating any of the information displayed on our notice board. If you would like to update the information, please post a new notice.

### 6. 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.

7. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Range, Academic Registrar	09/05/2018
1.0	Approved by Management Team	-	21/05/2018