

LFS Staff Privacy Policy

1. Introduction

This policy is to explain when and why the London Film School (“LFS”, “we”, “our”, “us”) collects personal information about staff, contractors and job candidates (“you”, “your”). 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. Purpose of Data Collection and Processing

2.1. Staff and Contractors: What Do We Use Your Data For?

LFS needs to hold and process personal data about you for a number of administrative purposes and to ensure both parties can meet their contractual obligations, namely:

- a) To manage human resources processes, including recruitment, payment of salaries and related benefits or contributions;
- b) To provide IT resources, including email accounts and access to other systems required by staff to ensure you can complete your duties;
- c) To publish basic information to students via our internal systems and the wider public via our public website; this normally includes name, image, job title, and biography;
- d) To process statutory and contractual entitlements such as annual leave, sick leave, absences and parental leave;
- e) To ensure performance management and staff training and development processes can be carried out and monitored effectively;
- f) To ensure safety of all staff and prevent and detect crime by using CCTV and staff ID cards carrying photographs;
- g) To provide wellbeing and other support services;
- h) To ensure we can fulfil our statutory obligations;

2.2. Job Candidates: What Do We Use Your Data For?

The London Film School needs to hold and process personal data about job candidates for a number of administrative purposes:

- a) To manage the recruitment process and ensure positions are filled by the most suitable and qualified candidate;
- b) To provide selection panels with the required information to make an informed decision. This information includes:
 - I. Employment history;
 - II. Professional experience;
 - III. Qualifications;
 - IV. Any other personal information provided in application form, cover letter and/or CV (excluding information recorded purely for equal opportunities monitoring purposes).
- c) To monitor our commitment to a diverse workplace;
- d) To ensure we can fulfil our statutory obligations.

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

Access to your data is limited to LFS staff and only for the purposes outlined in sections 2.1 and 2.2.

Some data will be shared with third parties in order for LFS to meet its transactional, legal and statutory requirements. This includes HMRC, benefit providers, auditors, and our bank.

Where staff are recruited via recruitment agencies, some personal information may be shared with the agency.

Providers of software and systems used by LFS may also have access to some personal information to provide support.

LFS does not sell data of staff, contractors or job candidates to third parties. LFS also does not share data with third parties for marketing purposes.

3. Equal Opportunities Monitoring

LFS recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. As part of this commitment to staff, contractors and job candidates, LFS may collect and monitor data related to protected characteristics (such as age, sex, ethnicity, etc.) at the point of application, appointment or employment.

Any such information will stay confidential and is kept separate from the selection process and only available to Human Resources staff. It is not taken into account when considering candidates for a role at the LFS.

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 and contractual obligations. We will hold your personal information on our systems for as long as it is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

4.1. Data Held by LFS About Staff and Contractors

The following personal information is stored by LFS to perform its duties and to ensure both parties can meet their statutory and/or contractual obligations:

- a) Full name
- b) Date of birth
- c) Home address
- d) Phone or mobile number
- e) National insurance number
- f) Bank account details
- g) Passport photocopy (to determine and record your right to work)
- h) Emergency contact details
- i) CV/application form/cover letter
- j) Recruitment and selection assessment records
- k) Qualifications (to determine whether the minimum requirements for the job have been met)
- l) References
- m) Medical questionnaire
- n) Contractual terms (e.g. start date, salary, etc.)

4.2. Data Held by LFS About Job Candidates

The following personal information is stored by LFS to perform its duties and to ensure both parties can meet their statutory obligations:

- a) Full name
- b) Home address
- c) Phone or mobile number
- d) CV/application form/cover letter
- e) Recruitment and selection assessment records

4.3. Data Held by LFS About Staff on Tier 2 Visas

In addition to the personal information listed in section 4.1, the London Film School is also required to record the following for staff on a Tier 2 visa:

- a) A photocopy or electronic copy of the relevant page, or pages, of your passport, worker authorisation (Purple Registration Certificate) or UK immigration status document and biometric residence permit (if available);
- b) Your contact details - up to date UK residential address, telephone number and mobile telephone number;
- c) Records of your attendance at work;
- d) Any other evidence that you meet the requirements for a Tier 2 visa;
- e) Any other information required for us to meet our sponsor duties.

4.4. Data Storage

4.4.1. Staff and Contractors

Your data is stored in various databases and systems used by LFS to conduct its business. Access to those databases is secure and restricted to LFS staff 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.

4.4.2. Job Candidates

Data about job candidates is stored email accounts and normally shared with members of selection panels via cloud storage solutions. Access to the information is secure and restricted to LFS staff 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.

5. Data Retention

5.1. Staff and Contractors

Your personal information is held by LFS for the duration of your engagement and retained for up to six years following the end of the fiscal year in which you were engaged by us.

Unless there are statutory or legal reasons for us to retain all your data beyond this point, data listed in section 4.1 will be deleted at this point.

5.2. Job Candidates

Personal information about job candidates is held by LFS for the duration of the recruitment process and retained for three months after a candidate has been appointed.

We may approach you and request to hold your data in our database for future employment opportunities. Unless consent is given, we will delete your data three months after a candidate has been appointed.

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 contact Human Resources via email at recruitment@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. If, however, you have provided your phone number (mobile or landline), we may also contact you by phone. In some cases, we will also contact you by post.

Staff members and contractors are normally only contacted via their LFS email account. In some exceptional circumstances, however, the need may arise to contact a member of staff or contractors on their personal email accounts.

Staff and contractors may restrict the usage of their personal email address (see section 8.3).

If you prefer not to receive some types or any communications from us, you can opt out by emailing my.data@lfs.org.uk.

8. Your Rights

8.1. Right to Access

Staff, contractors and job candidates have the right to access the personal and supplementary information held about them by LFS.

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

After your engagement with LFS, you have the right to ask us to stop processing your personal data. If you choose to exercise this right, we will delete most of your personal data held by LFS.

We will, however, retain some basic information if it is required for us to perform our statutory or legal duties

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

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

Staff, contractors and job candidates have the right to restrict the way in which their data is processed.

Any such requests should be sent via email to my.data@lfs.org.uk for consideration and will be processed within one month.

8.4. Right to Object

Staff, contractors and job candidates have the right to object to their data being used for purposes of scientific/historical research and statistics.

Anyone wishing to exercise their right to request should 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 its staff, contractors or job candidates.

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	11/04/2018
0.2	Comments added from Michelle Barkwith, Head of HR, and Dawn Taylor, Financial Controller	Philip Range, Academic Registrar	19/04/2018
0.3	Comments added from Michelle Barkwith, Head of HR	Philip Range, Academic Registrar	02/05/2018
1.0	Approved by Management Team	-	08/05/2018

Addendum: Ensuring Compliance with the General Data Protection Regulation (GDPR)

This addendum is only valid from the time of approval of this policy until 24th May 2018.

In an effort to ensure the London Film School is compliant with GDPR by 25th May 2018, LFS will need to ensure any data held is held in compliance with its privacy policy.

1. Purpose

The purpose of this addendum is to ensure anyone involved with LFS is aware of how we are going to ensure GDPR compliance and what steps will be taking ahead of 25th May 2018.

During this exercise, LFS aims to confirm the following:

- a) Whether a member of staff, contractor or job candidate would like to exercise any of their individual rights (please note: we will retain data as per section 5 of this policy);
- b) That staff and contractors are aware of this policy and LFS's duty to hold the personal information listed in section 4.1;
- c) That LFS has the consent of contractors to contact them for the purpose of continuing to engage them.

2. Updating LFS Databases and Systems

As responses are received and staff and contractors confirm how they would like to proceed with their data, LFS will update its database(s) and systems as follows:

- a) If requested, personal information held about staff and contractors will be updated;
- b) Contractors only: if requested, personal information held about contractors will be removed and LFS will confirm that it will no longer request their services going forward;
- c) All staff and contractors will be provided with an LFS email address which will be the only official means of communication going forward.

In cases where no response is received from contractors by 24th May 2018, LFS will proceed as follows:

- a) Remove the personal information from our systems
- b) Cease to engage or contact you in any way going forward