



## CONFIDENTIALITY AND DATA PROTECTION POLICY

### INTRODUCTION

LSE Careers complies with the terms of the [General Data Protection Regulation \(GDPR\)](#), the [Data Protection Act 2018](#) and the [Freedom of Information Act 2000](#); this is in accordance with the [LSE Legal](#) team's guidance.

### POLICY

LSE Careers works in accordance with the Association of Graduate Advisory Services (AGCAS) [Code of Practice](#). The guidance process is confidential and any personal information will not be passed on without the individual's prior permission. However, at times there will be limitations placed on confidentiality:

- Individual discussions with careers or CVs consultants may not always be able to take place in a private area. In this instance, students will be asked prior to an appointment whether they are happy to continue in the designated space. If students specifically require confidential space we will endeavour to relocate the appointment, or will reschedule if necessary.
- We will only pass on personal information in exceptional circumstances or where there is a legal or 'duty of care' imperative. This will take place following consultation with Deputy Director or Careers Education and Advice Manager. In these circumstances, we will explain this to the individual concerned.
- Careers consultants may keep notes on guidance and advice given, LSE Careers staff also have access to these notes. Notes kept on students will be factual.

Students can access the information held on them via a [Subject Access Request](#).

#### **Disclosure of disability**

Where a student has disclosed a disability and refuses to consent to this information being passed on to others in the School, they sign a form to that effect. The form can be obtained from the [Disability and Wellbeing Service](#).

#### **Graduate Outcomes data**

[IFF Research](#) conducts the Graduate Outcomes survey on behalf of HESA in accordance with their [guidelines](#).

#### **Personality, careers choice and 'Graduates First' psychometric testing**

All individual's results are confidential and kept by them only. LSE Careers do not store any individual's results.

#### **Personal preparatory materials**

Hard copies of personal information requested as preparatory material, CVs, and cover letters will be stored securely within LSE Careers and disposed of as confidential waste. Material collected online using LSE CareerHub can only be accessed by LSE Careers staff.

### **Images and video recordings**

Photos and videos may be taken at LSE Careers events that take place within the LSE campus and external buildings. Attendees will be informed that this may happen at these events and used for publications, marketing materials, the website and other channels, which can be accessed externally. Upon booking on to an event the attendee is granting permission to have their image used in the above mentioned formats.

If you would like your image removed for any reason please contact [careers@lse.ac.uk](mailto:careers@lse.ac.uk) and we will remove it within one month of receiving your request.

LSE Careers are not responsible for the actions of others at events that are run by external organisations and LSE Careers.

### **LSE Careers hourly paid staff**

All LSE Careers hourly paid staff are required to sign a confidentiality agreement upon signing their employment contract. Hourly paid staff will be unable to commence employment without signing this agreement.

Hourly paid staff that are found in breach of this agreement will have disciplinary measures taken against them and the LSE Legal team will be informed.

Please contact [LSE Careers](#) if you have any questions relating to this policy.

*Last reviewed: February 2019*