



Organisation privacy notice

Who is responsible for your data

The London School of Economics and Political Science is the data controller for the personal data we hold about you.

You can contact our Data Protection Officer at glpd.info.rights@lse.ac.uk or by post at:

Data Protection Officer
London School of Economics and Political Science
Houghton Street
London
WC2A 2AE

Why we store your data

LSE Careers connects employers with LSE students and graduates. Our service includes a database (MyCareer), that organisations can use to advertise opportunities and events, and take part in a programme of employer events throughout the academic year.

When an organisation engages with LSE Careers, we may create an employer profile on your behalf. This is required to advertise roles, participate in events and provide students clear information about the organisation. When creating a profile, we use generic organisational information wherever possible.

If you create a profile directly, please use a generic organisational email address and phone number rather than personal contact details. Alongside the employer profile, we retain details of at least one named contact. This allows us to link job adverts and events to the correct organisation, manage our relationship with you and maintain a record of the information you share and your engagement with us. We may also refer to these details when supporting our students.

How your information is stored

Your contact information is stored in our secure CRM system, MyCareer, which is hosted in the cloud by Group GTI. We may also store records in documents saved to staff OneDrive accounts managed by LSE Careers or in SharePoint accounts on secure School servers.

Who can access your data

We may share your information with funding bodies if you work with us on funded projects.



Careers

Students can see your contact information only if you choose to display it when posting jobs on MyCareer. This is controlled by the “Application email” field. If you prefer not to display your details, please select an alternative application method. When we post a job on your behalf, we will only select this method if you request it.

You can access, update or remove your personal information at any time by logging in to your profile. If you have any difficulty logging in, please email careers.employers@lse.ac.uk.

How we will use your information

We will only use your contact information to:

- contact you about vacancies you post
- inform you about opportunities to connect with our students, including events
- Invite you to participate in surveys to measure service and event quality
- let you know about ways to work with LSE Careers that may benefit your organisation.

What information we process

As an employer contact, we will store your name, email address and phone number. If you sign up directly, you may also choose to add your job title and department or division.

We process this information under:

- Article 6(1)(e) – public task

If we ask you to complete a form, such as for an event booking, we may request additional information, including special category data (eg, dietary requirements) so we can provide support.

We process this information under:

- Article 9(2)(a) – explicit consent

How long we store your information

Your account and data will be stored while you remain an active partner of LSE Careers. For the purposes of this statement, an “active” partner is defined as an employer that has engaged with LSE Careers within the last 36 months.

If your account becomes inactive for more than 24 months, we will contact you to confirm whether you wish to remain on our CRM system. If we do not receive a response within a specified timeframe, your account and data will be anonymised.



Careers

You can request that your data is removed at any time by emailing careers.employers@lse.ac.uk.

Please note: If you are the only contact listed for your organisation and cannot provide an alternative contact, removing your personal information will also remove your organisation's profile. This can only be done by emailing careers.employers@lse.ac.uk.

Your rights

You can find a full list of your rights on the [Information Commissioner's Office website](#).

You can request a copy of the personal data we hold about you by emailing careers.employers@lse.ac.uk.

If you have concerns about how your information has been handled, you have the right to complain to the [Information Commissioner's Office](#).

Changes to this privacy notice

We reserve the right to update this notice at any time. We may issue an updated version if we make substantial changes and we may also notify you in other ways about how we process your personal information.

Privacy notice reviewed: 22 June 2026