

RACE CHARTER MARK PRIVACY NOTICE

Staff and student personal data

London School of Economics and Political Science (LSE) is ranked second in the world and top in the UK and Europe for dedicated social science and management subjects. LSE (the “School”, “We”, “Us”, “Our”) aims to conduct research to the highest standards of research integrity. Our teaching and research is underpinned by policies and procedures that ensure we comply with regulations and legislation that govern our conduct; this includes the General Data Protection Regulation 2016/679 (GDPR) and the UK Data Protection Act 2018 (DPA). We are a company limited by guarantee, registered in England under company number 70527, whose registered office is at;

London School of Economics and Political Science
Houghton Street
London
WC2A 2AE
United Kingdom

This Notice applies together with any personal data processed for the Race Charter Mark. For the purpose of any applicable data protection laws enacted in England and Wales, we are the data controller of your personal data and our Data Protection Officer is Rachael Maguire, who can be contacted by post to our address as stated below or via email GLPD.Info.Rights@lse.ac.uk. This notice was last updated in January 2021 and may be amended from time to time.

It should be read in addition to the School’s other relevant policies, including;

- [Data Protection Policy](#)
- [Information Security Policy, Procedures and Guidelines](#)

Introduction

This privacy notice covers personal data processed for the Race Charter Mark. The main privacy notices for staff and students also applies to personal data used for this processing. The reason for this supplementary privacy notice is the need to let staff and students know exactly how their data is being managed for the School’s application for the Race Charter Mark specifically.

What is Personal Data?

The GDPR defines “personal data or personal information” as any information relating to an identified or identifiable natural person (a “data subject”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person. This includes information which may not explicitly identify you (e.g. where your name has been removed) but which does make it possible to identify you if it is combined with other information that is readily available. For example, this might be because the information available contains a postcode,

your gender and date of birth; in these circumstances it might be possible to identify you by using this in conjunction with other information available elsewhere.

Our Responsibilities to Your Data

In most cases, we are the data controller, which means, we will decide how your personal information is collected, used, shared where required, stored and where it is stored, and deleted (processed, conserved and anonymised).

We commit to keeping your personal information secure and respect the confidentiality of the personal information processed for the Race Charter Mark. We will use your personal data only for the purpose of required to achieve the Race Charter Mark.

More information on the Race Charter Mark can be found [here](#)

Types of Personal Information We Use within O365

We may process the following types of personal data about you:

- Academic department
- Current academic discipline
- Academic employment function
- Mode of employment or study (e.g. full time)
- Terms of employment (e.g. permanent)
- Activity Standard Occupation Classification
- Salary band (grouped) and Grade
- Start date
- End date (leavers data)
- Progression (non-continuation)
- Degree outcome

LSE may also process some information about you that is considered to be sensitive or which is “special category” personal data. This data will not be required for accessing your O365 account, but you or other people may include it in chat, etc. This includes information concerning:

- Race
- Nationality (grouping)
- Age
- Gender
- Gender identity
- Religion and belief
- Sexual orientation
- Socioeconomic background

Personal information that we collect from you and other sources

EDI is using data provided by ARD and Human Resources. Some of this data is already provided as part of our HESA obligations, but some will be created as data sources for this process.

The Lawfulness of using Your Personal Data

In fulfillment of the GDPR and DPA 2018, we are required to be explicit with you about the legal basis upon which we process your personal information. In the context of research, we will process your personal information in accordance with:

- Art.6 1 (f) *“processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party”*. The School has a legitimate interest in using programmes like the Race Charter Mark to *ensure we are offering equal access and opportunities to staff and students*.
- Art.9 2(b) *“processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law”*. This is for any special categories data processed as the point of the Race Charter Mark is *to help the School in its equality, diversity and inclusion aims and initiatives*.

Sharing Your Information with Others

Your information will usually be shared with consultants (external and/or PhD students) who will be helping with the processing. Confidentiality agreements will be signed with consultants before they get access to the data.

Principles and Rights

The School researchers will abide by the six data protection principles that govern how personal data should be processed. Read more about [Data Protection Principles and Research](#) under our Data Protection and Research page. If you want to exercise your rights under these principles, please download our [Data Protection form](#) and email it to GLPD.Info.Rights@lse.ac.uk

You have a right to be informed about the research your data will be used in. This will normally be done either via a written notice (such as a Participant Information Sheet) which you can keep or in the introduction of a survey. Where we are unable to inform you before research is conducted, for example, because we are using secondary data or due to the research project using observation, we will try to brief individuals after the research is finished.

You also have the right to: access information held on you, to have it corrected, in some cases to have it erased, to object to your data being used and to object to automated processing.

How Long is Your Information Kept?

We will retain your personal data for the following time periods:

- The data will be kept for the purposes of a Race Equality Charter Bronze Mark application to the Advance HE which we anticipate submission in July 2021

How to Contact Us

If you want to exercise any of the rights described above or are unhappy with the way we have used your information, you should contact the School Data Protection Officer, **Rachael Maguire** at glpd.info.rights@lse.ac.uk. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR and related Data Protection Legislation. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

How to Make a Complaint to the Regulator

If you are dissatisfied with our response, or you believe that your data protection or privacy rights have been infringed, you should contact the UK Information Commissioner's Office (ICO), which oversees data protection compliance in the UK. Details of how to do this can be found at: <https://ico.org.uk/make-a-complaint/>.