

LSE GENERATE PRIVACY NOTICE

[Students and other participants in LSE Generate projects]

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 research is underpinned by policies and procedures that ensure we comply with regulations and legislation that govern the conduct of research; 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 other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form. 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 November 2018 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](#)

Introduction

This privacy notice covers personal data processed by LSE Generate. A full list of [LSE Generate](#) activities can be found on the LSE website. Personal data is required for managing our competitions, events and training, networking and other activities LSE Generate undertakes.

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 will do so in line with the objectives of the research, ensuring we collect only what is appropriate and necessary, informing you of what we are collecting and how it will be used. For some research projects, the organisation funding the research may make decisions regarding your information. If so, this will be detailed in the participant information sheet you will be given.

We commit to keeping your personal information secure and respect the confidentiality of the personal information that participants in our research provide to us and/or data that we get from other organisations and share with other collaborating organisations as joint controller or our research funders. The School has collaboration agreements and/or contractual arrangements in place which document how we have agreed to share these responsibilities. In these situations, we will be clear with you when we collect your information as to how we intend to use it. We will use your personal data only for the purpose of the research you are participating in and we will not usually use your information or contact you for any purpose other than research unless you have consented to this.

Types of Personal Information We Use

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

- Name
- Age
- Educational Background
- Family Educational Background
- Gender
- Email address
- Phone number
- Professional Background
- LSE activity and interactions

LSE may also process some information about you that is considered to be sensitive or which is “special category” personal data. This includes information concerning your:

- Ethnicity
- Sexual Orientation
- Personal Background/ Disabilities

All personal information is kept in line with our policies (as listed on page 1 of this document) or any regulatory requirements. Our researchers are asked to anonymise and remove identifiers such as your name and replace this with a unique code or key (pseudonym), or to delete personal information collected as part of their research at the earliest opportunity.

Personal information that we collect from you

Where we collect personal information from you directly, we will provide a privacy notice regarding that data collection.

Personal information that we collect from other sources

We will be collecting data about you from the following sources:

- Typeform
- Airtable
- LSE GenHub (Stacker)
- LSE Generator (GetTwolt)
- LSE GenPool
- LinkedIn

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. We will process your personal information in accordance with:

Article 6(1)(a) – consent for mailing lists

Article 6(1)(b) – contract for taking part in competitions, etc

Article 6(1)(f) – legitimate interests for any other processing

Article 9(2)(b) – social protection law for special categories data.

Sharing Your Information with Others

Your information will usually be shared with the following people and organisations:

- LSE PAGE
- LSE Department of Management
- LSE Generate – International Ambassadors
- Houghton Street Ventures
- LSE Directorate
- Marshall Institute

Principles and Rights

The School will abide by the six data protection principles that govern how personal data should be processed. 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 processing of your personal data which is covered in general terms by this privacy notice and any specific privacy notices when we collect data from you.

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 in accordance with [LSE Retention Schedule](#) under our Information and Record Management page, unless stated otherwise in a privacy notice.

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/>.