

PARENTS AND CARERS PRIVACY NOTICE

Parents and carers of students and applicants

London School of Economics and Political Science (LSE) is 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, namely the UK General Data Protection Regulation and the Data Protection Act 2018, 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 July 2022 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](#)
- [Data Protection and Research](#) (guidance for staff)
- [Information Security Policy, Procedures and Guidelines](#)
- [Research Ethics Policy and Procedures](#)

Introduction

This privacy notice covers how and why LSE process the personal data relating to parents and carers of students and applicants to LSE courses.

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 requirements to process applications to LSE courses and the progress of students through to their degree completion.

Types of Personal Information We Use Regarding Parents and Carers

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

- Next of kin details so that we can contact you in an emergency regarding your child:
 - your name(s) and title
 - email address or addresses
 - telephone numbers
 - postal address
 - relationship to student

- Demographic information so we can track the socioeconomic groups our students and applicants come from. Special categories data is indicated by a *:
 - Single parent status
 - Employment status
 - Job title
 - Employer
 - Education

- Financial data relating mainly to fee payments:
 - Full official name
 - Full Home address
 - Date of birth
 - Nationality
 - Occupation
 - Country of residence/domicile
 - Email address
 - Mobile phone
 - Relationship to student

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 (b) “*processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract*”. This covers processing for fees.

- Art.6 1 (e) “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”. This covers processing for demographic data.
- Art.6 1 (f) “processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party”. This covers processing for next of kin contact information.
- 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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject”. This covers processing for special categories demographic data.

Sharing Your Information with Others and Where Information Comes From

Your information will usually be shared within the relevant teams at LSE.

Externally, anonymised socioeconomic data is made available via HESA:

<https://www.hesa.ac.uk/collection/c21051/a/sec>

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 as long as is necessary for:

- any legal, accounting, or reporting requirements;
- in accordance with [LSE Retention Schedule](#) under our Information and Record Management page, unless stated otherwise in a privacy notice.

Anonymised demographic data may be kept permanently.

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/>.