

PRIVACY STATEMENT CONCERNING INFORMATION COLLECTED FROM MEMBERS OF COUNCIL AND ITS COMMITTEES BY THE SECRETARY'S DIVISION

The London School of Economics and Political Science ("LSE" or "School") is registered at the UK Information Commissioner's Office as a Data Controller of personal data. We are committed to the safety and security of your personal data and to compliance with the EU General Data Protection Regulation (GDPR), 2018. Below we share with you how and why we use your data.

Who we are and what we do

The Governance team in the Secretaries Division is responsible for providing all aspects of the services to effectively run the governance arrangements of the School principally Council and its committees. You can find out more about governance arrangements here:

<https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Governance>

What information do we collect and how do we collect it?

The personal data which you provide to us and which is stored and processed by LSE may include:

- Contact details: name, address, email, telephone, personal assistant contact details
- Date of birth
- Gender
- Occupation and expertise
- Nationality
- Links to the LSE: Honorary awards, Alumni details, LSE ID and IT account details
- Record of appointments to Council and its committees
- Record of attendance at meetings
- Photo
- Passport details
- Connections with state bodies
- Any declarable disqualification or censure
- Specific personal details which help us provide relevant services to you e.g. dietary requirements, gown fittings etc

As well as collecting information from you we may use internal or published external sources to help obtain this information or keep it up to date.

The extent to which information is held will depend upon your role at the time. More information will be held about Council members who are also company directors of the School.

How we use your information

We use your data for the following purposes:

- for the day to day administration of the governance processes
- for the effective implementation of good governance practice which is set out in guidance and regulation issued by bodies such as the Office for Students and the Committee of University Chairs
- to comply with the requirements of company law
- to comply with regulatory requirements of third parties such as banks and financial regulators in other countries to supply information about governors/directors

If you have explicitly given your consent we will also share your name and email address only with others in the School such as the Communications team in order that they can keep you informed of relevant School activities.

Security of your data

Personal data is held on the School's secure server infrastructure and access is restricted to authorised personnel only. Your name and email only is stored on the cloud based secure server infrastructure of our third party supplier of board portal software. The processing of your data is governed by contractual data protection assurance terms agreed between LSE and such suppliers. All personal data stored in this way is used exclusively for LSE Governance purposes as detailed in this Privacy Statement.

We will never share your personal data with third parties for non-LSE purposes, or sell any of your information for any reason. Personal data is not made available to other parts of the School except for purposes related to undertaking governance activities with the one exception of keeping you informed of school events and activities if you have given your consent for this.

How long do we hold personal information for?

There are some legal requirements to keep records for defined periods going beyond the end of your active engagement with the governance of the School. We consider it good practice to keep a full historical record of all those who have been part of the School's governance arrangements. In other respects, after you cease to be active, the records will be only be used in relation to any legally required purpose or future contact initiated by you or any future active re-engagement with the School. Should you continue in an emeritus capacity or as a member of Court we will also share relevant information with the Philanthropy and Global Engagement Directorate in order for them to maintain that relationship between you and the School. We will not retain any information about you which is no longer required.

Your rights and Subject Access Requests (SAR)

You have a right to:

- request a copy of the information we hold about you
- update or change any incorrect information we hold about you
- ask us to stop processing your personal data in certain ways unless it is necessary for the purpose you provided it to us
- raise a concern or complaint about the way we use your information
- request the portability of your data
- object to any automated decision-making we carry out
- request information on publicly available sources used by the Secretary's Division
- submit a complaint to the Information Commissioner's Office (ICO), the supervisory authority

You have a right to access all personal information that the Secretary's Division and/or the School holds on you at any time. If you would like to submit an SAR please put your request in writing to the Data Protection Officer gldp.info.rights@lse.ac.uk .

If you have any questions about this Privacy Statement or would like to receive a copy of the information we hold about you, please contact us as outlined above.

We may amend this Privacy Statement from time to time. Any significant changes to this Privacy Statement or to the way we treat your personal data will be communicated via the LSE website or by contacting you directly.