

Passport Scans and other photo ID

Guidance for staff

This guidance takes you through how to determine when you need to ask for a passport scan or other photo ID , who you can send them to and how to ensure you do so safely (not via email!).

When do you need a passport/ID scan from an individual?

If the person is standing in front of you, you may be able to view their passport, driver's licence, student or staff card and that will be enough. Other times, you may need a scan of their passport or other ID because:

- You are dealing with them remotely e.g. over the phone or via email and need proof that you are definitely dealing with that individual.
- You are required by legislation to keep on file a copy of their passport or other ID.

For example, we require a scan of ID for subject access requests as a way of proving that we have conducted a basic check that the person making the request is the data subject. We also need to keep scans of passport for Visa purposes. Only request a passport/ID scan when you need it for the above purposes.

It is expected that staff in the Student Services Centre, Human Resources, Executive Programmes and Summer Schools, and the Language Centre will be the only School staff who need to follow this guidance.

Who can I send a passport/ID scan to internally?

The short answer is to anyone who really needs to see it. Access to a passport or ID scan should be strictly based on 'need to know' and 'least privilege', but under no circumstances be circulated

to anyone who does not have a need to access the passport information. So this leads to why they need to see it?

In general, once you have received the passport or ID scan and confirmed the identity of the individual involved, there should be no need to share the scan internally. All you need do is to confirm to the person or people to whom you are forwarding an enquiry or task that you have seen the ID.

If another staff member has a legitimate reason why they need to see the scan itself, then you can forward the actual scan. For example, they may need to update information directly from the scanned ID or need it as part of an investigation. But you can refuse to forward it on until a legitimate reason has been provided to you.

How should I send a passport/ID scan?

Using [FileDrop](#), the School's secure file sharing service. You can also request that passport scans are provided to the School that way via the Request File tab within FileDrop at the following link: [Requests | LSE filedrop](#). The following screenshot shows the form for requesting files.

The screenshot shows a web browser window with the URL <https://filedrop.lse.ac.uk/requests/new>. The page title is "Request File". Below the title is a brief explanation: "A File Request is a way to request files from someone. When you've submitted their details, they will get an email with a unique link that can be used to send the requested files to you." The form contains three input fields: "To", "Subject", and "Message". Below these fields is a checkbox labeled "Send a copy to myself". To the right, there is a "Request Expires" section with a date field showing "06/06/2022" and a calendar icon. At the bottom of the form are two buttons: "Request File" (in blue) and "Cancel". The browser's taskbar at the bottom shows the date as 23/05/2022 and the time as 09:52.

Where and how long should you store a passport/ID scan?

Unless we are legally required to keep a passport scan for Visa purposes, scans should be deleted as soon as possible. While we hold them, store them in a secure area of M365 like an access restricted folder on SharePoint.

Review schedule

Review interval	Next review due by	Next review start
3 years	31/05/2025	1/05/2025

Version history

Version	Date	Approved by	Notes
1	12/04/2019		
1.1	06/05/2022	Information Governance Management Board	

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Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	