

## **VISITOR PRIVACY NOTICE**

### **Visitors to LSE events**

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](mailto: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](#)
- [Information Security Policy, Procedures and Guidelines](#)

### **Introduction**

LSE hosts a public lecture programme featuring over 200 events each year, where some of the most influential figures in the social sciences can be heard. Upcoming events are all featured on the LSE events website.

In addition to the public lecture programme there are a large number of other events taking place at LSE hosted by academic departments, research centres or student societies - many of which are also listed on the Public Events web pages.

### **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 purpose of knowing who is attending or who has attended an event at the School.

### **Types of Personal Information We Use for events**

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

- Your contact and communications information, including:
  - your name(s) and title
  - email address or addresses
  - records of communications and interactions we have had with you
  - Affiliation e.g. staff, student, visitor
- Which events you have attended

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 image and likeness, including as captured in photographs taken for the purpose of recording the event.

### **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 (a) *“the data subject has given consent to the processing of his or her personal data for one or more specific purposes”*, that purpose to show you want to attend an event, have a ticket for an event and/or have signed up to the School’s events mailing list.
- Art.9 2(a) *“the data subject has given explicit consent to the processing of those personal data for one or more specified purposes”*. We will use this lawful basis for the audio and video recording of events. You will be notified at the event where to sit to avoid photography and video recording and when your voice could be recorded.

### **Sharing Your Information with Others**

Your information will usually be shared within the Events team, and only with other parts of the School where absolutely necessary e.g names but not email addresses. For example;

- Alumni attendance will be shared with PAGE so they can tailor communications to you;
- Where other parts of the School are hosting events, the Events team will share your names with them, so they know who is attending;

The School remains responsible for your personal data and we will ensure there are adequate safeguards in place to secure your information.

### **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](mailto: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 to hold an event. Some information will be kept longer e.g. alumni attendance, messages in Salesforce and video and audio recordings.

### **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](mailto: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/>.