

Privacy notice for the ‘Working in partnership to improve international student integration and experience’ project

Short form privacy notice

Here is a short summary of how the personal information you submit will be held and used:

- Your personal information will be used to schedule workshops/focus groups.
- The joint data controllers of the personal information you submit will be Office for Students and LSE Enterprise Ltd.
- The legal basis for processing your personal information is your consent, which you have given to us. You can withdraw your consent at any time by emailing the project team at F.J.Torres@lse.ac.uk. Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If this is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.
- It will be stored on secure servers within the United Kingdom.
- It will not be routinely shared with other organisations.
- It will be retained for six months after the end of the project then securely disposed of.
- You have certain rights in relation to your personal information, which are set out at: <https://ico.org.uk/your-data-matters/>.
- You may contact our Data Protection Officer (glpd.info.rights@lse.ac.uk) with any queries or concerns you have about the use of your personal information.

You may also wish to read the full privacy notice, available below.

Full privacy notice

1. Introduction

The Office for Students ('OfS') is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act (HERA) 2017. You can find more information about the OfS and the work that we do on our website: www.officeforstudents.org.uk.

The OfS is committed to protecting your personal information and being clear about what information we hold about you and how we use it. This privacy notice tells you what to expect when the OfS collects personal information as part of this project.

The OfS is registered with the Information Commissioner's Office (ICO). Our registration number is ZA309955 and you can check our entry details on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>.

2. Data controller and Data Protection Officer

The OfS and LSE Enterprise are 'joint data controllers' of any personal information collected within scope of this privacy notice. Our location and contact details are below:

Office for Students	London School of Economics
<p>Nicholson House Lime Kiln Close Bristol BS34 8SR</p> <p>Tel: 0117 931 7317</p> <p>Email: dp@officeforstudents.org.uk</p> <p>Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. You can contact the DPO using the details above. You should note that this email address is monitored by other members of the OfS's data protection team. Therefore, please mark any correspondence 'for the attention of the Data Protection Officer'.</p>	<p>Houghton Street London WC2A 2AE</p> <p>Email: glpd.info.rights@lse.ac.uk</p> <p>You should contact the School Data Protection Officer, Rachael Maguire at the email address provided. 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.</p>

3. What personal information we will hold and use

The personal information we will collect and use as part of this project is set out below:

Workshops/focus groups	Student survey
<ul style="list-style-type: none">• Name• Contact details (email address)• Role. <p>Only for student participants:</p> <ul style="list-style-type: none">• Level of study• Programme• Age, disability, gender, race, nationality, religion or belief, sex and sexual orientation (this will not be linked to individuals).	<ul style="list-style-type: none">• University• Programme• Level of study• Age, disability, gender, race, nationality, religion or belief, sex and sexual orientation (this will not be linked to individuals).

The data collected through the workshops, focus group and student survey will be anonymised, and not linkable to an individual.

4. Our purpose for using the information

We can only use your personal information where we have a specific purpose or purposes for doing so. Through this 'working in partnership to improve international student integration and experience project', we are seeking to identify innovative and sector-leading practice and identify gaps where further work would benefit the experience of international students studying in England.

As well as a literature review and analysis of evidence submissions relating to good practice in supporting international students, this project will also include focus groups and a short survey to further understand and validate findings.

To achieve the above aims, the specific uses that will be made of your personal information are listed below:

- To schedule focus groups (students and staff) and a staff workshop, including sending reminders to those who have expressed interest.
- Personal data will be used for statistical analysis, monitoring, planning and managing the project i.e. assessing representation of different groups of students in the survey and focus groups.

If we want to use your personal information for a reason other than those purposes set out above, we will tell you before we start that use and provide further information about the new purpose(s).

5. Legal basis for using your personal information

Under data protection legislation, we require a legal basis to be able to process your personal information for the purposes set out above.

In this case, the legal basis is your consent in accordance with Article 6(1)(a) of the UK GDPR.

LSE will provide an information sheet including the terms of participation and a consent form to all the students and staff who express interest in participating in the data collection activities.

Participation will be voluntary and will not involve any risk to the participants. They can withdraw at any time during the activities and, if desired, they can request additional information about the project to the research team.

Withdrawal of consent

Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason.

If you participated in LSE-led data collection activities (focus groups and/or survey) and you wish to withdraw your consent, please contact Francisca Torres (Project Manager, F.J.Torres@lse.ac.uk).

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If this is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.

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6. Who we share your personal information with and why

We will not disclose your information to any other organisation except where required to do so as part of our functions or by law.

Where personal information is disclosed routinely to another organisation, a contractual agreement will be in place to ensure the protection of your personal information and to ensure it is only used for the reasons described above.

7. How long we hold your personal information

We are only able to retain a copy of your personal information as long as it is still needed for the purpose(s) for which it was collected.

Your personal information will be kept six months after the completion of the project.

After that point, your personal information will be confidentially and securely disposed of. If we need to keep your personal information for longer than the retention period above, we will inform you and explain the reasons for this.

8. Where your personal information will be stored

Your personal information will be stored on servers in the United Kingdom and will not be transferred outside that territory unless required by a court order.

9. How we protect your personal information

Office for Students

The OfS has a number of security measures in place to protect your personal information, including:

- Accredited to the Cyber Essentials PLUS standard for cybersecurity.
- All staff are required to undertake training in data protection and information security on joining the OfS.
- Formal information security policies that must be read and understood by all staff.
- Personal information is only available to those members of staff who require access as part of their role.

You can read more information on our approach to information security on our website: www.officeforstudents.org.uk/ofs-privacy/information-security/.

LSE Enterprise Ltd

- Personal data is held on the School's secure server infrastructure and access is restricted to individuals outside the research team.
- All personal data stored in this way is used exclusively for research purposes as detailed in this privacy notice.
- LSE has obtained Cyber Essentials and Cyber Essentials Plus for its research computing environments.
- All staff are required to undertake training in data protection and information security on joining LSE or before 31 July 2022.

10. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to request:

- a copy of your personal information
- inaccurate personal information held about you is corrected
- your personal information to be deleted
- processing of your personal information is restricted
- a copy of your information in a format that allows easy transfer ('data portability')

- that you are not subject to automated decision making or profiling (if these take place).

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. Further information can be found about these rights and our processes for handling such requests at: www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/.

11. Use of cookies on OfS website

Cookies are test files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to complete statistical reports on website activity. For further information about our cookies visit: www.officeforstudents.org.uk/cookies/ or for further general information visit: www.aboutcookies.org or www.allaboutcookies.org.

12. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled by the OfS, please contact us via our Data Protection Officer (details in section 2) and we will try to resolve your issue informally.

If you remain dissatisfied, you can complain to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

13. Changes to this notice

We keep our privacy notices under regular review and we will inform you of any changes to this notice by writing to you via email.

This privacy notice was last updated on 6 October 2022.