LSE Careers Employer Privacy Notice

Who is responsible for your data?

The London School of Economics and Political Science is the 'Data Controller' of the personal data we hold about you.

You can contact our Data Protection Officer at glpd.info.rights@lse.ac.uk or by post to Data Protection Officer, London School of Economics and Political Sciences, Houghton Street, London WC2A 2AE.

Why do we store your data?

LSE Careers maintains a service to connect employers with LSE students and graduates. This includes a database that organisations can use to advertise opportunities to LSE students and a programme of events every academic year for employers to promote their companies and vacancies.

When an employer engages with LSE Careers, either directly through the jobs database or by e-mail, a main employer profile is created. This is necessary to advertise roles on behalf of that company and to provide a reference point to students if they're interested in any events.

If directly added by the employer, this should be submitted with a generic company e-mail address and telephone number and not include any personal information. Where possible, LSE Careers uses generic information when adding the employer profile on behalf of a company.

Alongside the employer profile, it is necessary, as a key part of our core tasks in supporting students in their development to record details of the contact from that company, so that the contact can be linked to job adverts or events, to maintain an ongoing relationship and to keep track of who has engaged with us in case we need to refer to this information when supporting students.

How is the information stored?

Your contact information is stored within our secure CRM system, CareerHub, which is hosted in the cloud by Symplicity. We may also store some records in documents saved to staff OneDrive accounts, managed by LSE Careers, or documents stored on secure University servers.

Who can access your data?

Your information may be passed to funding bodies if you work with us on one of our funded projects.

Students will have access to your contact information if you choose to display it when posting jobs on CareerHub. This is controlled by the "Display Contact" field.

You can leave this blank if you prefer to not display your information. If you send a job to us to post on your behalf, we will leave this field blank by default.

You can access and update your personal information by logging in to your profile here. If you have trouble logging in, please e-mail careers.employers@lse.ac.uk for support.

How will we use your information?

We will only use your contact information for the following purposes:

- to contact you regarding vacancies that you post to our database;
- to inform you about opportunities to connect with our students, for example at events;
- to inform you about ways that you can work with LSE Careers to benefit your organisation.

What information do we process?

As an employer contact, we will store your name, e-mail address and telephone number. If you have signed up directly, you can also choose to add your address and job title.

This information is processed on the basis of the following condition: -

- Article 6(1)(e) – public task

If we ask you to complete a form, for example to host a stand at our Careers Fair, we may ask for further information, including special category data so that we can provide an extra service to you (e.g. dietary requirements).

This additional data is processed on the basis of the following condition: -

- Article 9(2)(a) – explicit consent

How long will we store your information?

We will store your data for the length of time specified in our Records Retention Schedule. Please click here to view the Records Retention Schedule.

You can request removal of your data from our records earlier than our retention period by contacting careers.employers@lse.ac.uk

You can also log in to the system to update and remove your personal information by clicking here. If you have trouble logging in, please e-mail careers.employers@lse.ac.uk for support.

Please note that if you are the sole contact for your organisation and you cannot provide another contact for your organisation, removing your personal information will also result in the removal of the organisation's record from the system. This can only be done by e-mailing careers.employers@lse.ac.uk

Your rights.

A full list of your rights can be found at the ICO's website (www.ico.org.uk).

You can request to see the personal data we hold about you by e-mailing careers.employers@lse.ac.uk

You have the right to lodge a complaint with the ICO if you have concerns about the way we have handled your information. You can find out more at https://ico.org.uk/concerns.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Privacy Policy updated: 15/1/2024