

LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Privacy Policy

Version 4.0

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1. INTRODUCTION

1.1. The London School of Science and Technology Limited ("LSST", "we", "our", or "us") is committed to protecting the privacy, confidentiality and security of the personal information entrusted to us by applicants, students, alumni, staff, visitors and other individuals who interact with our services.

1.2. LSST recognises its responsibilities under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation. We are committed to ensuring that personal information is processed lawfully, fairly, transparently and securely, while supporting our educational, administrative and regulatory obligations.

1.3. This Privacy Policy explains:

- What personal information LSST collects.
- How and why we process personal information.
- The lawful basis for processing.
- Who we may share information with.
- How we protect personal information.
- How long information is retained.
- Your rights under UK data protection legislation.
- How you can contact us regarding your personal information.

1.4. This Privacy Policy applies to personal information processed by LSST in relation to:

- Prospective students
- Current students
- Former students and alumni
- Apprentices
- Visitors
- Contractors
- Individuals making enquiries
- Users of LSST digital services

2. PRIVACY NOTICE

2.1. London School of Science and Technology (LSST) collects, processes and stores personal data relating to applicants, students, alumni and other individuals who engage with our services.

2.2. LSST processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation. We are committed to ensuring that all personal information is processed lawfully, fairly, transparently and securely.

2.3. Personal data may be processed during your application, throughout your studies, whilst accessing LSST services, and after you have completed or withdrawn from your course where there is a lawful basis to do so.

2.4. LSST may process personal information including, but not limited to:

- Full name
- Date of birth
- Home and correspondence address
- Email addresses
- Telephone numbers
- Student identification numbers
- Passport and visa information
- National Insurance number
- Attendance records
- Assessment results
- Academic records
- Financial information
- Emergency contact details
- Login records
- Device information
- CCTV images
- Access control records

- Network and Wi-Fi authentication logs

2.5. LSST may process Special Category Personal Data where necessary to fulfil its legal obligations, provide educational services, support student wellbeing or make reasonable adjustments.

2.6. Special Category Data may include:

- Physical or mental health information
- Disability information
- Racial or ethnic origin
- Religious or philosophical beliefs (where voluntarily provided)
- Sexual orientation (where required for equality monitoring or support)

2.7. Such information is processed only where permitted under Article 9 of the UK GDPR.

2.8. Where required for particular programmes of study or safeguarding purposes, LSST may process criminal offence data, including information relating to Disclosure and Barring Service (DBS) checks.

2.9. Criminal offence data is processed only where there is a lawful basis to do so and appropriate safeguards are in place.

2.10. LSST may obtain personal information directly from you or from third parties where appropriate.

2.11. This may include:

- Awarding bodies
- Previous educational institutions
- Employers
- Student Loans Company
- UK Visas and Immigration (UKVI)
- HESA
- Professional bodies
- Placement providers
- Regulatory authorities

- Funding organisations
- Referees
- Healthcare professionals (where appropriate)
- DBS providers

2.12. LSST processes personal information for a variety of purposes including:

- Administering applications and enrolment.
- Delivering teaching, learning, and assessment.
- Monitoring attendance, academic progress, and engagement.
- Providing student support, wellbeing, and safeguarding services.
- Administering tuition fees and financial matters.
- Complying with legal and regulatory obligations.
- Maintaining campus security and protecting LSST property.
- Providing IT services and support.
- Issuing student identification cards.
- Arranging placements and work-based learning.
- Producing references.
- Communicating with students and applicants.
- Conducting equality monitoring.
- Quality assurance and institutional improvement.
- Alumni engagement and communications.
- Any other purpose permitted by applicable law.

3. HOW WE COLLECT PERSONAL DATA

3.1. LSST collects personal information in a variety of ways throughout your relationship with the School. Most personal information is provided directly by you during your application, enrolment and studies, whilst other information is collected automatically

through your use of LSST systems and services or received from authorised third parties.

3.2. Personal information may be collected directly from you when you:

- Submit an application for admission.
- Complete enrolment or registration.
- Contact LSST by telephone, email or in person.
- Access LSST Connect, Microsoft 365 or other digital services.
- Submit coursework or assessments.
- Attend classes, tutorials or examinations.
- Request student support, wellbeing or disability services.
- Complete surveys or provide feedback.
- Participate in marketing activities where consent has been provided.

3.3. LSST may also receive personal information from third parties where this is necessary to deliver educational services or comply with legal and regulatory obligations.

3.4. These organisations may include:

- Previous schools, colleges or universities.
- Awarding organisations.
- Student Loans Company.
- UK Visas and Immigration (UKVI).
- Higher Education Statistics Agency (HESA).
- Office for Students (OfS).
- Employers or placement providers.
- Professional bodies.
- Regulatory authorities.
- Disclosure and Barring Service (DBS) providers.
- Funding organisations.

- Referees.

3.5. When using LSST's IT systems and digital services, certain technical information may be collected automatically to support the secure operation of our services, protect users and investigate security incidents.

3.6. This information may include:

- User account information.
- Login and authentication records.
- IP addresses.
- Device identifiers.
- Browser and operating system information.
- Network and Wi-Fi authentication logs.
- Audit logs.
- Microsoft 365 activity logs.
- Access to LSST Connect and other authorised learning platforms.

3.7. LSST also collects information through physical security systems to help maintain the safety and security of students, staff, visitors and campus facilities.

3.8. This may include:

- CCTV recordings.
- Building access records using Paxton Net2 access control.
- Visitor sign-in records.
- Incident reports.

3.9. Detailed retention periods and operational procedures for these systems are maintained within LSST's Information Security, CCTV and Access Control policies where applicable.

3.10. Where required by law or where you have provided consent, LSST may collect photographs, video or audio recordings for educational, promotional or operational purposes.

3.11. Where consent is the lawful basis for processing, you may withdraw your consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

4. HOW WE USE PERSONAL DATA

4.1. LSST processes personal data to deliver education, provide student support, operate its services and fulfil its legal and regulatory obligations. Personal information is only processed where there is a valid lawful basis under the UK General Data Protection Regulation (UK GDPR).

4.2. LSST may use personal information for one or more of the following purposes:

- Processing applications for admission.
- Managing student enrolment and registration.
- Delivering teaching, learning and assessment.
- Recording attendance and monitoring academic engagement.
- Providing academic advice and student support services.
- Administering examinations, assessments and awards.
- Managing tuition fees, bursaries and financial support.
- Providing access to LSST facilities, digital services and learning platforms.
- Issuing student identification cards.
- Supporting students with disabilities or additional learning requirements.
- Arranging placements, apprenticeships and work-based learning opportunities.
- Communicating important information relating to your studies.
- Conducting internal quality assurance and service improvement activities.
- Producing statistical reports required by regulators.
- Protecting the health, safety and welfare of students, staff and visitors.
- Preventing fraud, unauthorised access and criminal activity.
- Investigating complaints, disciplinary matters and safeguarding concerns.
- Responding to legal requests from regulatory bodies and public authorities.
- Managing alumni relations and graduate engagement.
- Conducting marketing activities where consent has been provided or where permitted by law.

4.3. LSST may also process personal information to protect the security and integrity of its information systems and digital services.

4.4. This may include:

- Maintaining the security of Microsoft 365 services.
- Monitoring access to LSST systems.
- Investigating suspected cyber security incidents.
- Managing user accounts and authentication.
- Protecting LSST networks from unauthorised access.
- Maintaining business continuity and disaster recovery capabilities.
- Restoring information following accidental deletion, system failure or cyber incidents.

4.5. LSST may process anonymised or aggregated information for reporting, planning, quality assurance and service improvement purposes. Information used in this way does not identify individual students unless there is a lawful basis to do so.

4.6. Where LSST wishes to use personal information for purposes that are not covered by this Privacy Policy, individuals will be informed in advance where required by law and, where appropriate, their consent will be obtained before processing begins.

5. LAWFUL BASIS FOR PROCESSING PERSONAL DATA

5.1. Under the UK GDPR, LSST relies on one or more of the following lawful bases when processing personal information.

Lawful Basis	Examples of Processing
Contract	Admissions, enrolment, teaching, examinations, awarding qualifications, providing student services.
Legal Obligation	Compliance with the Office for Students (OfS), UKVI, HESA, Student Loans Company and other statutory obligations.
Public Task	Delivering higher education and fulfilling LSST's educational responsibilities.
Legitimate Interests	Information security, fraud prevention, quality assurance, alumni engagement, IT administration and business continuity.
Consent	Marketing communications, promotional photography, videos and surveys where consent is required.
Vital Interests	Protecting an individual's life or responding to serious medical emergencies where necessary.

5.2. Where LSST processes Special Category Personal Data, it will do so only where an additional condition under Article 9 of the UK GDPR and the Data Protection Act 2018 has been satisfied.

5.3. Examples include:

- Providing reasonable adjustments for students with disabilities.
- Supporting student health and wellbeing.
- Equality monitoring.
- Safeguarding.
- Compliance with legal obligations.

5.4. Where consent is relied upon as the lawful basis for processing, individuals have the right to withdraw their consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

6. INFORMATION SYSTEMS AND DIGITAL SERVICES

6.1. LSST uses a range of secure information systems and cloud-based services to support teaching, learning, student administration, communication, information security and business operations.

6.2. These systems are used to provide educational services, manage student records, facilitate collaboration and ensure the secure delivery of LSST services.

6.3. The principal systems used by LSST may include, but are not limited to:

- LSST Connect (Virtual Learning Environment)
- Microsoft 365
- Microsoft Outlook
- Microsoft Teams
- Microsoft SharePoint
- Microsoft OneDrive
- Microsoft Entra ID (Identity Management)
- Microsoft Intune (Device Management)
- Turnitin
- Panopto
- Zammad IT Service Management
- Paxton Net2 Access Control

- Amazon Web Services (AWS)
- Druva Data Resiliency Cloud
- SMS and other approved student administration systems

6.4. Additional systems may be introduced where necessary to support LSST's educational, operational or regulatory requirements.

6.5. These systems may process personal information for purposes including:

- Student enrolment and registration.
- Teaching, learning and assessment.
- Communication between students and staff.
- Storage and management of academic records.
- Submission and marking of coursework.
- Identity and access management.
- Device management and security.
- IT support and incident management.
- Attendance monitoring.
- Secure storage of institutional data.
- Business continuity and disaster recovery.

6.6. Where third-party suppliers process personal information on behalf of LSST, they do so under appropriate contractual arrangements and are required to implement suitable technical and organisational measures to protect personal information in accordance with applicable data protection legislation.

6.7. Access to LSST information systems is restricted to authorised users and is granted on the principle of least privilege. User access may be monitored and audited to:

- Maintain system security.
- Prevent unauthorised access.
- Investigate suspected misuse.
- Protect institutional data.
- Meet legal and regulatory obligations.

6.8. Users of LSST systems are responsible for:

- Protecting their account credentials.
- Using LSST systems in accordance with institutional policies.
- Reporting suspected security incidents promptly.
- Protecting confidential information from unauthorised disclosure.

7. INFORMATION SECURITY

7.1. LSST is committed to protecting the confidentiality, integrity and availability of personal information and maintains appropriate technical and organisational measures to safeguard personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or unauthorised access.

7.2. These measures are regularly reviewed and updated to reflect changes in technology, emerging cyber security threats and applicable legal and regulatory requirements.

7.3. LSST implements a range of technical and organisational security controls designed to protect personal information throughout its lifecycle. These controls may include:

- Identity and access management controls.
- Multi-factor authentication.
- Encryption of data where appropriate.
- Secure configuration of devices and systems.
- Network security controls.
- Access controls based on business need.
- Security monitoring and audit logging.
- Vulnerability management and security patching.
- Malware and threat protection.
- Backup and recovery arrangements.
- Staff security awareness and training.
- Physical security controls to protect LSST premises and equipment.

7.4. These measures are designed to reduce the risk of unauthorised access, data loss, cyber security incidents and service disruption.

7.5. Access to personal information is restricted to authorised individuals who require access to perform their duties. Access permissions are granted according to business need and the principle of least privilege and are reviewed periodically to ensure they remain appropriate.

7.6. LSST maintains monitoring and audit capabilities across its information systems to assist with:

- Maintaining the security and resilience of LSST systems.
- Detecting and investigating suspected security incidents.
- Preventing unauthorised access or misuse.
- Supporting business continuity and operational resilience.
- Meeting legal, regulatory and contractual obligations.

7.7. Information collected through security monitoring is processed only where necessary and proportionate for these purposes.

7.8. All users of LSST information systems are responsible for helping to protect personal information by:

- Keeping passwords and authentication credentials secure.
- Following LSST policies and procedures.
- Reporting suspected information security incidents promptly.
- Protecting confidential information from unauthorised disclosure.

7.9. LSST maintains documented procedures for responding to information security incidents and personal data breaches.

7.10. Where a personal data breach is likely to result in a risk to the rights and freedoms of individuals, LSST will investigate the incident and, where required, notify the Information Commissioner's Office (ICO) and affected individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

7.11. LSST regularly reviews and updates its information security arrangements as part of its ongoing risk management, governance and compliance activities to ensure that appropriate safeguards remain effective and proportionate.

8. BACKUP, BUSINESS CONTINUITY AND DISASTER RECOVERY

8.1. LSST maintains appropriate backup, business continuity and disaster recovery arrangements to help protect institutional information and minimise disruption to teaching, learning and business operations.

8.2. These arrangements are designed to support the availability, integrity and recovery of information in the event of accidental deletion, equipment failure, cyber security incidents or other unforeseen events.

8.3. Where appropriate, LSST maintains secure backups of information processed within its approved information systems and cloud services.

8.4. This may include information relating to:

- Student records.
- Teaching and learning materials.
- Institutional documents.
- Email communications.
- Collaboration platforms.
- Administrative systems.
- Other business-critical information.

8.5. Backup solutions are selected to support the resilience, availability and recovery of institutional information.

8.6. LSST currently utilises approved backup and recovery technologies to protect key cloud services and critical business systems.

8.7. Details of the technologies used are maintained by the IT Department and may change over time as part of LSST's technology lifecycle and business continuity planning.

8.8. Backups are retained for operational, business continuity and disaster recovery purposes only and are protected using appropriate security controls.

8.9. Backup data is not used for marketing or any purpose incompatible with the original reason for collecting the personal information.

8.10. Access to backup data is restricted to authorised personnel who require access as part of their operational responsibilities.

8.11. Access to backup systems is monitored and managed in accordance with LSST's information security arrangements.

8.12. LSST periodically reviews and tests its backup and disaster recovery arrangements to help ensure that information can be recovered where necessary and that recovery procedures remain appropriate for the services being provided.

8.13. The frequency and scope of testing are determined in accordance with operational requirements and internal governance processes.

8.14. Further information relating to backup, disaster recovery and business continuity arrangements is contained within LSST's internal Information Security, Backup and Business Continuity documentation where applicable.

9. SHARING PERSONAL DATA

9.1. LSST will only share personal information where there is a lawful basis to do so and where such sharing is necessary to deliver educational services, comply with legal or regulatory obligations, protect the interests of individuals or the institution, or where you have provided your consent.

9.2. LSST does not sell personal information to third parties.

9.3. Depending on the purpose for which personal information is processed, LSST may share personal data with the following categories of organisations:

- Awarding organisations and examination bodies.
- Regulatory authorities and funding bodies.
- The Office for Students (OfS).
- Higher Education Statistics Agency (HESA) and Jisc.
- Student Loans Company.
- UK Visas and Immigration (UKVI).
- Professional, statutory and regulatory bodies.
- Placement providers and employers where relevant to your programme of study.
- External auditors, legal advisers and professional consultants.
- Law enforcement agencies and other public authorities where required by law.
- Debt recovery agencies where tuition fees remain outstanding.
- Third-party service providers acting on behalf of LSST.
- Other organisations where disclosure is required or permitted by law.

9.4. LSST uses carefully selected third-party service providers to deliver information technology, teaching and administrative services.

9.5. These providers may process personal information on behalf of LSST and may include services relating to:

- Identity and access management.

- Cloud computing and data storage.
- Email and collaboration services.
- Virtual learning environments.
- Assessment and plagiarism detection.
- Lecture capture and educational technologies.
- IT support and service management.
- Backup and disaster recovery.
- Building access control.
- Other business support services.

9.6. Where third-party organisations process personal information on behalf of LSST, they are required to:

- Process personal information only on LSST's documented instructions.
- Implement appropriate technical and organisational security measures.
- Protect the confidentiality of personal information.
- Comply with applicable data protection legislation.
- Only retain personal information for as long as necessary to deliver the agreed service.

9.7. Where required by law, LSST enters into appropriate contractual arrangements with such organisations.

9.8. At the time of publication, LSST's principal technology service providers may include organisations such as:

- Microsoft
- Amazon Web Services (AWS)
- Druva
- Turnitin
- Panopto

9.9. Additional suppliers may be appointed or replaced from time to time in accordance with LSST procurement and governance processes.

9.10. The inclusion or removal of individual suppliers that do not materially change the purpose of processing personal information does not require amendment of this Privacy Policy.

9.11. LSST may also disclose personal information where disclosure is necessary:

- To comply with a legal obligation.
- To protect the rights, property or safety of LSST, its students, staff or visitors.
- To investigate suspected criminal activity or fraud.
- To respond to requests from courts, regulators or law enforcement agencies.
- Where disclosure is otherwise permitted or required by law.

10. INTERNATIONAL TRANSFERS

10.1. In some circumstances, LSST may transfer personal information outside the United Kingdom where this is necessary to deliver educational services, operate approved information systems or comply with legal obligations.

10.2. Where personal information is transferred internationally, LSST will ensure that appropriate safeguards are implemented in accordance with the UK General Data Protection Regulation (UK GDPR) and applicable data protection legislation.

10.3. These safeguards may include:

- UK Adequacy Regulations.
- The UK International Data Transfer Agreement (IDTA).
- The UK Addendum to the European Commission's Standard Contractual Clauses (SCCs).
- Any other lawful transfer mechanism recognised under UK data protection legislation.

10.4. Where international transfers are carried out by approved third-party service providers on behalf of LSST, those providers are required to implement appropriate security and contractual safeguards to protect personal information.

11. DATA RETENTION

11.1. LSST retains personal information only for as long as necessary to fulfil the purposes for which it was collected, comply with legal and regulatory obligations, resolve disputes and enforce institutional policies.

11.2. Unless a longer retention period is required by law or regulatory guidance:

- Unsuccessful applications are normally retained for **6 months**.
- Student records are normally retained for **up to 7 years** following completion or withdrawal from a programme of study.
- Financial records are retained in accordance with statutory requirements.
- Information held within backup systems is retained in accordance with LSST's Backup and Retention arrangements.
- CCTV recordings and access control records are retained in accordance with operational requirements.

11.3. Specific retention periods for CCTV, access control records, IT audit logs and backup data are to be confirmed and maintained within LSST's Records Retention Schedule.

11.4. When personal information is no longer required, LSST will securely delete, destroy or anonymise the information in accordance with its Information Security and Records Management procedures.

12. COOKIES AND WEBSITE TECHNOLOGIES

12.1. LSST's website and digital services may use cookies and similar technologies to improve functionality, enhance user experience, analyse website performance and support the delivery of online services.

12.2. Cookies may be used to:

- Remember user preferences.
- Maintain secure sessions.
- Analyse website usage.
- Improve accessibility and performance.
- Support the delivery of educational and administrative services.

12.3. Further information regarding the cookies used by LSST, including details of any analytics or third-party technologies, will be published separately where applicable.

13. CCTV AND PHYSICAL SECURITY

13.1. LSST operates CCTV systems and physical security measures to help protect students, staff, visitors, buildings and institutional assets.

13.2. CCTV recordings may be used for:

- Crime prevention and detection.

- Health and safety.
- Safeguarding.
- Incident investigation.
- Protecting LSST property.
- Supporting legal or regulatory obligations.

13.3. Access to CCTV recordings is restricted to authorised personnel and recordings will only be disclosed where there is a lawful basis to do so.

13.4. CCTV retention periods are determined in accordance with operational requirements and LSST's Records Retention arrangements.

14. BUILDING ACCESS CONTROL

14.1. LSST uses electronic access control systems to manage access to its campuses and secure areas.

14.2. Access control records may include:

- User identification.
- Date and time of entry.
- Access location.
- Other information necessary for security and operational purposes.

14.3. Access control information is processed to:

- Protect students, staff and visitors.
- Secure LSST buildings and facilities.
- Investigate security incidents.
- Meet legal and regulatory obligations.

14.4. Access control records are retained in accordance with LSST's Records Retention arrangements.

15. YOUR RIGHTS

15.1. Under the UK General Data Protection Regulation (UK GDPR), you have a number of rights relating to your personal information.

15.2. These include:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure (where applicable).
- The right to restrict processing.
- The right to data portability.
- The right to object to processing.
- Rights relating to automated decision-making and profiling where applicable.

15.3. Where LSST relies on consent as the lawful basis for processing, you have the right to withdraw your consent at any time.

15.4. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

16. AUTOMATED DECISION-MAKING

16.1. LSST does not normally make decisions based solely on automated processing where those decisions produce legal or similarly significant effects on individuals.

16.2. Should this position change, LSST will update this Privacy Policy and provide affected individuals with the information required under applicable data protection legislation.

17. CONTACT DETAILS

17.1. London School of Science and Technology Limited is the Data Controller for the personal information processed under this Privacy Policy.

17.2. Registered Office:

Memo House
Suite 01, First Floor
Memo House
Kendal Avenue
Acton
London
W3 0XA

17.3. Website:

www.lsst.ac

17.4. LSST has appointed a Data Protection Officer (or external Data Protection service provider) to oversee compliance with data protection legislation:

17.5. Worknest Limited (Data Protection Officer):

20 Grosvenor Place,
London
SW1X 7HN

DPOsupport@worknest.com

18. COMPLAINTS

18.1. If you are dissatisfied with the way LSST has processed your personal information, you are encouraged to contact LSST in the first instance so that we may investigate your concerns.

18.2. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

18.3. Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

18.4. Website:

https://ico.org.uk

18.5. Telephone:

0303 123 1113

19. CHANGES TO THIS PRIVACY POLICY

19.1. LSST may review and update this Privacy Policy periodically to reflect changes in legislation, regulatory guidance, operational practices or institutional systems.

19.2. The most recent version of this Privacy Policy will be published on the LSST website.

VERSION HISTORY

Version	**1 - 2**	
Revised by:	Quality Unit IT Department	
Revision summary:	*Paragraphs 1.14, 1.15, 1.16 added on the collection of personal data, minor grammatical corrections, document format applied, version control applied.*	
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Revision summary:	***Annual review and update –*** *Minor grammatical corrections, document format applied, version control applied.*	
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Original author(s): Revised by:	IT Department IT Department Quality Unit	
Revision summary:	***Annual review and update –*** *Modernisation of Privacy Policy, updated UK GDPR wording, enhanced information security, Microsoft 365 and cloud services, backup and business continuity, third-party processors, international transfers and governance updates. External DPO contact details changed from Bulletproof to Worknest. Minor grammatical corrections, document format applied, version control applied.*	
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