

## Confidentiality and Data Protection Policy

LSE Careers complies with the terms of the [Data Protection Act 1998](#) and the [Freedom of Information Act 2000](#); this is in accordance with the [LSE Legal](#) department's guidance.

LSE Careers works in accordance with the Association of Graduate Advisory Services (AGCAS) [code of practice](#). The guidance process is confidential and any personal information will not be passed on without the individual's prior permission. However, at times there will be limitations placed on confidentiality:

- Individual discussions with Careers or CVs Consultants may not be able to take place in a private area. Students will be asked prior to the appointments whether they are happy to continue with their appointment in this space. If students specifically require confidential space we will endeavour to relocate the appointment, or will reschedule their appointment if necessary.
- We will only pass on personal information in exceptional circumstances or where there is a legal or 'duty of care' imperative. This will take place following consultation with a member of the Management Team only. In these circumstances, we will explain this to the individual concerned.
- Careers Consultants may keep notes on guidance and advice given, LSE Careers staff also have access to these notes. Notes kept on students will be factual.

**Students can access the information held on them by contacting the LSE Data Protection Officer, visit [Freedom of Information](#) for more information.**

### Disclosure of disability

Where a student has disclosed a disability and refuses to consent to this information being passed on to others in the School, they sign a form to that effect. The form can be obtained from the [Disability and Well-being Service](#).

### Destinations of Leavers of Higher Education (DLHE) data

[iGraduate](#) conducts the DLHE survey on behalf of the institution in accordance with [HESA guidelines](#).

### Personality, careers choice and 'Graduates First' psychometric testing

All individual's results are confidential and kept by the student only. LSE Careers does not store any individual's results.

## **Personal preparatory materials**

Hard copies of personal information requested as preparatory material, CVs, and cover letters will be stored securely within LSE Careers and disposed of as confidential waste. Material collected online using LSE CareerHub can only be accessed by LSE Careers staff.

## **Photos**

Photos may be taken at LSE Careers events that take place within the LSE campus and external buildings. Attendees will be informed that photos may be taken at these events and used for publications, marketing materials and the website, which can be accessed externally. Upon booking on to an event the attendee is granting permission to have their photo used in the above mentioned formats.

If you would like a photograph removed for any reason please contact [careers@lse.ac.uk](mailto:careers@lse.ac.uk) and we will remove the photograph within 21 days of receiving your request<sup>4</sup>.

LSE Careers are not responsible for the actions of others at events that are run by external organisations and LSE Careers.

## **LSE Careers hourly paid staff**

All LSE Careers hourly paid staff which includes; student helpers, team assistants and freelance careers consultants are required to sign a confidentiality agreement upon signing their employment contract. Hourly paid staff will be unable to commence employment without signing this agreement.

Hourly paid staff that are found in breach of this agreement will have disciplinary measures taken against them and the LSE Data Protection Officer will be informed.

## **Terms and conditions**

Our confidentiality policy is subject to change. Any such changes will be detailed in this document which is available on the LSE Careers website and on request from LSE Careers.