

# Data Protection Statement

## LSE Residential Services

### Partner organisations

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LSE works in partnership with a number of organisations. To process your application, limited personal information will be shared with the following partners, in accordance with the Data Protection Act, 1998, and from 25th May 2018, the General Data Protection Regulation:

All University of London Halls - University of London;  
King's Cross and Westminster Bridge - Urbanest Ltd;  
Sidney Webb House - Unite Students Ltd;  
Lilian Knowles House - Sanctuary Housing Association and its subsidiaries.

### Incident reporting

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Once a student has moved in to an LSE hall of residence, Hallpad is used to record incidents. The information that will be recorded includes for example, reports of accidents and medical emergencies. As this could be considered sensitive personal data under the Data Protection Act, you are required to consent to your data being recorded in Hallpad.

Please note that information recorded can be viewed only by appropriate staff members. Incidents will be deleted from the system four (4) months after the end of your Licence Agreement unless there is an ongoing issue such as a disciplinary investigation. The information on Hallpad will also inform statistics about incidents at the halls, which will be completely anonymised. You can request changes to information recorded on Hallpad if it is inaccurate, and you can also request that the incident is recorded as confidential. Information relating to incidents will be recorded only during and after an incident.

### Emergency contact information

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All students are requested to provide Emergency Contact information in their accommodation application form. You should provide the details of a relation or close friend. This data can be accessed by appropriate staff only and these nominated persons will be contacted for emergency purposes only should you be involved in an incident that impacts upon your immediate health or safety.

### Medical requirements or exceptional personal circumstances

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Students who have medical requirements or exceptional personal circumstances that they wish the School to take into account when allocating accommodation will be requested to declare these in their application form.

LSE will process and use this information strictly to assist it in carrying out its functions as an academic institution and to assess your accommodation requirements. In declaring these requirements, students explicitly consent to the processing and use of this personal data by LSE for these purposes. This form will be read by members of LSE academic and professional support services staff. If information is falsified or omitted in this section of the form by an applicant, the application form is rendered invalid. Declaration of medical requirements or exceptional personal circumstances does not guarantee the provision of accommodation in an LSE hall or a hall managed by any LSE partner organisation. LSE will comply with its obligations under Data Protection Legislation.

### When we will contact you

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Students are required to enter a valid email address in their application form. We will contact you on this email address to send information relating to your accommodation application while your application is in progress with us. Once you have moved into a hall, we may also contact you regarding developments in accommodation and catering services or to provide you with other information relevant to you during your stay with us. All students must read and consent to the above use of personal data to submit a Hallpad accommodation application.