LSE Widening Participation Privacy Notice

This Privacy Notice explains how and why LSE processes personal data about you if you take part, or apply to take part, in a widening participation initiative or request any of our other services and what we will and won't do with your data once we have it. We have written this notice as clearly as possible. However, if you have any questions, you can ask us by emailing widening.participation@lse.ac.uk or by calling us on 020 7852 3662.

This information is intended for school pupils, teachers or other school staff, prospective applicants to LSE, current students, alumni and staff and other interested parties.

If you are under the age of 13, we will ask your parent/carer to read through this notice too.

This notice was last updated in November 2026.

What is Personal Data?

Personal data or personal information is any information about you that can be used to identify you. For LSE Widening Participation initiatives this might be personal data such as your name, date of birth, gender, home address, email address, telephone number, details of your qualifications, free school meal eligibility, care experience, educational or professional background, emergency contact details or parent/carer details, photos and videos. It may also be what we call 'special category' data, such as information about disability, health, ethnicity or race. The law says that special category data is more sensitive and needs additional protection.

Why are you collecting my data?

The LSE Widening Participation Team collects personal data for the following purposes:

1. to decide which applicants get a place on our initiatives, based on relevant eligibility and targeting criteria
2. to ensure we can run schemes safely and lawfully
3. to evaluate the impact of our initiatives and to monitor who takes part
4. to track the long-term outcomes of our participants and gather additional data after we have worked with them, to help us understand how well they work
5. to report outcomes of widening participation initiatives internally as well as to the higher education regulator the Office for Students (OfS), the HE sector and more widely
6. to contact participants about other opportunities that may be relevant to them

Lawful basis

We know the following section is technical sounding, but it is a requirement of the GDPR. If you have any questions about this, please ask us by emailing widening.participation@lse.ac.uk

In accordance with General Data Protection Regulation (GDPR), we must have a 'lawful basis' for processing your personal data. In relation to points 1-2 above, we process your data in relation to our 'contract' with you, whereby you will attend one of our programmes and we ensure your wellbeing and the quality of your experience. We collect data on ethnicity and disability, which is considered 'special category data', and process this under Article 9 section 2b. In relation to points 3-5, we process data as part of our 'public task' to evidence the long-term impact of initiatives aimed at widening participation to higher education. In relation to point 6, we process data through obtaining consent.

Any data you've previously shared with the LSE Widening Participation Team will also be covered by these conditions from now on.

How will you use my data?

We will use your data for the following purposes:

- to assess your eligibility to participate in initiatives and assist in the shortlisting and selection process, based on eligibility and targeting criteria
- to deliver and facilitate your involvement in our initiatives
- to contact you or your parent/carers about the initiative by email, phone, or post
- for your health, safety and wellbeing during our initiatives
- to provide you with disability support or specific access arrangements, where necessary
- to record your attendance at, and engagement in, all activities associated with our initiatives
- to better understand the effectiveness of our widening participation initiatives
- to track your academic attainment or future education and employment choices
- for research, monitoring and evaluation purposes
- for the creation of marketing materials and publicity purposes (statistics will never identify individuals and any quotes will have identifying data removed before use)
- to monitor equal opportunities
- to create reports that LSE may be required to publish or share with government or regulatory bodies
- to communicate other opportunities, that you may be interested in (eg, LSE Open Days or other widening participation initiatives)

We will collect some data about your parents/carers. We may use some of this data as part of the selection process for the programme (eg. their job or education) or for evaluation and reporting, and we will also collect their contact details in case of emergency. Where a parent/carer has chosen to receive programme communications, we may also use their

contact details to send them programme announcements, reminders and updates. For more information, parents/carers can read the LSE Privacy Notice for Parents and Carers.

Will you share my data?

Your personal data will be collected and processed primarily by the LSE Widening Participation Team. Access to your data is limited to staff who have a legitimate need to see it for the purpose of carrying out their job. To deliver our initiatives, the LSE Widening Participation Team may share your data, if necessary, and where the legal basis exists, with:

1. LSE professional services teams, academic departments and research centres who support us to deliver our initiatives
2. your school or college to support us to deliver our initiatives (e.g. to obtain a reference)
3. other organisations, including charities and education organisations, to collaboratively deliver our initiatives, where we have a formal agreement to share data. See a list of the Widening Participation team's current and previous partners.
4. third-party messaging platforms, such as WhatsApp, to provide optional programme announcements, reminders and updates where you or, where applicable, your parent/carer have chosen to join
5. we may use Artificial Intelligence (AI) tools to support data processing within LSE-approved, secure environments. Identifiable data will not be used, and appropriate human oversight will always be maintained, in line with LSE's guidance on using AI.

We may also share your data with the LSE Undergraduate Admissions team through LSE's Customer Records Management system (Salesforce) so that the Admissions team can use contextual information when considering applications to study at LSE. For more information please see the Undergraduate Admissions Policy: https://www.lse.ac.uk/study-at-lse/Undergraduate/Prospective-students/How-to-apply/Admissions-Policy

Your personal information will never be shared with third parties for marketing purposes. In order to evaluate our initiatives, we may share your data with:

1. partners involved in delivery or evaluation of our activities
2. the Office for Students (OfS)
3. the Universities and Colleges Admissions Service (UCAS)
4. the Department for Education (DfE)
5. the Higher Education Statistics Agency (HESA)
6. the Higher Education Access Tracker service (HEAT) and its members

For details on how your data will be processed and shared by HEAT specifically, please see HEAT's privacy notice here: https://heat.ac.uk/privacy-notice/

For details on how your data will be processed and shared by HESA specifically, please see HESA's privacy notice here: https://www.hesa.ac.uk/about/regulation/data-protection/notices#linkg

We will analyse your data along with that of everyone else who participates in our initiatives and publish reports, presentations, webpages and graphics about the impact of our work. It

will never be possible to identify you from the data we share in our publications, unless we have sought explicit consent from you in advance.

Will my data be safe?

Yes, your data will be safe. We store paper forms in secure locked storage and digital data within secure databases and comply with the strict laws that make sure we protect your personal details. We comply with the Data Protection Act and, the UK General Data Protection Regulations.

How long will you keep my data?

Your data will be safely held on a secure database in compliance with the Data Protection Act and the UK General Data Protection Regulations. We store your data according to the following rules:

- your data is kept no longer than for 15 years after you are ready to enter Higher Education where a date of birth has been collected, or
- your data is kept no longer than for 15 years from point of collection where your date of birth has not been collected

After the described period, we will delete all identifying information. We use this data so that we can evaluate the long-term impact of our projects.

Do I have to give you my data? Can I change my mind?

We need to collect certain data about you in order to administer your participation in our initiatives and ensure your safety. However, once it has taken place, you can ask for all identifying information held about you, such as name and date of birth, to be deleted. For some things, like taking your photograph at one of our events, or contacting you about other events in the future, we ask for your consent. In these cases, you can withdraw your consent at any time. Please contact widening.participation@lse.ac.uk to withdraw consent or ask for identifying data to be deleted.

Who can I contact if I have more questions?

If you have any questions or concerns or would like a copy of the data that we hold about you, please contact LSE's Data Protection Officer at lse.info.rights@lse.ac.uk.

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