

# 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 General Data Protection Regulation, the Data Protection Act 2018 and other relevant legislation:

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 into an LSE hall of residence, the Student Accommodation System is used to record incidents relating to that student's time in residence. Generally, these reports are about incidents of accidents, medical incidents, or incidents of anti-social behaviour. As this could be considered sensitive personal data under the General Data Protection Regulation, you are required to consent to your data being recorded in the Student Accommodation System.

Please note that information recorded can be viewed only by relevant staff members. Incidents will be deleted from the system seven (7) years after logging of the incident. The information on The Student Accommodation System will also inform statistics about incidents at the halls, which will be completely anonymised. You can request changes to information recorded on the Student Accommodation System if it is inaccurate.

### Electoral register

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For students living in LSE halls of residence, LSE are required to provide your name, address, nationality and School provided email address to the council of the borough that you are resident in, under regulation 23 of the Representation of the People (England and Wales) Regulations 2001. Such information is required by the Electoral Registration Officer for the purposes of maintaining the electoral register.

### 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.

### Insurance

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For students living in LSE halls of residence, LSE will provide information about students to Endsleigh Insurance Services in order to expedite the claims process and to ensure Endsleigh treats students as existing policyholders when residents contact Endsleigh directly. This information includes your full name, date of birth, your halls address, and your course at LSE.

## 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 while your application is in progress with us to send information relating to your accommodation application and your arrival to the hall. 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 The Student Accommodation System accommodation application.

## Your rights

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You have the right to request information held by the School and the other organisations mentioned in this notice. You also have the right to:

- rectify information held;
- in certain circumstances to have it deleted;
- in certain circumstances to stop or suspend processing
- in certain circumstances to get a copy of the data held in machine readable format
- to be informed of automatic processing and profiling and to have a human being review this

Please contact the School's Data Protection Officer, Rachael Maguire, [glpd.info.rights@lse.ac.uk](mailto:glpd.info.rights@lse.ac.uk) if you wish to exercise these rights.

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