

LSE Navigate Privacy Notice

This Privacy Notice explains how and why LSE processes personal data about you if you take part in any LSE Navigate network initiatives or request any of our other services, and what we will and won't do with your data once we have it.

LSE Navigate activities take place throughout the whole student journey, starting with prospective students and offer holders, continuing for current LSE students and for alumni up to two years after graduation. Activities are tailored to applicants and students who received a contextual offer from LSE, or who are care-experienced students.

We have written this notice as clearly as possible. However, if you have any questions, you can ask us by emailing lse.life.navigate@lse.ac.uk.

This information is intended for prospective applicants to LSE, offer holders, current students, alumni, LSE staff and other interested parties. You should also refer to the [LSE Privacy Notice for Students and Prospective Students](#).

LSE Navigate activities are run by the following teams within the School, who may also have their own Privacy Notices:

- Widening Participation
- LSE Careers
- LSE LIFE

Activities will also be delivered by the LSE Students' Union, so data will also be shared in accordance with the [LSE and LSESU data sharing agreement](#).

This notice was last updated in July 2025.

What is Personal Data?

Personal data or personal information is any information about you that can be used to identify you. For LSE Navigate 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 experienced status, educational or professional background, emergency contact 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 teams involved in LSE Navigate collect personal data for the following purposes:

1. to decide who is eligible to take part in LSE Navigate initiatives, based on relevant eligibility criteria
2. to ensure we can run activities 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 participants and gather additional data after we have worked with them, to help us understand how well initiatives work

5. to report outcomes of LSE Navigate 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

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 and 6 above, we process your data in relation to our 'contract' with you, whereby you will attend LSE Navigate activities 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 monitor the implementation of the LSE Navigate initiative, and to evidence the long-term impact of initiatives aimed at supporting student access to and success in higher education. In relation to point 6, we process data through obtaining consent.

Any data you've previously shared with the LSE Navigate team, or with the teams involved in LSE Navigate activities, 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 any selection processes, based on eligibility and prioritisation criteria
- to deliver and facilitate your involvement in our initiatives
- to contact you 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 initiatives on student experiences and outcomes
- 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, or with the wider higher education sector
- to communicate other opportunities, that you may be interested in or eligible for (eg, work experience opportunities or financial support schemes)

Will you share my data?

Your personal data will be collected and processed primarily by the LSE Navigate team, and the teams listed previously who deliver LSE Navigate activities. 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 Navigate 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. LSE Students' Union, who deliver some LSE Navigate activities.
3. Other organisations, including charities and education organisations, to collaboratively deliver our initiatives, where we have a formal agreement to share data.

At the time of writing, we do not use Artificial Intelligence (AI) tools to process personal data. If using AI tools in future, it will be in line with [LSE's guidance on using AI](#)

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

1. partner organisations involved in delivery or evaluation of our activities
2. the Higher Education Statistics Agency (HESA)
3. 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 digital data within secure databases and comply with the strict laws that make sure we protect your personal details. Any data stored on paper for the purposes of event delivery will be securely destroyed after the relevant activity has taken place. We comply with the Data Protection Act and the UK General Data Protection Regulation.

How long will you keep my data?

Your data will be safely held on secure databases in compliance with the Data Protection Act and the UK General Data Protection Regulation.



We store your data in the Higher Education Access Tracker service 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.

Data held in other systems or databases will be stored and retained in accordance with the [LSE Retention Schedule](#).

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 LSE Navigate initiatives and ensure your safety. However, once activities have concluded (two years after graduation) you can ask for all identifying information held about you for the purposes of your participation in LSE Navigate activities to be deleted.

You can also request to be removed from mailing lists receiving information about LSE Navigate initiatives. Please note, this does not include other activities or services offered by teams involved in delivering LSE Navigate activities who may keep your data for their own purposes for longer.

Please contact lse.life.navigate@lse.ac.uk to ask for identifying data to be deleted, or to be removed from notifications about future LSE Navigate initiatives.

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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