

Privacy Notice

Freedom of Information Act (FOIA) requesters

According to the FOIA Section 45 Code of Practice a request for information requires you to:

- give your real name; and
- give an address to which the authority can reply. This can be a postal or email address.

The statement below explains how the University will process this data. The emails or written correspondence will form part of the 'case file' for your information request. Your data will be processed by the University, a data controller under the definitions of the General Data Protection Regulation.

How we use your information

The University processes the contact information for the following purposes:

- To provide the response to your FOIA request
- Carry out reporting and analysis on our requesters to monitor where our requests originate (e.g. journalists, commercial organisations, student unions)
- If required, the University will assess your FOIA requests and wider interactions with us in order to determine the application of Section 12 'Appropriate Limits' or Section 14 'Vexatious requests' apply

The legal basis for processing

The University has to have a legal basis for processing your data and relies on the following approach:

- Collecting the data is necessary for the necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller in order to respond to your request for information
- Where you provide special category data, for example your affiliation to a political party, we will rely on your explicit consent in providing us with the information
- Where we assess your FOIA requests and wider interactions with us in order to determine the application of Section 12 'Appropriate Limits' or Section 14 'Vexatious requests' apply, we are carrying out a task in the public interest in meeting our obligations under FOIA

How long we keep your data for

Your data will be stored for the duration of your request. After your request is closed the University will take the following approach:

- The case file and correspondence will be kept 3 years plus the current year
- If your request results in a formal Decision Notice or Tribunal decision we will, with appropriate safeguards, archive the information in the public interest for historical research purposes

Sharing your data with third parties

The University may use an external contractor or 'data processor' to store or manage its data. It will process this data only for purposes specified by the University and will be bound by contract to meeting the University's obligations under the General Data Protection Regulation. Where data is passed outside the EEA, the University will take the relevant steps to ensure there is adequate protection in place.

Your personal data will not be passed to any other third party without your consent, except where the University is required to do so by law.

Your rights

You have a number of rights under the General Data Protection Regulation, such as the right of access to your data (the 'Subject Access Right'). For more information please see the University's Data Protection page at the following link: <https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>

Find out more

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