

LFA Privacy Notice - Staff and Tutors

1. Introduction

This Privacy Notice explains the basis on which London Film Academy (“LFA”, “we”, “our”, “us”) will collect and process personal information from its current staff and tutors (“you/your”). By taking a staff or tutor role with LFA you are accepting and agreeing to the practices set out in this policy.

As stated in section 9 below, you have the right to object to the use of your data for direct marketing, and (in certain circumstances) to the processing of your data on the basis of LFA’s legitimate interests.

2. Scope of Notice

This notice applies to staff and tutors who work, are intending to work, or who have worked previously for LFA.

3. Data we hold about you

The only personal data that we hold about you is personal data that you have provided to us.

For the purposes of 4.1, we would look to request, and or hold, some or all of the following information:

- Your name, date of birth, contact information (including email address, mobile and phone number, Zoom or Teams user ID, home address, residence address, correspondence address);
- Any information provided at the point of application for the role, the processing of your application and related processes;
- National insurance number;
- Bank account details;
- Passport copy (to determine your right to work)
- Emergency contact details;
- CV/application form/ or resume;
- References;
- Details of medical conditions that may impact your work;
- Contractual terms (e.g. start date and salary);
- DBS check results, where required for your role;
- Personal data to enable equal opportunities monitoring. LFA is committed to creating and maintaining a diverse, positive and supportive environment for its staff and students. In order to monitor this, we may collect equal opportunities monitoring information during the recruitment process. This includes your gender, gender ID, sexual orientation, ethnicity, disability, religion, or similar beliefs. Any such information will stay confidential and is kept separate from the application. It is not taken into account when considering candidates for a role at LFA.

For applications for posts at LFA, we would look to request, and or hold, some or all of the following information:

- Your name, date of birth, contact information (including email address, mobile and phone number, Zoom or Teams user ID, home address, residence address, correspondence address);
- Any information provided at the point of application for the role, the processing of your application and related processes;
- CV/application form/or resume;
- References;
- Recruitment and selection assessment records.

4. Why we process your data

4.1. What do we use your personal data for?

We will process the personal data that we hold about you for the following purposes:

- To manage HR processes, including recruitment, payment of salaries and related benefits or contributions, processing of statutory and contractual entitlements, performance management and training and development;



- To provide IT resources, including access to systems required by staff and /or tutors to ensure you can complete your duties;
- To assure, maintain and enhance academic standards;
- To ensure safety and wellbeing of all staff and students;
- To engage with partner universities or other stakeholders;
- To report to regulatory bodies;
- To publish basic information to students via our internal systems and the wider public via our public website; this normally includes name, image, job title, film credits and biography;
- To promote information on LFA courses or events, or other marketing activities.
- To enable equal opportunities monitoring.

4.2. Legal basis of processing

The legal grounds on which we process your personal data are as follows:

- Where the processing is necessary for us to perform a contract that you are party to, or to take steps at your request prior to entering a contract, that is the ground on which we are processing that data;
- Where the processing is necessary for compliance with a legal obligation to which we are subject, that is the ground on which we are processing that data;
- Where processing is necessary for the purposes of our legitimate interests, that is the ground on which we are processing that data, provided that your fundamental rights and freedoms which require protection of your data don't override those legitimate interests (our legitimate interests comprise furthering the aims and objectives of LFA);
- If you have given your consent to our processing the data, that is the basis on which we are processing that data.
- If more than one of the above grounds apply to the processing of data in question, the applicable ground will be the one that is set out first above.
- Where the basis on which we process data is that you have consented to the processing, you are entitled to withdraw that consent at any time.

5. People with whom we share your information

5.1. Who has access to your data?

Access to your data is generally limited to LFA employees and only for the purposes outlined in section 4.

5.2. How is it shared?

LFA does not sell your data to third parties. LFA will only share your personal data with third parties if this is necessary for the provision of our services and to comply with any legal obligation.

LFA may share your contact details with students, staff and tutors in connection to your work at LFA. We may also share some of your personal data with our validating university partner and the Office for Students for reporting purposes. LFA retains the copyright to work (films or scripts) produced while on the course. As such LFA may share your details through entries to film festivals or competitions.

6. Means of storing data

Personal data about staff and tutors is stored within our internal LFA database provided and hosted by a third-party provider. Access to this platform is secure and restricted to LFA staff. LFA enter into a data processing agreement with the provider that process your data on our behalf in order to ensure the same level of security and confidentiality of your data. LFA is committed to reviewing privacy and data protection policies of providers of third-party systems on a regular basis. Staff and tutor data may also be recorded in student and production files which are administered by LFA staff. These files are archived and subject to LFA's data retention policies.

7. How long we will keep your data

While you are working for LFA, we will retain and continue to process any of the data you provide. After cease working for LFA, your details are retained in accordance with our legal obligations and legitimate interests. LFA will take all reasonable steps to destroy, or erase from our systems, all personal data which are no longer required.



8. Methods of communication

8.1 How we will contact you?

Our communications are normally by email and most communications are only sent out via email. If, however, you have provided your phone number (mobile or landline), we may also contact you by phone. If you have provided an address, we may also contact you by post. If you use public social media profiles and have provided the details, we may also contact you via social media.

It is important to us that we always hold the most up-to-date information about you. To update your data that we hold, email privacypolicy@londonfilmacademy.com.

8.2 Marketing communication

We will only send marketing communications to you where you have consented to receive them, or in connection to your work with LFA, or we are otherwise permitted by law to do so.

You can opt out of all marketing communications by emailing marketing@londonfilmacademy.com.

9. Your rights

You have various rights under Data Protection legislation. These include:

- The right to ask us not to process your personal data for direct marketing purposes, even if you have given consent;
- If our processing is based on your consent, the right to withdraw any consent you may have given for our processing of your data – if you exercise this right, we will be required to stop such processing if consent is the sole lawful ground on which we are processing that data;
- The right to ask us for access to the data we hold about you;
- The right to ask us to rectify any data that we hold about you that is inaccurate or incomplete;
- The right to ask us to delete your data in certain circumstances;
- The right to ask us to restrict our processing of your data in certain circumstances;
- The right to object to our processing of your data in certain circumstances;
- In certain circumstances, the right to require us to give you the data we hold about you in a structured, commonly used and machine-readable format so that you can provide the data to another data controller.

You can exercise any of the rights set out above, free of charge, by using any applicable methods set out in our communications with you, or by contacting us by emailing privacypolicy@londonfilmacademy.com. In respect of most of the rights referred to above, your right may be qualified by Data Protection legislation, for example where our processing of data is for the purposes of the establishment, exercise or defence of legal claims. We may therefore not be able or required to fulfil your request, but we will discuss this with you following your request if necessary. Also, we may need more information from you, which we will ask you for following your request. We may ask you to provide further information in order to confirm your identity. Please also note that if you submit unfounded or excessive (for example repetitive) requests to exercise any of these rights, we reserve the right to make a reasonable charge for providing the requested information or taking the requested action, or to decline your request.

10. Complaints

You also have the right to lodge a complaint with the Information Commissioner's Office if you are concerned that we are not respecting your rights under Data Protection legislation. The Information Commissioner's Office is the authority in the UK, which is responsible for overseeing the application of, and enforcing, Data Protection legislation. We would prefer that you contact us first with any concerns, so that we have the opportunity to address your concern directly.

<https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>

11. Changes to our Privacy Notices

Our privacy notices are reviewed regularly, usually on an annual basis. Updates will be posted on the LFA website. If we ever make significant changes to the way we process your personal data, we will either clearly highlight this on our website or write to you directly.



12. Version update

Updated September 2024.

13. Controller's contact details

Any enquiries about this notice can be directed to:

Data Controller
London Film Academy
52a Walham Grove
London SW6 1QR

privacypolicy@londonfilmacademy.com

+44 (0) 207 386 7711

