

LFA Staff & Tutors Privacy Policy/Notice

1. Introduction

This Privacy Policy 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.

2. Scope of Policy

This policy 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 outlined in section 4.1, LFA will look to collect some or all of the following information from staff and tutors:

- Full name
- Date of birth
- Home address
- Phone or mobile number & email address
- National insurance number
- Bank account details
- Passport photocopy (to determine and record your right to work)
- Emergency contact details
- CV/application form/cover letter
- References
- Medical details
- Contractual terms (e.g. start date, salary, etc.)

For applicants for posts at LFA (4.2), we will look to collect some or all of the following information from staff and tutors:

- Full name
- Home address
- Phone or mobile number & email address
- CV/application form/cover letter
- Recruitment and selection assessment records

4. Why we process your data

4.1. What do we use your data for?

LFA requires to store and monitor data of its staff and tutors for the following reasons:

- To manage HR processes, including recruitment, payment of salaries and related benefits or contributions;
- To provide IT resources, including access to LFA’s bespoke database and tutor site and access to other systems required by staff to ensure you can complete your duties;
- To effectively manage curriculum and ensure quality management
- 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 ensure performance management and staff training and development processes can be carried out and monitored effectively;
- To provide wellbeing and safety to all staff and students;
- To process statutory and contractual entitlements such as annual leave, sick leave, absences and parental leave;

We may also use this data to promote information on LFA courses or events. We may also collate this information for reporting and evaluation purposes.

4.2 If you are applying for job at LFA, why do we need your personal details?

LFA needs to hold and process personal data about job candidates for a number of administrative purposes:

- To manage the recruitment process and ensure positions are filled by the most suitable and qualified candidate;



- To provide selection panels with the required information to make an informed decision. This information includes: I. Employment history; II. Professional experience; III. Qualifications; IV. Any other personal information provided in application form, cover letter and/or CV (excluding information recorded purely for equal opportunities monitoring purposes).
- To monitor our commitment to a diverse workplace.

5. People with whom we share your information

5.2. Who has access to your data and how is it shared?

Access to your data is generally limited to LFA employees and only for the purposes outlined in section 4.1 & 4.2. LFA does not sell your data to third parties. LFA may share your contact details with other students and tutors. 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. Some data will be shared with third parties in order for LFA to meet its transactional, legal and statutory requirements. This includes HMRC, benefit providers, auditors, and our bank.

6. 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 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.

7. Means of Storing Data

7.1. Data Collected by LFA

Data about staff as per section 2 of this policy is stored within our internal LFA database. Access to this platform is secure and restricted to certain members of senior LFA staff. This database is provided and hosted by a third-party provider who will publish their own privacy policies. LFA is committed to reviewing privacy and data protection policies of providers of third-party systems on a regular basis.

7.2. Data Collected by Third Parties

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. Data about job candidates is stored email accounts and normally shared with members of selection panels via cloud storage solutions. Access to the information is secure and restricted to LFA staff who require it to perform their duties. Some of these databases and systems used are provided and hosted by a third-party provider who will publish their own privacy policies.

8. How long we will keep your data

We will retain and continue to process any of the data you provide until you withdraw your consent either by clicking the link in any one of our communications or by emailing marketing@londonfilmacademy.com. We will delete records of anyone who has unsubscribed from all of our communications on a monthly basis unless you exercise your right to erasure (see section 11). Further details of LFA's wider data retention policies can be accessed via our LFA website.

9. Methods of Communication

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

10. Updating Your Data

It is important to us that we always hold the most-up-date information about you. To update your data that we hold, please use the link included in each of our communications or email marketing@londonfilmacademy.com.

11. 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 marketing@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.

12. Complaints

You also have the right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk) 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.

13. Changes to our Privacy Policies

Our privacy policies 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.

14. Version Update

Version Authored October 2018 by Vice Principal. Moderated by Joint Principal

15. Controller's Contact Details

Any enquiries about this policy can be directed to:

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