

Student Association at London Business School

PRIVACY POLICY FOR CAMPUSGROUPS – May 2018

Last Updated: 24th April 2018

We respect your right to privacy. This Privacy Policy sets out details of the information that we may collect from you and how we may use that information. This Privacy Policy should be read alongside, and in addition to, the [Terms and Conditions](#). Please read this Privacy Policy carefully.

Unless otherwise defined in this Privacy Policy, terms used have the same meaning as in the Terms and Conditions referenced above.

1. About Us

- 1.1. In this Privacy Policy, references to “we” or “us” are to London Business School Student Association, who will be the controller of any personal data processed as described in this Privacy Policy.
- 1.2. References to “the Website” are to the CampusGroups website.
- 1.3. If you have any questions about your personal information, please email us using the details in section 9.

2. Use of the Website

This Privacy Policy applies to your use of CampusGroups (website and/or the mobile application) and any additional data you provide in relation to events and activities promoted by us through CampusGroups. Partner Institutions or 3rd party providers (external organisations) found on the Website may also gather information and you should consult those other parties' privacy policies as appropriate and applicable.

3. Collection, Storage, and Use of Your Information

- 3.1. The purposes for which we may hold and process your personal data include:
 - 3.1.1. Verification of users' identity
 - 3.1.2. Administration of elections
 - 3.1.3. Administration of the SA clubs and societies
 - 3.1.4. Facilitation of ticket Sales / Club and Societies Memberships

- 3.1.5. Facilitation and organisation of events and activities run by the Student Association and its clubs and societies
 - 3.1.6. For accounting purposes including the processing of payments and refunds
 - 3.1.7. To facilitate communication from the SA
 - 3.1.8. To facilitate communication from Clubs and Societies
 - 3.1.9. Promotion of Students and Alumni to prospective employers
 - 3.1.10. Administration of surveys
 - 3.1.11. Administration of student representation on School committees, panels, boards and other representative bodies
 - 3.1.12. Generation of demographic reports
 - 3.1.13. Your health and safety
 - 3.1.14. Any other reasonable purpose relating to our relationship with you as a member of the School community
- 3.2. 3.2. All information on the Website is stored on secure servers of London Business School. On occasion, Officers of the Student Association with appropriate rights and training on data handling may access and download your information off LBS servers for the purposes listed in section 3.1 above.
- 3.3. Where you provide us (or authorise others to provide us) with information relating to your health or welfare, we may hold and process such data in connection with the purposes listed in section 3.1 above.
- 3.4. We will not divulge your personal data to third parties without your consent, except in connection with the purposes listed in section 3.1 above. In these circumstances we may transfer or disclose your personal data to third parties who may be located world-wide so far as this would be permitted by law.
- 3.5. For certain activities, you may be required to provide additional data (including sensitive personal data). In these situations, you will be informed of the need and use of this information in the activity description prior to ticket purchase. Your subsequent purchase of the ticket will be taken to be consent to the collection and use of this information for those purposes.
- 3.6. We will only hold your data for
- 3.6.1. As long as is reasonably necessary to perform the purposes listed in section 3.1.
 - 3.6.2. Until such a time that you instruct us to delete your data; or
 - 3.6.3. As long as is required by law.
- 3.7. You may request to have your data deleted at any time by contacting us using the details in section 9.
- 3.8. You may request more information on data protection by contacting us using the details in section 9.

4. Legal Basis for Processing Your Information

- 4.1. Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.
- 4.2. However, we will normally collect personal information from you only (i) where we have your consent to do so, (ii) where we need the personal information to perform a contract with you, or (iii) where the processing is in our legitimate interests and not overridden by your rights. In some cases, we may also have a legal obligation to collect personal information from you.
- 4.3. If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as the possible consequences if you do not provide your information).
- 4.4. Similarly, if we collect and use your personal information in reliance on our legitimate interests (or those of any third party), we will make clear to you at the relevant time what those legitimate interests are.

5. Disclosure of Your Information

- 5.1. We may disclose your personal information to third parties when permitted by law including:
 - 5.1.1. (a) with your consent;
 - 5.1.2. (b) to our suppliers in order for them to help us provide our services to you, this includes:
 - universities and other partner institutions that provide courses or host events;
 - companies hosting recruitment evenings or sponsors of events (who may request a list of attendees);
 - related and third parties which help us to organise and facilitate events and activities you have signed-up for or bought a ticket
 - our provider of customer relationship management services (which allows us, for example, to send personalised email communications to you);
 - our provider of file storage and management services if you email us directly; and
 - our payment services provider (as discussed in section 3 above) when you make a purchase to process your payment;

These suppliers' use of your personal data may be subject to their own privacy policies, which are available on their websites, and which we suggest you familiarise yourself with in the relevant circumstances set out above.

- 5.1.3. (c) if we are under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce or apply our Terms and other agreements; or to protect our rights, property, or safety, our users, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

6. Data Retention

- 6.1. We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).
- 6.2. When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

7. Your Rights

You have the following data protection rights:

- 7.1. You can edit your personal details via your profile page whenever you wish.
- 7.2. You may unsubscribe from certain email communications as pertaining to clubs which you have opted to join by following the Unsubscribe link in the email communication itself. Further communication settings can be amended via this [link](#).
- 7.3. You may also email us using the details in section 9 in order to access, correct, delete or update your personal information on our systems. We will answer every email as promptly as possible.
- 7.4. Similarly, if we have collected and processed your personal information on the basis of your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- 7.5. If you have any privacy-related questions or unresolved problems, you may contact us using the details in section 9.
- 7.6. You have the right to complain to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority. (Contact details for data protection authorities in the European Economic Area, Switzerland and certain non-European countries (including the US and Canada) are available [here](#).)

7.7. The Website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies. Please check these policies before you submit any personal information to these websites.

8. Updating this Privacy Policy

We may update or amend this Privacy Policy from time to time, to comply with law or to meet our changing business requirements. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make. Any updates or amendments will be posted on [here](#). By continuing to access the Website, your access and use will be subject to these updates and amendments.

9. Contacting the Student Association at London Business School

If you have any questions, comments or complaints about this Privacy Policy, please contact us using the details below:

SA Executive Committee

London Business School Student Association

Email: saoperations@london.edu (queries); saoversight@london.edu (complaints).