

PRIVACY STATEMENT

The Liverpool School of Tropical Medicine recognises the importance of personal privacy. This Privacy Statement sets out the practices of personal data management in relation to data from students.

What information is collected

Liverpool School of Tropical Medicine collects and holds personal data about students for a variety of purposes including: the administration and management of the educational programmes, including data such as application and registration details, financial details, academic marks, health information and disciplinary data. Other purposes include: provision of support services, including welfare and pastoral services, library and computing services; archives for audit research purposes; alumni relations.

Where statistical information is compiled in order to undertake research for programme enhancement or for other research purposes, it is under the condition that no information will identify you as an individual.

How we will use the information about you

Aggregated Information may be disclosed to the Higher Education Statistics Agency (HESA), other government and educational organisations; potential employers and other relevant organisations where necessary for the fulfilment of obligations. At all times information about you will be kept securely, and the School will continue to hold data, including details of academic achievements, when students leave but for no longer than absolutely necessary. Some data is kept as a permanent record of your academic achievements and to enable us to maintain contact with you.

We comply with the following requirements relating to statistical reporting:

DLHE fair processing notice:

<http://www.hefce.ac.uk/media/HEFCE,2014/Content/Learning,and,teaching/dlhe/DLHE%202015-16%20Fair%20Processing%20Collection%20Notice.pdf>

HESA student collection notice:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

Sharing of information

There may be some circumstances where proposed use of information requires your permission and in such cases your consent to use this data will be sought.

For full detail of the School's general policy regarding use of data see the 'Code of Practice for the Management of Records and Information at LSTM' <http://www.lstmed.ac.uk/study/quality-manual>