



Travel System Privacy Notice

Introduction

This privacy notice describes how the LSTM Group protects information about people who travel with us as part of our work.

We are committed to ensuring that your privacy is protected and will only process personal data in accordance with the current data protection legislation and this privacy notice.

LSTM Group may change this policy from time to time and we will then issue an updated privacy notice. You can view all our latest privacy notices on our website: <https://www.lstmed.ac.uk/lstm-privacy-statement>

What information is being collected?

We collect your name, date of birth, status (whether you work or study for us or a partner organisation), e-mail address, postal address, telephone number, the presence or absence of risk factors for travel that you provide in response to our questionnaire, dates and locations and means of travel including tickets and numbers of associated risk assessments and travel bookings.

Some of the items in our risk questionnaire relate to special category of data, such as data relating to race, ethnic origin, sexuality and disability, but we do not gather detailed specifics.

We may also receive information about you from third parties, for example, other travellers or colleagues making your travel booking, but this will relate to planned work and you should receive email updates about this information and travel arranged on your behalf.

The legal bases for processing the personal information:

- Required for the performance of a contract
- For compliance with a legal obligation
- For a task in the public interest
- For a legitimate interest

Who is using this information and why?

The purpose for using this information is to ensure proper administration of travel for LSTM Group business, and to uphold standards of health and safety for our staff, students, and partners.

How is the information used?

Information is entered, reviewed for risk assessment and booking purposes, and stored as a record of travel that has been taken.

Who is information shared with?

Some information needs to be shared externally for relevant travel companies or insurers to administer the booking. We use two UK-based external companies who run the travel software systems on LSTM's behalf: Clarity and Peregrine Risk Management.

Retention of data and updating your information

We retain this information for as long as it is needed and in accordance with LSTM retention schedules.

Collection of data

We will use the information to contact you in relation to your work as a trustee, and to notify you that we are sharing your information with your prior consent.

Your rights and how to find out what information we hold about you

The Data Protection Act 2018 gives individuals the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure (to be forgotten)
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If you wish to exercise any of the rights above, please get in touch using the details below.

How to contact us

If you wish to access travel information about yourself please check your account on Clarity and Foresight. If you want to access other information held about you, please contact us at: travel@lstmed.ac.uk

The LSTM Group organisation you are trustee of (either LSTM or IVCC) is the controller of these data. Queries about data protection including any of the above rights relating to any part of LSTM Group should be directed to the Data Protection Officer, Liverpool School of Tropical Medicine, Pembroke Place, Liverpool, L3 5QA. dataprotection@lstmed.ac.uk 0151 702 9323

How to complain

If you are unhappy with how your personal data is being processed you may, in the first instance, complain to the Data Protection Officer using the contact details above. If you continue to have concerns you have the right to contact the Information Commissioner:

Helpline: 0303 123 1113

Website: <https://ico.org.uk/for-the-public/raising-concerns/>