

PRIVACY NOTICE



1. INTRODUCTION

The London Institute of Actuarial Studies (LIAS) is committed to protecting the personal data of all individuals who engage with us, including students, applicants, staff, alumni, website visitors, and third-party partners. This Privacy Notice outlines how we collect, use, store, share, and protect personal data in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable legislation.


This notice reflects our current intentions as a newly established higher education provider and will be reviewed and updated as our institutional operations evolve.

2. WHO WE ARE

LIAS is the data controller for the purposes of UK GDPR and determines how and why personal data is processed. In some cases, we may act as a joint controller with a UK university partner validating our degrees, in which case data sharing agreements will be in place.

Data Protection Lead:

For queries about this notice or how your data is handled, please contact:

 **Email:** info@lias.org.uk

3. WHAT INFORMATION WE COLLECT

We collect and process a range of personal data depending on your relationship with us. This may include:

For Students and Applicants:

- Name, contact details, date of birth, and nationality
- Application and enrolment records
- Academic qualifications and predicted grades
- Financial information, including sponsorships, scholarships or fee payments
- Immigration and visa documentation (for international students)
- Equality and diversity data (e.g. ethnicity, disability) – collected for statistical purposes and improving inclusion
- Learning and assessment records, attendance, feedback, and progression data
- Use of online platforms and digital learning environments

- Communications with academic and support staff

For Staff and Contractors:

- Employment history, references, and qualifications
- Bank details and payroll information
- Appraisal and training records
- Equality monitoring data
- Work email and system usage logs (where applicable)

4. 4. HOW WE USE YOUR DATA

We process personal data to:

- Deliver education, assessment, and academic support services
- Administer admissions, enrolment, and graduation
- Comply with legal and regulatory requirements, including student visas, safeguarding, and reporting to the Office for Students (OfS)
- Manage tuition fees, bursaries, and scholarships
- Provide student support services including disability support and counselling
- Monitor student engagement, attainment, and progression
- Maintain staff employment records and provide payroll and HR services
- Ensure health, safety, and well-being of students and staff
- Enable quality assurance and academic governance

We process data under lawful bases including:

- **Contract:** where processing is necessary for the performance of a contract (e.g. enrolment, employment)
- **Legal obligation:** to comply with statutory duties
- **Legitimate interests:** for institutional planning and service improvement
- **Consent:** where we require and request your explicit permission (e.g. promotional photography)

5. 5. SHARING YOUR DATA

We may share your personal data with the following categories of third parties when necessary and proportionate:

- Validating universities (for programme delivery, student record management, and awarding degrees)
- OfS, HESA, Student Loans Company, UKVI, and other regulatory bodies
- External examiners and academic collaborators
- IT service providers supporting our platforms (under data processing agreements)
- Employers or placement providers (with your consent)
- Law enforcement and safeguarding authorities (where required by law)
- Debt collection agencies (for unpaid tuition or fees)

We ensure that all data sharing is governed by formal agreements and adheres to UK data protection laws.

6. 6. HOW WE STORE AND PROTECT YOUR DATA

Your data is stored securely in encrypted cloud-based platforms, with access strictly controlled according to staff role. Where data is processed by third-party providers, LIAS ensures compliance with UK GDPR through due diligence, contracts, and regular audits.

Data is retained according to institutional retention schedules, which will be published on our website. In general:

- Student records are retained for 6–10 years after graduation or withdrawal.
- Staff records are retained for 6 years after employment ends.
- Application data for unsuccessful applicants is retained for 12 months.

7. 7. YOUR RIGHTS

Under the UK GDPR, you have the following rights:

- To be informed about how your data is used
- To access a copy of your personal data
- To request correction of inaccurate data
- To request erasure ('right to be forgotten') in certain circumstances
- To restrict or object to processing
- To data portability (if applicable)
- To withdraw consent (where consent is the legal basis for processing)

To exercise these rights, contact info@lias.org.uk. You may also contact the Information Commissioner's Office (ICO) at www.ico.org.uk.

8. 8. USE OF COOKIES AND WEBSITE ANALYTICS

Our website uses cookies to enhance user experience and gather anonymised data on site usage. A separate cookie policy is available at www.lias.org.uk, where users can manage preferences.

9. 9. CHANGES TO THIS NOTICE

This Privacy Notice will be updated as our institutional operations and partnerships develop. A full version will always be available at: www.lias.org.uk