



## 1. Introduction

This privacy notice sets out how LIPA collects, uses, and protects personal data relating to students in accordance with the General Data Protection Regulation (GDPR).

## 2. Data Controller

LIPA is the data controller responsible for the personal data you provide to us during the job application process.

## 4. The Personal Data We Collect

LIPA may collect and process the following personal data about our staff:

- Your name, date of birth, and contact details (such as your email address and phone number)
- Your academic records, including your grades and attendance records
- Your course and module choices, and any disabilities or special needs you have that affect your studies
- Information about your family or emergency contacts
- Your image or voice, if we record any performances you participate in

## 5. How We Use Your Personal Data

We may use your personal data for the following purposes:

- Administer and deliver your course of study, including communication about timetables, assessments, and other course-related matters
- Monitor your academic progress and provide you with support and guidance, including support for disabilities or special needs
- Monitoring of attendance
- Comply with our legal obligations, including those related to safeguarding, health and safety, and immigration

- Promote LIPA and its courses, including through the use of your image or voice in promotional materials or on our website
- Maintain alumni records after you graduate

## 6. Lawful Basis for Processing Your Personal Data

The lawful basis for processing your personal data is:

The performance of our contract with you (providing education and associated services)

Compliance with a legal obligation (such as safeguarding, health and safety, and immigration requirements)

Our legitimate interests (such as promoting LIPA and its courses, and maintaining alumni records)

## 7. Data Sharing

We may share your personal data with third parties, including:

- Our staff, including academic tutors, administrators, and support staff, as necessary to deliver your course and provide you with support
- Other educational institutions or professional bodies, as necessary for the purpose of your course or to verify your qualifications
- Liverpool John Moores University who validate our degree awards;
- Student sponsors in relation to registration and/or attendance and progress (e.g. Students Loans Company, Research Councils, US Department of Education and other third party sponsors);
- Government departments or agencies where we have a statutory obligation to provide information (e.g. the Office for Students (OfS), the Higher Education Statistics Agency (HESA), the Home Office (e.g. UK Visas and Immigration), relevant local authorities;
- External service providers, such as IT providers, payment processors, and marketing agencies, as necessary to provide our services
- The police or other authorities, if required by law or if necessary to protect our students, staff, or property
- Your family or emergency contacts, if necessary in case of an emergency, concern for your wellbeing or you have missing from attendance for 10 or more consecutive days.
- We will only share your personal data with third parties who have a legitimate need to access it, and who are bound by appropriate confidentiality and data protection obligations.

If we share your personal data with a third party located outside the European Economic Area (EEA), we will ensure that appropriate safeguards are in place to protect your data, such as standard contractual clauses or binding corporate rules.

## 8. How we protect your data

We have implemented appropriate technical and organizational measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorised

disclosure or access, and against all other unlawful forms of processing. These measures ensure an appropriate level of security and confidentiality for your personal data.

## 9. Retention of Your Personal Data

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including any legal, accounting, or reporting requirements. We will securely dispose of your personal data when it is no longer needed.

## 10. Your Rights

Under the GDPR, you have the following rights:

- The right to access your personal data
- The right to rectify any inaccuracies in your personal data
- The right to erasure of your personal data
- The right to restrict processing of your personal data
- The right to data portability
- The right to object to processing of your personal data

If you wish to exercise any of these rights or have any questions about how LIPA processes your personal data, please contact us using the details provided below.

## 11. Contact Details

If you have any questions about this privacy notice or how LIPA processes your personal data, please contact:

Data Protection Officer  
LIPA  
Mount Street Liverpool  
L1 9HF  
Email: [dpo@lipa.ac.uk](mailto:dpo@lipa.ac.uk)