

London Academy for Applied Technology

Privacy Notice

How LAAT collects, uses and protects your personal data

Document title	Privacy Notice
Reference	LAATITPOL010
Version	1.0 (Draft for approval)
Classification	OFFICIAL – Public facing
Document owner	IT & Systems Manager
Approving body	Senior Management Team / Board of Governors
Date drafted	18 June 2026
Next review	June 2027 (annual)
Related documents	Data Protection Policy, Cookie Policy, Records Retention Schedule
Approved Date	22 July 2026

1. Introduction

London Academy for Applied Technology, referred to in this notice as LAAT, we or us, is committed to protecting the privacy and security of the personal data we hold about you. This privacy notice explains how we collect, use, share and protect that data, and sets out your rights under the United Kingdom General Data Protection Regulation and the Data Protection Act 2018.

This notice applies to applicants, students, staff, visitors and other individuals whose personal data we process. LAAT delivers higher education provision across its Tower Hill, Brentford and Croydon campuses, including programmes franchised from and validated by Plymouth Marjon University. Where data is shared with our validating partner, this notice explains how and why.

2. Who is responsible for your data

LAAT is the data controller for the personal data described in this notice. This means LAAT decides how and why your data is processed. For provision delivered under our franchise arrangement, Plymouth Marjon University may act as a separate or joint controller for certain academic records, in which case the University's own privacy notice will also apply.

Questions about this notice or about how your data is handled can be directed to the LAAT Data Protection contact using the details in section 12.

3. The personal data we collect

Depending on your relationship with LAAT, we may collect and process the following categories of personal data:

- Identity and contact details, including your name, date of birth, address, telephone number and email address.
- Application and admissions information, including qualifications, references and right to study documentation.
- Academic records, including enrolment, attendance, assessment results, progression and award information.
- Financial information, including tuition fee status, student finance details and payment records.
- Immigration and visa information where you are an international or sponsored student.
- IT and systems data, including login records, network and device usage, and information held within our Microsoft 365 environment and student records systems.
- Wellbeing and support information where you access student support, disability or safeguarding services.

3.1 Special category data

In limited circumstances we process special category data, such as information about health, disability, ethnicity or religion. We only process this data where we have a lawful basis and an additional condition under the legislation, for example to make reasonable adjustments, to meet equality monitoring duties, or to safeguard your vital interests.

4. How we collect your data

We collect personal data directly from you when you apply, enrol, complete forms, use our IT systems or contact our services. We also receive data from third parties such as UCAS, awarding and validating bodies, student finance organisations, the Office for Students and previous education providers, and we generate data through your interactions with our systems and campuses.

5. Why we use your data and our lawful basis

We process your personal data only where we have a lawful basis to do so. The main bases we rely on are set out below.

Purpose	Lawful basis
Managing applications, admissions and enrolment	Contract and legitimate interests
Delivering teaching, assessment and academic administration	Contract and public task

Purpose	Lawful basis
Meeting our regulatory and statutory duties, including those of the Office for Students once registered, and our validating partner	Legal obligation and public task
Administering tuition fees, finance and sponsorship	Contract and legal obligation
Providing student support, wellbeing and safeguarding services	Legitimate interests, vital interests and legal obligation
Operating and securing our IT systems and networks	Legitimate interests
Communicating with you about your studies and services	Contract and legitimate interests

6. Office for Students registration and regulatory reporting

LAAT is preparing for registration with the Office for Students and is committed to meeting the OfS regulatory framework. Once registered, LAAT will be required to share certain data for regulatory purposes, supporting the OfS in carrying out its functions, including monitoring quality, standards and the protection of students' interests. Data may also be shared with the Higher Education Statistics Agency, the Student Loans Company and other statutory bodies where we are required or permitted to do so. Where data is shared in this way, it is limited to what is necessary and is handled in line with the relevant data sharing arrangements.

7. Who we share your data with

We share personal data only where necessary and with appropriate safeguards. Recipients may include our validating partner Plymouth Marjon University, the Office for Students and other regulators, awarding and funding bodies, student finance organisations, and trusted service providers who process data on our behalf under written contracts. We require all processors to keep your data secure and to use it only for the purposes we specify. We do not sell your personal data.

8. International transfers

Where personal data is transferred outside the United Kingdom, for example through cloud services hosted internationally, we ensure an appropriate safeguard is in place, such as adequacy regulations or standard contractual clauses, so that your data continues to receive an equivalent level of protection.

9. How long we keep your data

We keep your personal data only for as long as necessary to fulfil the purposes for which it was collected, including to meet legal, regulatory, accounting and reporting requirements. Retention periods are set out in our Records Retention Schedule. When data is no longer required, it is securely deleted or anonymised.

10. How we protect your data

LAAT applies technical and organisational measures to keep your data secure, including access controls, encryption, multi factor authentication, monitoring and staff training. Our IT systems are managed within a Microsoft 365 environment with security tooling in place, and access to personal data is restricted to those who need it for their role.

11. Your rights

Under data protection law you have a number of rights in relation to your personal data. These include the right to be informed, the right of access, the right to rectification, the right to erasure in certain circumstances, the right to restrict or object to processing, and the right to data portability. You also have rights in relation to automated decision making, although LAAT does not make decisions about you based solely on automated processing.

To exercise any of these rights, please contact us using the details in section 12. We will respond within one month, although this may be extended for complex requests. There is normally no charge for exercising your rights.

12. Contact us and how to complain

If you have any questions about this privacy notice, or wish to exercise your rights, please contact the LAAT Data Protection contact at the address below.

Data Protection Contact, London Academy for Applied Technology, Tower Hill campus, London.

If you are not satisfied with how we have handled your data or any request you have made, you have the right to complain to the Information Commissioner's Office. The ICO can be contacted at ico.org.uk, by telephone on 0303 123 1113, or by post at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. We would, however, welcome the opportunity to resolve your concerns directly before you approach the ICO.

13. Changes to this notice

We may update this privacy notice from time to time to reflect changes in our practices or legal obligations. The latest version will always be published on our website and intranet, and material changes will be communicated to affected individuals. This notice was last reviewed on 18 June 2026.