



## **PRIVACY NOTICE**

**General Website**

*Date: June 2026*

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## 1 Introduction

The London Institute of Actuarial Studies (LIAS) is committed to protecting the personal data of individuals who interact with us. This Privacy Notice applies to data collected through our main website at [www.lias.org.uk](http://www.lias.org.uk) (the “Website”), including when you download brochures, register for events, sign up for newsletters, submit enquiries, or apply for a job with us.

For information about how we handle personal data through the LIAS Admissions Portal (e.g., course applications), please see our separate **Admissions Portal Privacy Notice**, available at [www.lias.org.uk/admissions-privacy](http://www.lias.org.uk/admissions-privacy).

This notice explains how we collect, use, store, share, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other applicable legislation. **If you are located in the European Economic Area (EEA), the EU General Data Protection Regulation (EU GDPR) also applies.**

This notice should be read alongside our Cookie Policy, available at [www.lias.org.uk/cookies](http://www.lias.org.uk/cookies). All other aspects of data handling not covered here are governed under a separate Data Protection and Management Policy.

## 2 Who We Are

LIAS is the data controller for the purposes of UK and EU GDPR and determines how personal data collected through the Website is processed.

### 2.1 Data Protection Lead (DPL)

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

- Email: [privacy@lias.org.uk](mailto:privacy@lias.org.uk) (or [info@lias.org.uk](mailto:info@lias.org.uk))
- Website: [www.lias.org.uk](http://www.lias.org.uk)
- Response time: We aim to respond to all data-related queries within 5 working days, and always within the one-month period required by UK/EU GDPR.

### 2.2 EU Representative (for EEA visitors)

Since LIAS offers online education to individuals in the European Economic Area and monitors behaviour through our Website (e.g., via cookies), we are required under Article 27 of the EU GDPR to appoint an EU Representative. LIAS is in the process of appointing a suitable representative and will update this notice with their contact details as soon as possible. Until such appointment is made, EEA-based visitors may direct any data protection concerns to our Data Protection Lead at [privacy@lias.org.uk](mailto:privacy@lias.org.uk), and we will ensure compliance with our obligations under EU GDPR.

## 3 What Information We Collect

When you interact with our Website, we may collect the following categories of personal data:

### 3.1 Information You Provide Voluntarily

- **Brochure downloads and registrations:** Name, email address, country of residence, and any preferences you indicate (e.g., programme of interest).
- **Enquiries via contact forms:** Name, email address, phone number (optional), and the content of your message.
- **Newsletter sign-ups:** Email address and consent preferences.
- **Event registrations:** Name, email address, and any dietary or access requirements (special category data, processed with consent).
- **Job applications (recruitment):** CV, cover letter, contact details, employment history, education, and any other information you provide as part of your application. This data is used solely for recruitment purposes and is retained for 12 months after the application decision unless you consent to longer retention.

### 3.2 Information Collected Automatically (via cookies and similar technologies)

- IP address, browser type, operating system, and device information.
- Pages visited, time and date of visit, referral source, and clicks on links.
- Session logs and anonymised analytics data (e.g., which brochures are downloaded most often).

We use this information to improve the Website, analyse trends, and protect against security threats.

## 4 How We Use Your Data

We process your personal data for the following purposes, each supported by a lawful basis under UK/EU GDPR:

- **Responding to enquiries and requests:** To answer your questions, provide brochures, or assist with registrations. *[Lawful basis: Legitimate Interests / Pre-contractual steps]*
- **Newsletter and marketing communications:** If you opt in, we may send you updates about programmes, events, or news. You can unsubscribe at any time via a link in each email. *[Lawful basis: Consent]*
- **Event management:** To register you for events, communicate logistics, and arrange reasonable adjustments. *[Lawful basis: Contract / Legitimate Interests / Consent (for special category data)]*
- **Recruitment:** To assess your suitability for a role, communicate with you, and maintain records of applications. *[Lawful basis: Contract (pre-employment steps) / Legitimate Interests]*
- **Website improvement and analytics:** To analyse visitor behaviour and improve user experience. *[Lawful basis: Legitimate Interests]*

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- **Security and fraud prevention:** To monitor for malicious activity and protect the Website. [*Lawful basis: Legitimate Interests / Legal Obligation*]

We do not sell your personal data to third parties or use it for solely automated decision-making.

## 5 Sharing Your Data

We may share your personal data with:

- **Service providers:** Third-party companies that help us operate the Website (e.g., hosting, analytics, email marketing platforms, recruitment software). These processors act on our behalf under strict data processing agreements.
- **Professional advisers:** Where necessary for legal or recruitment purposes (e.g., background check providers, with your consent).
- **Law enforcement or regulators:** If required by law or to protect our legal rights.

We do not share your data with our partner university (EuroAmerican Institute) unless you are a course applicant (in which case the Admissions Portal Privacy Notice applies).

## 6 International Transfers of Your Data

Our Website is hosted on servers located in the UK. However, some of our third-party service providers may operate from outside the UK or EEA. Where we transfer your data outside the UK, we rely on appropriate safeguards such as the UK International Data Transfer Agreement (IDTA) or EU Standard Contractual Clauses.

Copies of these transfer mechanisms are available on request from [privacy@lias.org.uk](mailto:privacy@lias.org.uk).

## 7 Data Retention

We retain your personal data only as long as necessary for the purposes collected:

- **Brochure downloads / registrations:** Retained for 12 months after last contact, then deleted unless you become a student or consent to longer marketing retention.
- **Newsletter sign-ups:** Retained until you unsubscribe or we cease sending newsletters.
- **Enquiries:** Retained for 12 months after resolution, then deleted.
- **Job applications:** Retained for 12 months after the recruitment decision, then securely deleted (unless you consent to longer retention for future opportunities).
- **Analytics data:** Retained in aggregated form indefinitely; raw logs are deleted after 90 days.

## 8 Your Rights

Under the UK GDPR and EU GDPR, you have the following rights in relation to your personal data, though note that these are not necessarily absolute and do not apply in all circumstances:

1. **Right to withdraw consent:** Where processing is based on consent, you may withdraw it at any time. This will not affect the lawfulness of processing carried out prior to withdrawal.
2. **Right of access:** You have the right to a copy of data held by LIAS about you. Please contact the DPL for more information on how to request a copy through a Subject Access Request (SAR).
3. **Right to rectification:** You may ask us to correct inaccurate or incomplete data we hold about you.
4. **Right to erasure (right to be forgotten):** You have the right to request that LIAS deletes your personal data in certain circumstances, for example where the data is no longer necessary for the original purpose, where you have withdrawn consent (and no other legal basis applies), where you have successfully objected to processing, or where the data has been unlawfully processed.
5. **Right to data portability:** In some cases, you may request a copy of your personal data in a commonly used electronic format for your own use.
6. **Right to object:** You may object to processing based on legitimate interests, including for direct marketing purposes.
7. **Right to restrict processing:** You may request that we limit how we use your data in certain circumstances.

To exercise any of these rights, contact: [info@lias.org.uk](mailto:info@lias.org.uk).

## 9 Complaints

If you wish to raise a concern about how LIAS handles your data, please contact us in the first instance at [info@lias.org.uk](mailto:info@lias.org.uk).

You have the right to lodge a complaint with a supervisory authority:

- **In the UK:** Information Commissioner's Office (ICO)
  - Website: <https://ico.org.uk>
  - Telephone: 0303 123 1113
  - Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF
- **In the EEA:** You may lodge a complaint with the supervisory authority in the EU member state where you live, work, or where the alleged infringement occurred.

## 10 Use of Cookies

Our Website uses strictly necessary cookies for functionality. For non-essential cookies (e.g., analytics, preference tracking), we obtain your explicit consent via a cookie banner before placing

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them. A full Cookie Policy, including instructions on managing your preferences, is available at [www.lias.org.uk/cookies](http://www.lias.org.uk/cookies).

## 11 Changes to This Notice

This Privacy Notice will be reviewed annually, with the next review due by 31 January 2027. Material amendments will be communicated via a prominent notice on the Website and, where appropriate, by email. The current version is always available at [www.lias.org.uk/privacy](http://www.lias.org.uk/privacy).