08July2020

**Please send your completed draft Unit Privacy Notice to** **susann.estroff@legal.gatech.edu** **in the Office of the General Counsel for review prior to posting on your website. Completed EU General Data Protection Regulation Privacy Notice should be posted on GT Unit website in addition to Georgia Tech’s standard** [**Legal & Privacy Information**](http://www.gatech.edu/privacy)**.**

**Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EU General Data Protection Regulation Privacy Notice**

This is the Georgia Institute of Technology’s (Georgia Tech) Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[insert name of GT Unit]] privacy and legal notice for compliance with the European Union General Data Protection Regulation (“EU GDPR”). For more information regarding the EU GDPR, please review Georgia Tech’s [EU General Data Protection Regulation Compliance Policy](http://www.policylibrary.gatech.edu/legal/eu-general-data-protection-regulation-compliance-policy).

**Lawful Basis for Collecting and Processing of Personal Data**

Georgia Tech is an institution of higher education involved in education, research, and community development. In order for Georgia Tech to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[explain GT Unit-specific program or activity – for example, review and process applications for admission; coordinate study-abroad programs for students; coordinate online distance learning courses; review and process applications for employment; recruit students; recruit employees]](hereinafter, collectively, the “Programs and Activities”), it must collect, use and process this personal data.

The lawful basis for the collection and processing of personal data by Georgia Tech’s Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[insert name of GT Unit]] falls under the following category(ies): [[GT Unit will need to keep the correct item(s) below and delete the others]]

* Processing is necessary for the purposes of the legitimate interests pursued by Georgia Tech or third parties in providing the Programs and Activities.
* Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
* Processing is necessary for compliance with a legal obligation in the European Union to which Georgia Tech is subject.
* The data subject has given consent to the processing of his or her special categories of sensitive personal data for one or more specific purposes.

**Types of Personal Data collected and why**

In order for Georgia Tech to provide the Programs and Activities, it needs to collect the following categories of personal data [[NOTE: these are examples only, please add or delete as necessary]]:

* Name
* Contact information including, without limitation, email address, physical address, phone number, and other location data
* Unique personal identifiers and biographical information (e.g. date of birth)
* Photographs of you
* Details of your education and/or employment qualifications
* Medical information including, without limitation, immunization records
* Information related to visa requirements, copies of passports and other documents to ensure compliance with U.S. laws
* Financial information gathered for the purposes of administering fees and charges, loans, grants, scholarships, etc.
* Information related to the prevention and detection of crime and the safety of employees, students and visitors of Georgia Tech

The personal data collected by Georgia Tech’s Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[insert name of GT Unit]] will be shared as follows:

|  |  |
| --- | --- |
| **Georgia Tech Unit** | **Purpose** |
|  |  |
|  |  |
|  |  |

The Office of Institutional Research and Planning and the Office of Enterprise Data Management are responsible for the development, maintenance and storage of data resources to support the strategic planning and policy-making processes at Georgia Tech, and data is shared with these offices.

|  |  |
| --- | --- |
| **Third-Party Name** | **Purpose** |
|  |  |
|  |  |
|  |  |

Georgia Tech is a unit of the Board of Regents of the University System of Georgia (the “BOR”), and data is shared with the BOR and its employees.

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) provides that “Directory Information” is information not generally considered harmful or an invasion of privacy if disclosed. Directory Information is considered public information, but the categories of information that comprise Directory Information also comprise “personal data” under the EU GDPR. Please review [Georgia Tech's definition of Directory Information](http://catalog.gatech.edu/policies/ferpa/) for further information, including how to prohibit the release of Directory Information.

**Where Georgia Tech gets Personal Data and Special Categories of Sensitive Personal Data**

Georgia Tech receives personal data and special categories of sensitive personal data from multiple sources. Most often, Georgia Tech gets this data directly from the data subject or under the direction of the data subject who has provided it to a third party (for example, application for undergraduate admission to Georgia Tech through use of the Common App).

**Individual Rights of the Data Subject under the EU GDPR**

Individual data subjects covered by Georgia Tech’s [EU General Data Protection Regulation Compliance Policy](http://www.policylibrary.gatech.edu/legal/eu-general-data-protection-regulation-compliance-policy) will be afforded certain [individual rights](https://eugdpr.gatech.edu/individual-rights).

**Note: Exercising of such individual rights is a guarantee to be afforded a process and not the guarantee of an outcome.**

Any data subject who wishes to exercise any of the above-mentioned rights may do so by filling such request with the Office of Enterprise Data Management at eugdpr@edm.gatech.edu

**Cookies**

Cookies are files that many websites transfer to users’ web browsers to enable the site to deliver personalized services or to provide persistent authentication. For information related to how Georgia Tech uses cookies, refer to Georgia Tech’s [Privacy and Legal Notice](https://www.gatech.edu/privacy).

**Security of Personal Data subject to the EU GDPR**

All personal data and special categories of sensitive personal data collected or processed by Georgia Tech under the scope of the Georgia Tech [EU General Data Protection Regulation Compliance Policy](http://www.policylibrary.gatech.edu/legal/eu-general-data-protection-regulation-compliance-policy) must comply with the security controls and systems and process requirements and standards of NIST Special Publication 800-171 as set forth in the [Georgia Tech Controlled Unclassified Information Policy](https://policylibrary.gatech.edu/information-technology/controlled-unclassified-information).

**Georgia Open Records Act**

As a state university, Georgia Tech is subject to the provisions of the [Georgia Open Records Act](https://law.georgia.gov/key-issues/open-government/law) (ORA). Except for those records that are exempt from disclosure under the ORA, the ORA provides that all citizens are entitled to view the records of state agencies on request and to make copies for a fee. **The ORA requires that Georgia Tech produce public documents within three business days. For more information on Georgia Tech’s ORA compliance, please visit the** [Open Records Act page on the Legal Affairs website](http://www.legal.gatech.edu/open-records-act)**.**

**Data Retention**

Georgia Tech follows the guidelines specified in the [University System of Georgia Records Retention Schedules](https://www.usg.edu/records_management/schedules/). Applicable record categories include but are not limited to: [[Please advise if any of these categories are applicable: Common; Intercollegiate Athletics; Legal; Library/Archives/Records Management and Museum; Medical Services; Police, Security & Safety; and Property Management. Additionally, if any of the categories listed below are not applicable, please delete the corresponding link)]]

* [Academic Affairs](https://www.usg.edu/records_management/schedules/925)
* [Administration](https://www.usg.edu/records_management/schedules/924)
* [Finance](https://www.usg.edu/records_management/schedules/935)
* [Human Resources](https://www.usg.edu/records_management/schedules/930)
* [Information Technology](https://www.usg.edu/records_management/schedules/2520)
* [Research](https://www.usg.edu/records_management/schedules/932)
* [Student Records](https://www.usg.edu/records_management/schedules/934)

If a data subject refuses to provide personal data that is required by Georgia Tech in connection with one of Georgia Tech’s lawful bases to collect such personal data, such refusal may make it impossible for Georgia Tech to provide education, employment, research or other requested services.

If the EU GDPR applies to the collection of your personal data and you have specific questions regarding the collection and use of your personal data, please contact the Office of Enterprise Data Management at eugdpr@edm.gatech.edu.