NOTICE OF YOUR PRIVACY RIGHTS UNDER THE EUROPEAN UNION’S GENERAL DATA PROTECTION REGULATION

Arkansas Tech University (“the University”) is committed to your privacy. Certain information about you is required to provide you with services, or to give you opportunities to be served by one of our programs. If you reside in the European Union (“EU”) or will conduct activities in the EU as part of a University activity, “personal data” about you that we process or transmit may be subject to the EU General Data Protection Regulation (“GDPR”).

Personal data, as defined by the GDPR, includes any information about you that would enable direct or indirect identification of you. This may include your name, an identification number, location data, an online identifier, or descriptions of your physical, physiological, genetic, mental, economic, cultural or social characteristics. Personal data may also include information pertaining to your mental or physical health and the provision of health care services. Processing may include recording, collection or transmission of your personal data.

GDPR DISCLOSURES

To comply with the GDPR, the University makes the following disclosures to you.

1. The “data controller,” as defined by the GDPR, is Arkansas Tech University.
2. Your personal data will be used by the University to provide educational services and related goods and services to you. For example, we may store or process information you provide when you inquire about or apply for admission, for participation in University programs or activities, for financial aid or for health services you request. Your personal data will also be used to perform related administrative, regulatory and financial functions of the University. If you make purchases, such as instructional materials, we may process your personal data in order to complete transactions or provide the materials to you, and we may provide limited personal data to vendors, to the extent required by the University’s agreements with such vendors.
3. Your personal data may also be processed by the University in order to comply with legal obligations of the University. These obligations may be imposed by United States federal law, the law of one of the United States, the law of the EU, or the law of an EU member state.
4. Sensitive personal data, such as health records, may be processed: where you are incapable of giving consent, in order to protect your vital interests or the vital interest of another person, for reasons of public interest in the area of public health, for the purpose of protecting student health or safety, for the purpose of fulfilling legal obligations imposed upon the University or when you have consented to the processing of your sensitive personal data.
5. Your personal data may be transmitted to, and stored in, facilities located in the United States of America, or in other data centers outside of the EU.
6. Your personal data may be viewed or processed by the University’s registrar, academic officers and staff, athletic staff, administrative and legal staff, instructors, financial aid officers and public safety officials, and any other University employees or contractors who need to process your personal data in order to provide services to you. Processing or viewing by these individuals will be for the purposes described in this disclosure.
7. Your de-identified personal data may be used by the University to assist the University in assessing its programs and services and to provide information to assist the University in directing its recruitment efforts.
8. If you are an employee of the University, your personal data may also be processed for purposes related to your employment. These uses include tax and regulatory reporting, creating and maintaining personnel, payroll and benefits records, and providing or administering employee benefits or employment related insurance plans or products.
9. Your personal data will be stored until it is no longer required for the University to accomplish the purposes described in this document. At a minimum, your personal data will be stored for the periods of time required by the University’s legal obligations, including contractual obligations and obligations imposed by United States and Arkansas law. Your academic or athletic records containing personal data may be retained for up to 10 years.
10. Under the GDPR you have the right to access your personal data, to receive a copy of the personal data you provided the University, and to have inaccurate personal data corrected. You may also have the right to have your personal data erased when it is no longer needed for the purposes for which it was obtained.
11. Under the GDPR you may also have the right to restrict processing where you contest the accuracy of your personal data, where the processing is unlawful and you request a restriction instead of erasure and where the University no longer needs the personal data for the purposes set out in this disclosure but must retain the data for the establishment, exercise or defense of a legal claim.
12. You may also have the right to restrict processing of your personal data: (a) if you contest the accuracy of your personal data; (b) if your personal data has been unlawfully processed and you request restriction of the data instead of erasure; (c) when the University no longer needs your personal data for the purposes described in this disclosure, but is required to maintain your data in order to establish or defend a legal claim; and (d) when, pursuant to Article 21 of the GDPR, you have objected to processing your personal data.
13. Under Article 21 of the GDPR, you have the right to object to further processing of your personal data, on grounds specific to you, when the processing is not specific to your relationship to the University but is for carrying out a task in the public interest or in the exercise of the University’s official authority.
14. You have the right to object to use of your personal data for direct marketing purposes.
15. If you have given consent to use of your personal data, you may revoke your consent at any time.
16. That part of your personal data that is an “Education Record,” as defined by the United States’ Family Educational Rights and Privacy Act (FERPA), will also be subject to the restrictions and protections of FERPA.
17. Your personal data must be processed in order to administer your enrollment, to provide you with opportunities to attend classes or engage in field work or study-abroad programs, to purchase materials and to participate in University programs. The University cannot provide you with educational or other goods or services, or the opportunity to engage in University programs, without processing the types of personal data described in paragraphs two through five of this disclosure.
18. You may wish to review the GDPR to better understand your rights and the rights of the University. The GDPR is published in multiple languages at <https://www.eugdpr.org>.
19. To exercise your right to correction or erasure of your personal data, to request a copy of your personal data, or revoke any consent you have given, you must make your request, preferably in writing, to Chief Data Protection Officer Chris Moss.

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**CONSENT**

 **You are not required to agree to the University’s processing of your personal data.**  The University is entitled to process your personal data under certain circumstances without your consent. However, the University may not be able to provide certain services or programs to you without your consent. Please review the following carefully, and for each question mark your choice.

Have you reviewed the disclosures contained in this document?

 Yes  No

 Do you agree that the University may process your personal data for the purposes described in paragraphs 2 through 4 of this document?

  Yes  No

As used in this document, personal sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or the person’s sex life or sexual orientation. Do you agree that the University may process your sensitive personal data for the purposes described in paragraphs 2 through 4 of this document?

 Yes  No

Do you agree that the University may transfer or process your personal data

outside of the European Union, and more specifically to the United States of America, for the purposes described in this document?

 Yes  No

Signed on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature