



General Data Protection Regulation (GDPR)

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The EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) enacted in May 2016 provides for the regulation and increased enforcement of privacy and security controls of personally identifiable information in the EU. The GDPR reaches the activities of businesses and organizations outside of the EU when they do business within the EU. Specifically, the GDPR applies to organizations outside of the EU offering services or goods in the EU to “data subjects.” The deadline for GDPR compliance and enforcing the penalties associated with non-compliance goes into effect on May 25, 2018. Under the GDPR, penalties for non-compliance can be as high as the greater of €10-20 million or 2-4% of global revenue depending on aggravating factors.

STUDENT TRAVEL GDPR CONTRACT AND CONSENT

Because you, as a student at Texas Southern University (TSU), are participating in a study abroad travel program where you will be in the European Union (EU), the EU General Data Protection Regulation (GDPR) may apply to the university’s processing of your personal information that you submit or disclose to the university (or to a third party that transfers it to the university for processing) while you are in the EU (EU Data). The GDPR protects your rights to privacy and safeguards your EU Data by putting you in control of how your EU Data is used. TSU wants to ensure your success and security as a student while respecting your rights. To do this, TSU requests permission to collect, record, organize, store, share, use, transmit, disclose, erase, destroy, or make available (Process) your EU Data relevant to your academic career and safety while you are abroad.

TEXAS SOUTHERN UNIVERSITY may Process your EU Data to:

Perform obligations owed to you because of your enrollment at TSU, such as:

- Providing you with specific courses, programs, and/or services as part of your programs and classes;
- Responding to your questions;
- Sending you updates and information regarding TSU courses, programs, and/or services;
- Sending you email messages about maintenance or updates of TSU’s technology network;
- Maintaining and updating your academic records;
- Promoting student success;

- Investigating student conduct and academic integrity matters;
- Helping us identify and/or make reasonable accommodations for any disability, as requested by you;

For research and statistical purposes, but no information that could identify you will be published.

Take action if an accident or incident involving legal matters, governmental authorities, or medical providers occurs, such as:

- Matters relating to your health or safety and the health and safety of others.
- Ensuring student safety.
- Student conduct and academic integrity matters.

Comply with and provide information required by applicable laws, rules, and regulations, including:

- Texas Board of Regents Policies, and TSU Policies.

Types of your EU Data that TSU may Process include:

- Personal identification information, including your name, identification numbers, online identifiers, and location data;
- Educational and academic records, including information regarding admission, registration,
- enrollment, student-generated content, course data, grades, transcripts, and other course and
- degree related information;
- incident reports concerning the safety or academic integrity of TSU's students, including you, including student conduct records, disciplinary records, and reports from foreign institutions and police records related to investigations;
- Financial information, including cost of attendance and financial need;
- Travel documents, including itinerary and passport details;
- Insurance information;
- Emergency contact information;
- Health condition information (including diseases, allergies, and food intolerances), as disclosed
- by you;
- Personal contact information, including postal addresses, email addresses, and phone numbers.

Your EU Data may be shared with relevant TSU faculty and staff. In addition, TSU may share your EU Data, on a considered and confidential basis, with government entities, vendors, and

contractors, all as permitted or required by law, who may process your EU Data in performing services for or on behalf of TSU.

Your EU Data will be stored consistent with TSU's records retention policies, which are located at: <https://www.tsu.edu/about/administration/office-of-compliance/retention>

LAWFUL BASIS FOR PROCESSING

In addition to requesting your consent, TSU considers the Processing of your EU Data in connection with your travel program to be either necessary for the performance of our contractual obligations with you (e.g., to manage your student experience and welfare) or necessary for the performance of tasks we carry out in the public interest (e.g., teaching and research), or necessary for the pursuit of the legitimate interests of TSU or an external organization (e.g., to enable your access to external services).

YOUR RIGHTS

You have certain rights regarding your EU Data, in each case, subject to significant exclusions as described in the GDPR. Your rights include:

- The right to request access to, correction of, or erasure of your EU Data.
- The right to restrict the Processing of your EU Data pending its verification or correction.
- The right to object to the Processing of your EU Data.
- The right to obtain and reuse (move, copy, or transfer) your EU Data for your own purposes.
- The right to withdraw your consent.
- The right to file a complaint with a supervisory authority.

WITHDRAWING CONSENT

You have the right to withdraw your consent to process your EU Data as given in this Contract and Consent. Withdrawing consent prior to the end of a program or class may make you ineligible to complete the program or class and may affect your status as a TSU student. If you wish to withdraw consent, you can notify the TSU registrar and the Study Abroad Director.

Contact Information:

Registrar

International Programs Director

<https://www.tsu.edu/academics/international-programs/programs>

Questions: If you wish to exercise any of your rights, please consult TSU's Statement on Privacy at:

<https://www.tsu.edu/about/administration/office-of-information-technology/pdfs/040620-info-resource-tech-privacy-001.pdf>

If you have questions or need further assistance, please contact TSU's International Programs office. You may also file a complaint concerning your EU Data Processing with the EU Supervisory Authority in the EU countries where you travel. Contact information for the Supervisory Authority for all EU Countries can be found at:

at: http://ec.europa.eu/justice/article-29/structure/data-protectionauthorities/index_en.htm

CONSENT

Signing this Contract and Consent is a condition for your participation in TSU's travel program.

By agreeing to this Contract and Consent, you agree TSU may Process your EU Data in accordance with this Contract and Consent.

- YES, I AGREE to allow TSU to Process my EU Data as described above.
- NO, I DO NOT AGREE to allow TSU to Process my EU Data as described above.

Signature: _____

Print Full Name: _____

Date Signed: _____

Dates of Travel Program: _____

Name/Location(s) of Travel Program: _____

Supplemental Privacy Provisions for Persons in the European Union and for those Traveling to the European Union

A. Applicability and Definitions

These Supplemental Privacy Provisions for Persons in the European Union (**EU Privacy Provisions**) are provided pursuant to Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”) (the **GDPR**), effective May 25, 2018.

These EU Privacy Provisions supplement Texas Southern University’s (TSU) Statement on Privacy <https://www.tsu.edu/about/administration/office-of-information-technology/pdfs/040620-info-resouce-tech-privacy-001.pdf> and should be read together with TSU’s Privacy Statement. These EU Privacy Provisions are intended to be consistent with the GDPR principles of privacy, fairness, lawfulness, transparency, purpose limitation, accuracy, storage limitation, integrity, and accountability. For more information regarding the GDPR and these principles, please see:

https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en#legislation.

Terms in these EU Privacy Provisions are used consistent with their definitions in the GDPR.

These EU Privacy Provisions apply to you only if and to the extent TSU is Processing your EU Personal Data, where the Processing is related to TSU offering goods or services to you, or TSU is monitoring your behavior in the EU (e.g., through online course proctoring, or location tracking).

Personal Data means any information, recorded in any form, relating to you that can identify you, directly or indirectly, such as your name, date of birth, addresses (including email addresses), identification numbers, location data, online identifiers, or factors specific to your physical, physiological, genetic, mental, economic, cultural, or social identity.

EU Personal Data means Personal Data you submit or disclose to TSU (or to a third party that transfers it to TSU for Processing) while you are in the European Union (**EU**).

Processing (and **Process**) includes collecting, recording, organizing, storing, transferring, sharing, disclosing, erasing, or destroying your EU Personal Data, whether or not via TSU’s technology network.

TSU may Process your EU Personal Data in accordance with these EU Privacy Provisions, TSU’s Statement on Privacy <https://www.tsu.edu/about/administration/office-of-information-technology/pdfs/040620-info-resouce-tech-privacy-001.pdf>

[ource-tech-privacy-001.pdf](#) as permitted or required by law. If you do not agree with these EU Privacy Provisions, please do not provide any EU Personal Data to TSU. If you choose not to provide any EU Personal Data that is necessary for TSU to provide you with specific products or services, TSU may not be able to provide those products or services to you.

B. EU Personal Data TSU Collects and How We Use It

Collection of Your EU Personal Data. TSU collects EU Personal Data from you:

- When you apply for admission to TSU from the EU
- When you enroll or participate, from the EU, in classes or programs given by TSU, online or in person
- When you register from the EU for an online account from TSU, or update or change, from the EU, information for your account
- When you participate from the EU in TSU classes or programs using TSU's websites and technology network, such as when you turn in assignments and projects online, use online courseware or proctoring services, participate in online discussions and forums, and communicate with TSU faculty and staff
- When you send TSU emails and other communications from the EU
- When you inquire about or apply for employment with TSU from the EU
- When you, from the EU, complete a survey for, submit information to, or request information from, TSU
- When you are working for TSU in the EU

Use of Your EU Personal Data. TSU may use your EU Personal Data to respond to your questions, provide you specific courses, services, products, programs and/or services you select, satisfy our contractual obligations to you, send you updates and information regarding TSU, send you email messages about maintenance or updates of TSU's technology network, and to support of TSU's alumni relations and fundraising. We may also: archive your EU Personal Data; use it for research and analytics purposes; use it for future communications with you; use it to establish, exercise, and defend legal claims; use it for reasons of substantial public interest, including archiving purposes; use it for historical, scientific, research, or statistical purposes, subject to appropriate safeguards; and use it for the legitimate interests of TSU or any third party to whom TSU discloses your EU Personal Data, if your fundamental rights and freedoms do not override those interests.

Lawfulness of Processing. TSU's Processing of your EU Personal Data for the interdependent purposes set out in these EU Privacy Provisions is necessary for one or more of the following:

- Pursuing TSU's legitimate interests
- Carrying out a task in the public interest

- Exercising TSU's official authority as a constitutionally created institution governed by the Texas Board of Regents, a body corporate of the sovereign State of Texas, in the United States of America
- Performing a contract with you, or to take steps at your request prior to contracting with you
- Protecting your vital interests or the interests of another person
- Complying with TSU's legal obligations

C. Specific Guidance

In addition to the information provided above, this Section provides additional information regarding how TSU Processes your EU Personal Data in specific situations.

Applications for Student Admissions from the EU. This part applies if, while you are in the EU, you apply for admission as a student to TSU (including as an exchange or visiting student), whether you intend to attend TSU online, remotely, or on campus, and whether you submit your application through TSU's online student application portals, through a third party, or directly via communications with an TSU department, program, or school. TSU may use the details you provide on your application, together with any supporting documents you submit, additional details and documents provided by any references or third parties, including education records and financial aid applications and records, and any records made by TSU during the application process.

In addition to the uses described in Part B above, we will process the EU Personal Data obtained during your application process for the purposes of identifying you, processing your application, verifying the information provided, deciding whether to offer you admission, and communicating that outcome. We may also use or disclose this information for the following statutory or public interest purposes: to prevent or detect fraud; for disciplinary or academic integrity proceedings; to meet reporting obligations, such as to state or federal Departments of Education; to help us to make reasonable decisions regarding accommodations for a disability, as requested by you; and for research and statistical purposes, but none of your EU Personal Data that can identify you will be published.

We consider the Processing of your EU Personal Data in connection with your student application process to be necessary for us to take steps with a view to creating a contractual relationship with you (e.g., to assess your application to study with us), necessary for compliance with a legal obligation, or necessary for the performance of tasks we carry out in the public interest (e.g., admissions research). We require you to provide TSU the information we request during the application process to assess your application properly.

As well as circulating your application and related materials to the appropriate people at TSU, we may share your EU Personal Data, as relevant and necessary, with your references, with

entities that provide services to, or on behalf of, TSU, and with governmental organizations. If you are accepted, TSU will include in your TSU student files the EU Personal Data collected during your application process.

Enrollment and Participation in Programs and Courses while in the EU - Overview. TSU offers the opportunity to participate in TSU courses and programs while you are in the EU, including while traveling, and online through TSU's technology network. If you desire to participate in an TSU course or program in the EU, you will be asked to provide certain Personal Data necessary for admission, registration, enrollment, and participation in the course or program. This information may include, among other things, your name, email address, date of birth, and registration information. Enrollment and participation in TSU courses and programs and receipt of related services while you are in the EU is a contractual obligation between TSU and you, and TSU will need your EU Personal Data to deliver these services to you.

In addition to the uses described in Part B above, we use the EU Personal Data we collect from you when you enroll and participate in TSU courses or programs while in the EU for Processing purposes, including tracking attendance, progress, and completion of a course or program. We may also share your EU Personal Data and your performance in a course or program with the instructors, teaching assistants, and other individuals designated by TSU to assist with the creation, modification, or operation of the courses or programs, and for research and statistical purposes, but none of your EU Personal Data that can identify you will be published.

Online. If you participate in courses or programs while in the EU on or through TSU's technology network, we will collect from you certain student-generated content, such as assignments you submit to instructors, peer-graded assignments and peer grading student feedback. We also collect course data, such as student responses to in-video quizzes, stand-alone quizzes, exams, and surveys, online proctoring data and information, and other course, program, and degree related information.

Study or Travel Abroad. TSU travel and study abroad programs include academic and other TSU programs (such as travel with a TSU team or academic group). If you are a TSU student participating in an TSU travel or study abroad program, TSU requires that you sign a GDPR Contract and Consent before you leave the United States. TSU's Contract and Consent allows TSU to use your Personal Data collected while you are in the EU. TSU also needs to be able to Process your Personal Data regarding your coursework as necessary to maintain your educational and degree records consistent with TSU policies, legitimate pedagogical purposes, and any applicable laws, rules, regulations, and policies.

Disclosure of Student Personal Data. The United States Family Educational Rights and Privacy Act (FERPA), Texas law, and TSU policy provide TSU students with the right to limit access to their Personal Data. Due to the GDPR's requirements, if you are participating in TSU courses or programs on or through TSU's technology network while you are in the EU, TSU will

endeavor to restrict third parties from access to your EU Personal Data that is directory information, as described and defined under FERPA's Directory Information list at <https://tsu.edu/data-privacy/directory>

TSU may disclose EU Personal Data that is confidential student information with your consent, under subpoena or court order, or to comply with other legal obligations to which TSU is subject.

TSU Employment in the EU. If you are an TSU employee who is working for TSU while in the EU, TSU will maintain, retain, protect, and Process your personnel records. If you request in writing to the TSU Human Resources Department, TSU will endeavor to withhold from publication in the TSU Directory your EU Personal Data that is "Directory Information." Directory Information, such as your name, title, academic unit or department, campus location, and campus telephone number. TSU may disclose your EU Personal Data, which includes disclosure with your consent, under subpoena or court order, or to comply with other legal obligations to which TSU is subject.

Employment with TSU while you are in the EU is a contractual obligation between TSU and you, and TSU's duties as an employer are subject to Texas laws, and TSU policies. TSU will need your Personal Data to comply with applicable laws, rules, regulations, and policies, as well as to fulfill TSU's contractual obligations to you.

In addition to the uses described in Part B above, TSU may use an TSU employee's EU Personal Data to carry out specific rights and obligations in the context of employment law or laws relating to social security and employee benefits, to protect your vital interests or the vital interests of another person if you are incapable of giving consent, to carry out public functions, and for research and statistical purposes.

Applications for TSU Employment from the EU. If, while you are in the EU, you apply for a position with TSU through TSU's online employment portal or directly via communications with an TSU department or school, TSU may use the details you provide on your application form, together with any supporting documents you submit, additional details and documents provided by any references, and any records made by TSU during the employment process. If you are required to undergo additional background checks or procedures as part of the employment process (e.g., criminal convictions checks or visa application procedures), we will collect and use this information as well. Specifics regarding what background checks and other documentation and information TSU may require can be found at the TSU Human Resources website.

In addition to the uses described in Part B above, TSU will process your EU Personal Data obtained during your employment process for the purposes of identifying you, processing your application, verifying the information provided, assessing your suitability for the position, deciding whether to offer you a job, and communicating that outcome. We may also use or disclose this information for the following statutory or public interest purposes: to prevent or

detect fraud; to help us to make decisions regarding accommodations for a disability that are requested by you; and for research and statistical purposes, but no EU Personal Data that can identify you will be published in connection with research or for statistical purposes.

We consider the Processing of your EU Personal Data in connection with the employment process to be necessary for us to take steps with a view to creating a contractual relationship with you (e.g., to assess your application for employment), necessary for compliance with legal obligations (e.g., equal opportunity monitoring, or disability accommodations), or necessary for the performance of tasks we carry out in the public interest. We require you to provide us with the information we ask for during the employment process to assess your application properly.

As well as circulating your application and related materials to the appropriate people at TSU, we may share your EU Personal Data, as relevant and necessary, with your references, and with entities that provide services to, or on behalf of, TSU, such as background checks. If you are hired, TSU will include in your personnel employment files EU Personal Data collected as part of your employment process.

TSU Alumni in the European Union. Developing a better understanding of our alumni allows TSU to keep in touch, to keep alumni apprised of TSU's activities and developments, to provide services to alumni, and to identify ways alumni can support TSU, through donations or other forms of financial and non-financial support.

Identity Verification. TSU may require or offer you the ability to verify your identity before we provide certain services (such as resetting passwords, or releasing certain information), or for selected classes and programs. To verify your identity, TSU may require you to provide EU Personal Data, such as your name, address, date of birth, a headshot taken using a webcam, a photo identification document, and a sample of your typing patterns. We use the Personal Data we collect for verifying your identity, and for authenticating that submissions made on TSU's technology network were made by you.

Enrollment Sponsors. TSU may share your EU Personal Data with your employer, government programs, institutions, or other enterprises that sponsor your enrollment in a course or program for training or other educational purposes. If an entity pays for or otherwise sponsors your course or program participation, TSU will share information with the entity as needed to confirm your enrollment, participation, progress, and completion status in that course.

TSU Service Providers. TSU may contract with non-TSU service providers, vendors, and contractors (**Contractors**) to assist TSU in providing services. These Contractors may have access to and may collect or otherwise Process your EU Personal Data as necessary to perform the services for TSU. These Contractors, for example, may provide TSU with network, website, platform, server, technology, services, course and program content and delivery, and administrative and student-related services, such as those related to providing TSU study abroad

or other courses or programs offered to individuals in the EU. Access to your EU Personal Data by these Contractors is limited to the information reasonably necessary to perform their contracted functions. TSU requires Contractors to protect Personal Data on our behalf. We do not permit third parties to sell Personal Data we have shared with them.

Transfer to Third Parties. TSU will transfer your EU Personal Data to third parties only where TSU is comfortable that they will protect your EU Personal Data. Where we know that a third party we have provided EU Personal Data to is Processing that EU Personal Data in a manner contrary to the GDPR, we will take reasonable steps to prevent or terminate Processing by that third party unless and until the third party can Process EU Personal Data in compliance with the GDPR.

Government Authorities, Legal Rights and Actions. TSU may share your EU Personal Data with various government authorities in response to subpoenas, court orders, or other legal process; to establish or exercise our legal rights; to defend against legal claims; or as otherwise required by law. TSU also may share your EU Personal Data when we believe it is appropriate to investigate, prevent, or take action regarding unlawful or suspected illegal activities; to protect and defend the rights, property, or safety of TSU, TSU's technology network, TSU's students, employees, and others.

TSU Server Locations. TSU's websites, technology network, and online course platforms that contain your EU Personal Data are primarily operated and managed on servers located within the United States.

EU Personal Data Retention and Storage. TSU may permanently store and maintain, among other things, your name, subject(s), enrollment, registration and graduation details, unique TSU identification number, date of birth, verification, residency, affidavits, financial aid, grades, classes, courses, transcripts, disciplinary, and degree and employment related records containing your EU Personal Data: (i) to comply with TSU's obligations to you, including taking steps to enter into an employment, enrollment, or other contract with you; (ii) to comply with TSU's legal obligations; (iii) for reasons that are in the public interest; (iv) to comply with TSU's records retention policies.

If you exercise your right to erTSUre, we will continue to maintain a core set of your EU Personal Data, to ensure we do not contact you inadvertently in the future, to maintain your academic record for reference and archival purposes, and to meet our legal obligations.

D. Your Rights Regarding Your EU Personal Data

You have certain rights regarding your EU Personal Data, subject to certain exclusions as described in the GDPR. Your rights include:

- The right to be informed of how your EU Personal Data are being used – this information is set forth in these EU Privacy Provisions and any documents linked to these EU Privacy Provisions
- The right of access to your EU Personal Data
- The right to have your inaccurate EU Personal Data rectified
- The right to have your EU Personal Data erased
- The right to restrict the Processing of your EU Personal Data pending its verification or correction
- The right to object to the Processing of your EU Personal Data
- The right to receive copies of your EU Personal Data
- The right to file a complaint with an EU supervisory authority
- The right to object to using your EU Personal Data for direct marketing, data mining, or research purposes where the research is not in the public interest

A response to a rights request needs to be sent within one month. However, nearly all of your rights are qualified in various ways and there are numerous specific exemptions (for example, almost all of the rights do not apply if your EU Personal Data are being processed solely in an academic research context).

Contact Information, Rights Requests. If you wish to exercise any of your rights regarding your EU Personal Data, please contact TSU's GDPR data protection team at **INSERT EMAIL ADDRESS**. You may also file a complaint concerning your EU Personal Data Processing with the applicable EU Supervisory Authority. The Supervisory Authority Contact Information for all EU countries is at:

http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm.

If you have specific requests relating to how TSU Processes your EU Personal Data, we will endeavor to resolve these, but there may be circumstances where TSU cannot comply with specific requests.

We will publish on our website any changes we make to these EU Privacy Provisions.