

## **AUBURN UNIVERSITY**

### **Office of Professional and Continuing Education**

#### **NOTIFICATION FOR COLLECTION AND USE OF PERSONAL DATA**

This Privacy Notice outlines the collection, use, and disclosure of Personal Data provided to Auburn University ("AU") for the Mediterranean Studies Symposium July 1-4, 2021 Ortigia, Italy. Additionally, this document provides notice as required under the European Union's ("EU") General Data Protection Regulation ("GDPR"), which regulates data collection and use of Personal Data of persons located in the EU.

For purposes of this notice, Personal Data includes such information as name, email address, physical address, photos, IP address, as well as other sensitive personal data obtained with prior consent.

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

AU is an institution of higher education involved in education, research, and public service. In order for AU to educate its students both in person and electronically, engage in research, and provide public service, it is essential, necessary, and AU has lawful bases to collect, process, use, and maintain data of its students, employees, applicants, research subjects, and others involved in its educational, research, and public service programs. The lawful bases include, without limitation, admission, registration, delivery of classroom, on-line, and study abroad education, grades, communications, employment, applied research, development, program analysis for improvements, and records retention.

Most of AU's collection and processing of Personal Data will fall under the following categories:

- Processing that is necessary for the purposes of the legitimate interests pursued by AU or third parties in providing education, employment, research and development, and public service.
- Processing that 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 that is necessary for compliance with a legal obligation to which AU is subject.
- Processing for which the data subject has given consent for AU to use his or her personal data for one or more specific purposes.

There will be some instances where the collection and processing of personal data will be pursuant to other lawful bases.

#### **Types of Personal Data Collected/Processed and Purpose**

Office of Professional and Continuing Education collects the following categories of Personal Data in order to collect registrations]:

- 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)

- Details of your education and/or employment qualifications
- 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 verifying eligibility for study in the United States
- Information related to the prevention and detection of crime and the safety of employees, students and visitors of Auburn University

The Personal Data that The Office of Professional and Continuing Education collects may be shared with AU College of Liberal Arts.

If you have specific questions regarding the collection and use of your Personal Data by Office of Professional and Continuing Education, please contact the Executive Director Hope Stockton at [stockhg@auburn.edu](mailto:stockhg@auburn.edu)

If you refuse to provide Personal Data that Auburn University required in connection with one of Auburn University's lawful bases for collecting such Personal Data, such refusal may make it impossible for Auburn University to provide you education, employment, research, or other requested services.

#### **Where Auburn University gets Personal and Sensitive Personal Data**

Auburn University receives Personal Data from multiple sources. Most often, Auburn University gets this data directly from the Data Subject or under the direction of the Data Subject who has provided it to a third party.

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

In addition to the right to receive the information provided in this Privacy Notice, if you are an individual data subject covered by under GDPR (i.e. located in the EU/EEA) you have the right to:

- Request from Auburn University access to and rectification or erasure of Personal Data or restriction of processing Personal Data concerning the Data Subject, the right to object to processing and the right to portability of Personal Data;
- Where processing is based upon consent, to withdraw consent at any time, without affecting Auburn University's right to process Personal Data based upon consent before its withdrawal;
- The right to file a complaint with a supervisory authority appointed by an EU member state for the purpose of receiving complaints;
- Additional notice of the existence of automated decision-making, including profiling;
- If the Personal Data is going to be further processed for a purpose other than that for which it was collected, then notice of the purpose and basis or bases for the further processing;
- If Personal Data is collected for Auburn University's legitimate interests or for a task carried out in the public interest, then the Data Subject has the right to object, on the grounds of his or her particular situation, to the processing of Personal Data concerning him or her (including profiling);
- Where Personal Data are processed for direct marketing purposes, the right to object at any time to processing Personal Data concerning him or her for such marketing; and

- Not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her; provided, however, that this right does not apply if the decision is (a) necessary for entering, into or performance of, a contract between the Data Subject and Auburn University; or (b) is based upon the Data Subject's consent.

Note: Exercising these rights guarantees access to a process but does not guarantee any particular outcome.

Any Data Subject who wishes to exercise any of the above-mentioned rights may do so by filing such request with the designated Data Protection Officer:

Director of Institutional Compliance & Privacy  
Office of Audit, Compliance & Privacy  
304 Samford Hall, Auburn University, AL 36849  
(334) 844-4389

### **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. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. Auburn University's websites use persistent cookies in conjunction with a third-party technology partner to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. It is not used to track the usage patterns of individual users. For more information see our main website [Privacy Statement](#).

### **Security of Personal Data**

All Personal Data and sensitive Personal Data collected or processed by Auburn University must comply with the security controls and systems and process requirements and standards set forth in [Auburn University's Policies Database](#) as they are amended from time-to-time.

Auburn University will not share your Personal Data with third parties except:

- as necessary to meet one of its lawful purposes, including but not limited to, its legitimate interest, contract compliance, pursuant to consent provided by the Data Subject, or as required or authorized by law;
- as necessary to protect Auburn University's interests;
- with service providers acting on Auburn University's behalf who have agreed to protect the confidentiality of the Personal Data.

### **Data Retention**

Auburn University maintains records for the time periods specified in the [Public Universities of Alabama - Functional Analysis & Records Disposition Authority](#).

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