

William Paterson University Policy

University Policy

SUBJECT:	University Policy	TITLE:	General Data Protection Regulation (GDPR)		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	President and Cabinet Members		Responsible Office:	Information Technology	
CODING:	00-01-	ADOPTED:		AMENDED:	
			LAST REVIEWED: xx/xx/xx		

I. PURPOSE

General Data Protection Regulation (GDPR) is a data protection law that applies broadly to the processing of personal information about European Union (EU) residents (Note that, in addition to EU Member States, the GDPR also applies to Iceland, Norway, Liechtenstein, United Kingdom and Switzerland.) Generally speaking, the regulation applies to all personally identifiable data that is collected, used, stored or otherwise processed about individuals in the EU under certain circumstances, by any method including electronic and paper records.

The aims of the regulation include strengthening individuals' rights in the protection of their personal data while at the same time harmonizing rules across EU member states and facilitating the free flow of personal data.

GDPR replaces and expands upon the existing EU Data Protection Directive by adding new substantive requirements and extending the scope of the law to cover certain activities of organizations located outside the EU.

II. ACCOUNTABILITY

The GDPR requires institutions to process data according to a set of fundamental principles including that the data is processed fairly and in a transparent manner; collected for specific and legitimate purposes; limited to what is necessary for the specified purposes; kept accurate and up-to-date; only retained for as long as is necessary; and appropriately secured.

GDPR also requires institutions to ensure that all processing meets one of certain legal bases that are specified under the GDP; provide data subjects with certain individual rights including the right to receive detailed notices about the collection and the use of their data and to access and amend personal data that is collected about them; engage in data protection impact assessments for activities that pose a high risk of harm to individuals and to incorporate "privacy by design and default" into all of its processing activities; notify the applicable regulatory authority and individuals in the event of certain data breaches; and maintain detailed records of its data processing activities and appoint a Data Protection Officer under certain circumstances.

III. APPLICABILITY

The GDPR also applies to the processing of data by organizations outside the EU, where those activities are related to offering of goods or services to individuals in the EU, or monitoring of behavior of individuals that takes place in the EU. For example, this may include processing of data by WPU in the context of recruiting prospective students who are located in the EU, students participating in exchange programs with

an EU institution, students attending summer programs within the EU, students from the EU attending WPU summer programs, or offering services to alumni who are located in the EU.

IV. DEFINITION(S)

GDPR or GDP – General Data Protection Regulation

V. BACKGROUND (optional)

(This section is used sparingly to provide the context for the policy provisions.)

VI. REFERENCE(S) (optional)

Full text of GDPR: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG&toc=OJ:L:2016:119:TOC

VII. POLICY

A. Requirements and Responsibilities:

Any department that collects, uses, or otherwise processes personal information about people while they are in the EU, or a country where GDPR applies, may be impacted by the GDPR. To ensure that all processing meets one of certain legal bases that are specified under the GDPR please consult WPU's GDPR Data Protection Officer to discuss how GDPR may affect your operations.

B. Enforcement:

Individuals for whom the GDPR applies may have the right to access personal data that WPU processes and to request correction of information if inaccurate, or request deletion or restrict access of certain personal data.

VIII. PROCEDURE(S)

An individual in the EU, or a country where GDPR applies, while data was collected who wishes to exercise their right to data their individual must complete and submit the GDPR Data Request Form to the GDPR Data Protection Officer via e-mail to GDPRDataProtection@wpunj.edu.

IX. EXHIBIT(S)

GDPR Data Request Form

By Direction of the President and Cabinet:

Date Nov. 14, 2018

Sr. V.P. for Administration & Finance



(Title of Executive or Vice President(s) whose area of responsibility the policy covers.)

William Paterson University
General Data Protection Regulation (GDPR) Information Access
Request Form

Under the EU's General Data Protection Regulation (GDPR), you may, if GDPR applies to you, have the right to access personal data that we store and process about you, and to request correction of that information if it is inaccurate. If the GDPR applies, you may also have the right to request deletion of certain personal data; ask that we restrict our use of the data; or object to automated decision-making using your data. Access includes, where applicable, the ability to download your personal data in a commonly-used format. Please note we may not be able to grant your request in all circumstances, including when it would adversely affect the rights and freedoms of others.

Please complete the following information and send this form it via email to GDPRDataRequest@wpunj.edu. You will be notified within 30 days of whether your request has been accepted.

Name:

Date of birth:

Year of graduation (anticipated or actual), if applicable:

ID (855) Number, if applicable:

Email address:

PERSONAL DATA AT ISSUE AND THE ACTION YOU WISH US TO TAKE

Please describe the personal data at issue, and what you would like to do (e.g., grant you access to information).

SUPPORTING INFORMATION (IF APPLICABLE)

If you would like to amend, delete, or restrict our use of your personal data, please describe your contention that the personal data is inaccurate and the basis for your request:

PERSONS TO WHOM PERSONAL DATA SHOULD BE RELEASED

Please identify the person to whom the personal data should be released and fill in the contact details below. You may list yourself if you want to receive the data.

Name:

Address:

Email address:

Phone number:

SIGNATURE

I confirm that I am the individual described above and that the information on this form is true and correct, to the best of my knowledge.

Printed Name: _____

Signature: _____

Date: _____