**Summary Section**

On May 25th, the European Union (EU) began enforcing a new law called the General Data Protection Regulation (GDPR). This Regulation established new rules for storing and processing the personal data of EU residents and visitors to the EU and applies to any organization doing business with or within the EU.

Since Loyola University Chicago (LUC) has a campus in the EU and accepts international students, along with various other interactions, including research and curriculum related processes, we are required to comply with the new regulation. To help LUC comply with this new regulation, we have started a new project to gather and maintain a record of personal data collected, stored and used by the University.

Personal data under the regulation means any information relating to a person who can be identified either directly or indirectly by a reference to an identifier such as a name, identification number, location data, IP address, biometrics, social identity, economic, photos and more. It is much broader than the laws in the US and thus covers more personal data elements.

As you complete the survey, please remember that “***processing***" means any operation or set of operations performed upon personal data, whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction. We have shortened this description to “collects, uses, and/or stores.” data for ease of understanding.

Please help with this effort by answering the following questions about the new application. When you are finished, please send the completed survey to gdpr@luc.edu.

If you have any questions about the survey, please contact the Technology Risk & Compliance Team via email at gdpr@luc.edu  or phone at 773-508-8219.

| **Questions** | **Responses** | **Comments** |
| --- | --- | --- |
| 1. Name of Person completing the Survey
 |  |  |
| 1. Respondent’s email address
 |  |  |
| 1. Respondent’s phone number
 |  |  |
| 1. Who is the ELT Application Owner?
 |  |  |
| 1. Who is the LUC Business Relationship Manager?
 |  |  |
| 1. What is the name of the new Application?
 |  |  |
| 1. Provide a general description of the new application.
 |  |  |
| 1. What is the Business function(s) or department(s) that this application will support? List all.
 |  |  |
| 1. Whose personal data will the application process (collect, use or store, etc.)? Select all that apply.
 | [ ] Alumni[ ] Beneficiaries[ ] Children[ ] Complainants/Inquirers/Correspondents[ ] Consultants[ ] Emergency Contacts[ ] Faculty[ ] Guests[ ] Members/Supporters[ ] Non-Affiliated Persons[ ] Offenders/Suspected Offenders[ ] Other Relatives[ ] Parents/Guardians[ ] Prospective Students[ ] Prior Employees[ ] Prospective Employment Applicants[ ] Research Assistants[ ] Retirees[ ] Staff[ ] Students[ ] Student Workers[ ] Suppliers/Business Contacts[ ] Teaching Assistants[ ] Don’t know[ ] Other[ ] Does not process personal data  |  |
| 1. If you selected other in the previous question, please tell us whom else’s personal data the application will process.
 |  |  |
| 1. Which personal data elements will be processed (collected, used or stored, etc.) by the new application? Select all that apply.
 | 1. Personal Details:

[ ] Name[ ] Address[ ] Email Address[ ] Telephone[ ] Date of Birth[ ] Emergency Contacts[ ] Race[ ] Ethnicity[ ] Religious Affiliation[ ] Social Security Number/National Identification Number1. Financial Details

[ ] Bank Account[ ] Credit Card Details[ ] Tax Id[ ] Tax Information[ ]  Health Information[ ] Physical Health[ ] Mental Health[ ] Immunizations1. Images/Voice Recording

[ ] Photos[ ] Videos[ ] Sound recordings[ ] Identification[ ] Passport[ ] Driver’s License[ ] National ID Card1. Technology

[ ] IP Address[ ] Cookies[ ] Other Location Data1. Background

[ ] Criminal Convictions/Offenses[ ] Employment Checks[ ] Credit Checks1. Biometrics

[ ] Fingerprints[ ] Retinal Scans[ ] DNA1. Education/Training

[ ] Grades[ ] Transcripts[ ] UVID1. Employment

[ ] Cover Letter[ ] References[ ] Annual Appraisals[ ] Employment Status[ ] Work Permit[ ] Leave[ ] Sickness[ ] UVID[ ] Don’t know |  |
| 1. What is the source of the personal data the application will process (collect, use or store, etc.)?
 | 1. Individual Themselves

[ ] Student[ ] Faculty Member[ ] Staff MemberAlumni1. Third-Party Individual

[ ] Parent[ ] Guardian[ ] Recruiter1. LUC Applications

[ ] In house managed [ ] Cloud hosted applications1. Other Known Sources

[ ] Credit Reference Agency[ ] Criminal Records[ ] Internet/Social Media[ ] Public Records[ ] Private Investigators[ ] Government Departments[ ] Credit Card Processing1. Other

[ ] Unknown |  |
| 1. If you answered unknown in the previous question, please tell us what other source the application will receive data from?
 |  |  |
| 1. Under EU law, the University must have a lawful basis in order to process personal data. Which basis will apply to the data the new application will process? Select all that apply.
 | [ ] Consent: Means offering individuals a real choice and control. Requires a positive opt-in.[ ] Performance of Contract: Need to process someone’s data to fulfil your contractual obligations to them. [ ] Legal Obligation: You need to process the personal data to comply with a common law or statutory obligation.[ ] Public Interest: You need to follow a law or “in the exercise of official authority”. This usually pertains to law enforcement.[ ] Legitimate Interests: you use people’s data in ways they would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing.[ ] Vital Interests: You need to process the person’s data to protect someone’s life.[ ] Unknown |  |
| 1. Will we share this personal data with anyone?
 | [ ] Yes[ ] No[ ] Unknown |  |
| 1. Since you selected yes in the previous question, please tell us with whom this personal data will be shared.
 |  |  |
| 1. Approximately, how many records are will be stored?
 | [ ] 1000-5000[ ] 5001-10000[ ] 10001-15000[ ] 15001-20000[ ] More than 20001[ ] Don’t know |  |
| 1. Where is the personal data stored?
 | [ ] Cloud/External Hosted (SaaS)[ ] In House Managed Application |  |
| 1. Please provide the name of the Cloud Service provider.
 |  |  |
| 1. Will this personal data be transferred to/from this application to another application?
 | [ ] Yes[ ] No[ ] Don’t know |  |
| 1. If yes, what other application(s) will this personal data transferred to/from? List all.
 |  |  |
| 1. Will there be a personal data retention period for the application?
 | [ ] Yes[ ] No[ ] Don’t know |  |
| 1. If yes to 22, please tell us what the retention period will be?
 |  |  |
| 1. Will this retention policy follow a University retention policy?
 | [ ] Yes[ ] No[ ] Don’t know[ ]  |  |
| 1. Will this application collect audit logs?
 | [ ] Yes[ ] No[ ] Don’t know |  |
| 1. What type of back up will be in place? Select all that apply and fill in the frequency of backups.
 | [ ] Incremental Frequency [ ] Full Frequency [ ] None |  |
| 1. Who will have access to this personal data? (Select all that apply)
 | [ ] Students[ ] Student Workers[ ] Faculty [ ] Staff [ ] Alumni[ ] Research Assistants[ ] Retirees[ ] Teaching Assistants[ ] Third Party Vendors or Consultants[ ] Unknown[ ] Other |  |
| 1. If other to question 27, who else will have access to this personal data?
 |  |  |
| 1. Will there be any logical and/or physical access controls in place to prevent unauthorized access to this personal data such as password protection, encryption, etc.?
 | [ ] Yes[ ] No[ ] Don’t know |  |
| 1. If yes, to 29, what logical or physical controls will be in place to prevent unauthorized access to the personal data? List all that apply.
 |  |  |
| 1. Will the application support defined roles and permissions?
 | [ ] Yes[ ] No[ ] Don’t know |  |
| 1. Additional Comments:
 |  |  |

Thank you for taking time to respond to the survey.