



UNIVERSITY OF ARKANSAS SYSTEM

Data Privacy Notice

The University of Arkansas System and its member institutions, hereinafter referred to as the “University System” is committed to safeguarding the privacy of data provided by applicants and employees. Consistent with the European Union’s General Data Privacy Regulation (EU GDPR), this Notice describes the collection, use, and disclosure of information about you that is provided to the University System in connection with your application for employment. When you submit information to the University System or use the University of Arkansas System’s member institutions websites and other services, you consent to the collection, use, and disclosure of that information as described by this Notice.

Categories of Personal Data

We will collect process and use personal data that you supply to us. This may include: your name, address, phone number, e-mail, and other contact information, as well as licenses, certifications, education transcripts, visa, passport, and additional information regarding your qualifications and experience and your authorization to work in the United States. We may also collect location data, online identifiers, internet protocol addresses and similar information.

Special Categories of Data

We may also collect, process or use information called sensitive personal data. This may be information about your ethnicity, race, gender, health or other sensitive personal data. Sensitive personal data may be processed by us when 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 health or safety, for the purpose of fulfilling legal obligations imposed upon the University System or when you have consented to the processing of your sensitive personal data.

Purposes for Which We Process Data

We collect and process your personal data in order to process your application, deliver our services to you as an employee, manage our operations effectively, and meet certain legal requirements. If you become a finalist for employment the University System, or its contractor, may collect additional personal data necessary to conduct a criminal background check, a registered sex offender check, or both. Further, if required due to the duties of the position, the University System, or its contractor, will collect information as necessary to conduct a financial background check or for substance abuse testing. If you become employed your personal data will be used for purposes related to your employment. This may include processing related to management and supervision of the performance of your duties, 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.

In addition to the purposes just described, we may process and transmit your data when: (1) necessary for compliance with a legal obligation to which the University System is subject; (2) processing is necessary in order to protect your vital interests or the vital interests of another natural person; (3) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University System; (4) carrying out obligations and specific rights in the field of employment, social security, or a collective bargaining agreement; (5) necessary to the exercise or defense of legal claims; (6) necessary for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes; or (7) processing is necessary for the legitimate interests pursued by the University System or by a third party.

Retention of Your Personal Data

Your information will be retained by the University in accordance with applicable federal and state laws, regulations, and accreditation guidelines, as well as University System policies. Your information will be destroyed upon your request or after the expiration of any applicable retention period, whichever is later. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and critical importance to the University.

Transfers to Third Parties

Human Resources may share your personal data with organizations within and outside of the European Union.

Consent

By submitting your application for employment to us you agree to processing of your personal data for the purposes described in this notice.

Your Rights as a Data Subject

Under the EU GDPR you may have the right to:

- Access your personal data that we process;
- Rectify inaccuracies in personal data that we hold about you;
- Be forgotten, that is have your details removed from systems that we use to process your personal data;
- Restrict the processing of your personal data in certain ways;
- Obtain a copy of your personal data in a commonly used electronic form;
- Object to certain processing of your personal data by us;
- Request that we stop sending you direct marketing communications; and
- Revoke your consent to processing of your personal data.

**You can read the EU GDPR here: <http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf>*

Contact Us

If you have any questions regarding how we use your data or if you would like to exercise any of your rights, please contact feedback@uasys.edu.