

Notification under EU GDPR must include all of the following elements:

1. Name and contact information for the Boise State University employee responsible for collection of data that the notice is being drafted around.
2. Purpose of processing including the University' legitimate interest and one of the following lawful bases for processing:
  - a. Necessary for the performance of a contract to which the individual is part of or to take steps at the data subject's request prior to entering into a contract;
  - b. Necessary for compliance with a legal obligation;
  - c. Necessary to protect the vital interests of the individual or another natural person;
  - d. Necessary for the performance of a task carried out in the public interest or as required by an official authority;
  - e. Necessary for the purposes of the legitimate interests pursued by the controller or by a third party as long as the purpose does not negate the interests or fundamental rights and freedoms related to the protection of personal data; or
  - f. The individual has given consent for the specific purpose.
3. If Boise State is required to collect the personal data as part of a statutory or contractual requirement and there are possible consequences if the individual does not provide the personal data.
4. The primary, and, if applicable, secondary or supplemental uses of the personal data.
5. Recipient or types of recipients of the data.
6. Whether Boise State intends to share (transfer) personal data to an organization located in another country or to an international organization.
7. Reference to the Boise State retention schedule for length of time data will be retained or an explanation of how that time period will be determined.
8. Individuals' rights to:
  - a. Access, rectify or request erasure their data
  - b. Restrict processing of their data
  - c. Object to processing
  - d. Withdraw their consent without detriment
  - e. Take their data with them (portability)
  - f. Complain
9. If you are using automated decision-making: the existence of automated decision-making, and meaningful information about the logic involved and its significance and consequences of such processing for the individual.

#### **Standard Privacy Notification Language**

*Note: This language is for the collection of personal data that requires notification. If controllers use alternative notification language, they are responsible for confirming it includes the required elements of notification.*

#### **Template for Privacy Notice**

Boise State University

[**Insert University Department Name**]

Notification for Collection and Use of Personal Data

You are notified that by [**describe your process, for example: completing this form, continuing through this process, signing up for this service, etc.**], Boise State University is collecting certain data about you. [**Department Name**] is collecting data in order to [**process your application for, sign you up for, and/or provide the service, event, or program described**].

Boise State may also use this data to comply with its legal obligations. Data records will be maintained consistent with Boise State University [Policy 1020 - University Records, Archives, and Publications](#), or for the duration of your relationship with Boise State. Data records will be accessed by those who have a legitimate Boise State-related business need to access them.

[**ADD IF RELEVANT: Explanatory language regarding third parties that information may be shared with, such as "In order to provide you with this service we may provide your personal data to third-party vendors when necessary to the provision of service. These third-party vendors shall be required to protect your personal data through adequate and reasonable means."**]

[**ADD IF RELEVANT: Some of your data may be processed by automated decision-making. [insert additional information about the logic involved, and the significance or consequences of such processing]]**

For additional information, to request access to or a copy of your personal data, or to request certain data be removed or corrected, you may contact [**insert name, title, and contact information of designated employee in Boise State University Department providing notice**].

If your data protection related questions or concerns are not addressed after contacting the organization area to which you provided data, you may also contact Boise State's Office of Institutional Compliance and Ethics at 208-426-1252 or [johnnymcdonald@boisestate.edu](mailto:johnnymcdonald@boisestate.edu). You also have the right to lodge a complaint with your supervisory authority in the EU.