

Bucknell University Privacy Notice

Bucknell University respects and endeavors to protect the privacy of those individuals who provide personal information to the University. We seek to be transparent about our use of personal information to provide services to our constituents and fulfill our institutional purpose.

This privacy notice describes the ways in which Bucknell University collects and processes your personal information. For purposes of this notice, “personal information” is defined as any information relating to an identified or identifiable natural person.

Students

PURPOSE	DATA PROCESSED	LEGAL BASIS ¹
Admissions (i.e. Student recruitment, applicant evaluation)	Name, contact information, SSN or A-number, race, ethnicity, gender, sexual orientation, religion, criminal history, online identifier, education information	Performance of a contract (applicants and enrolled students) Legitimate interest in student recruitment (prospective students)
Financial Aid (evaluation and administration)	Name, contact information, SSN or A-number, financial information, online identifiers	Performance of a contract
Course Registration, housing and dining registration and administration	Name, contact information, SSN or A-number, academic record information	Performance of a contract
Student Employment	Name, contact information, criminal history, tax ID/information and payment processing information, employment history	Performance of a contract
Student Activities/Services	Name, contact information, race, ethnicity, gender, sexual orientation, health information, philosophical beliefs/affiliations	Performance of a contract
Visa Processing	Name, contact information, race, nationality, social security or A-number, financial information	Performance of a contract and performance of a legal obligation
Billing/Finance	Name, contact information, payment processing information	Performance of a contract

¹ Although not all data collected and/or processed by Bucknell University is subject to the requirements of the European Union General Data Protection Regulation (“GDPR”), this column sets forth the applicable legal basis under the GDPR for the collection of each category of data collected.

Library and IT services	Name, contact information, IP address	Performance of a contract
Event Registration/Ticketing	Name, contact information, IP address	Performance of a contract
Student Athlete/NCAA requirements	Name, contact information, SSN or A-number, financial information, health information, race, gender, ethnicity, sexual orientation	Performance of a contract Performance of a legal obligation
Study Abroad	Name, contact info, passport number, race, ethnicity, gender, sexual orientation, health information, student academic and conduct info, emergency contact information, health insurance information	Performance of a contract
Student Accommodations	Name, contact info, health information	Performance of a contract Performance of a legal obligation

Alumni

PURPOSE	DATA PROCESSED	LEGAL BASIS
Advancement/Communications Events/Donation management	Name, contact info, IP address, race, gender, sexual orientation, religion, financial information, donor history	Legitimate interest in maintaining connections with alumni and providing networking, event, and donor opportunities
Transcript/Records Requests	Name, contact info	Performance of a contract

Employees and employment applicants

PURPOSE	DATA PROCESSED	LEGAL BASIS
Applicant Review and Processing	Name, contact information, race, ethnicity, gender, education and employment history	Legitimate interest in prospective employee recruitment
Employment (administration of employment, benefits, compensation)	Name, contact information, race, SSN, ethnicity, gender, date of birth, health information and criminal history information if applicable to position, work authorization status and visa	Performance of a contract Performance of a legal obligation

	processing info if applicable, tax information, bank/payment processing information necessary for compensation, IP address	
Dining Account Services	Name, contact info, campus ID number, payment processing info	Performance of a contract

Other

PURPOSE	DATA PROCESSED	LEGAL BASIS
Vendor Agreement	Name, contact info, tax ID number/information, payment processing information	Performance of a contract
Community Events and Programs Registration/Ticketing	Name, contact info, IP address	Performance of a contract
Website Visitors (please see Bucknell University Internet Privacy statement at ____)	IP address	Legitimate interest in analyzing trends, improving web services and information security. (See Bucknell University Acceptable Use Policy at ____)

Sharing of information

Personal information is shared with offices within Bucknell University for the purposes listed in this notice, as well as with third party vendors with whom Bucknell has contractual relationships in order to carry out these functions. We may also share your personal data to comply with legal or regulatory requirements. Bucknell does not sell personal information to third parties for use in marketing, advertisement or promotions.

Data Subject Rights

You may have the following rights if you are an individual physically located in the European Union.

Right to access certain details related to your personal data

Right to request correction of inaccurate personal data

Right to be forgotten (in certain circumstances)

Right to data portability (in certain circumstances)

Right to restrict processing of personal information (in certain circumstances)

Right not to be subject to decisions based solely on automated data processing

Right to withdraw consent where consent is the basis for data processing

Right to complain to a supervisory authority

Data Retention

We retain for personal data for as long as necessary to fulfill the purpose for which it is processed and in accordance with law and our document retention schedule.

Updates

This notice will be updated from time-to-time, as appropriate. A current version will be maintained at this site:

[redacted]

Questions

Please contact Privacy@bucknell.edu for questions or to request additional information related to the processing of personal data.

Lynda B. Meinke 4/18/2019 10:54 AM

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