**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](mailto:gdpr@luc.edu).

If you have any questions about the survey, please contact the Technology Risk & Compliance Team via email at [gdpr@luc.edu](mailto: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 Number   1. Financial Details   Bank Account  Credit Card Details  Tax Id  Tax Information  Health Information  Physical Health  Mental Health  Immunizations   1. Images/Voice Recording   Photos  Videos  Sound recordings  Identification  Passport  Driver’s License  National ID Card   1. Technology   IP Address  Cookies  Other Location Data   1. Background   Criminal Convictions/Offenses  Employment Checks  Credit Checks   1. Biometrics   Fingerprints  Retinal Scans  DNA   1. Education/Training   Grades  Transcripts  UVID   1. 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 Member  Alumni   1. Third-Party Individual   Parent  Guardian  Recruiter   1. LUC Applications   In house managed  Cloud hosted applications   1. Other Known Sources   Credit Reference Agency  Criminal Records  Internet/Social Media  Public Records  Private Investigators  Government Departments  Credit Card Processing   1. 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.