

EU GDPR Data Steward Questionnaire

Introduction

Beginning May 25, 2018, some of Georgia College & State University (GC) activities will be subject to more stringent regulations governing the use of personal data. The European Union General Data Protection Regulation, or “EU GDPR”, imposes new obligations on entities that control or process personal data about people while they are in the European Union (“EU”).

EU countries: https://europa.eu/european-union/about-eu/countries_en

Personal data is any information relating to an identified or identifiable person either directly or indirectly. Examples of how a person may be identified include but are not limited to: name, photo, email address, identification number such as GC ID#, Account (User ID), physical address or other location data, IP address or other online identifier, etc.

GC has prepared the following questionnaire to identify where we may need to take steps to comply with the EU GDPR. Depending on your response, you may be contacted with a follow-up questionnaire to obtain more details.

Should you have any questions about this questionnaire, please contact Sadie Simmons at the Office of Legal Affairs – sadie.simmons@gcsu.edu or 445-2037.

Steward Questions

Q1

Are you a GC Data Steward?

Yes

No

Q2

If yes, include your first and last name _____, and GC Business Domain-Area _____

Yes

No

Q3 (If Q1 is No and you are aware of an alternate Data Steward(s) in your Business Domain-Area, please provide the contact name below, separate multiple Stewards with a semicolon):

Q4

For the Business Domain: Area

Do you collect, maintain, or use personal data of **employees** (e.g., faculty, staff, researchers) while they are located, permanently or temporarily, in the EU or who regularly travel to the EU?

Yes

No

Q5 (If Q4 is Yes)

For the Business Domain: Area

Please list below the types of **employee** personal data collected by activity.

Examples: employee data collected while employees are working in EU; job applicant data collected from applicants living in the EU; etc.

Please separate items by semicolons.

Q6

For the Business Domain: Area

Do you collect, maintain, or use personal data of **students** (e.g., applicants, current students) while they are located, permanently or temporarily, in the EU or who travel to the EU as part of a program?

Yes

No

Q7 (If Q6 is Yes)

For the Business Domain: Area

Please list below the types of **student** personal data collected by activity.

Examples: student data collected while students are studying in the EU; student data collected about students who are taking online courses while living in the EU; student applicant data collected from applicants living in the EU; etc.

Please separate items by semicolons.

Q8

For the Business Domain: Area

Do you collect, maintain, or use personal data of **EU residents or other individuals** while they are located, permanently or temporarily, in the EU? Do not include information about employees or students, as those were captured in prior questions.

Yes

No

Q9 (If Q8 is Yes)

For the Business Domain: Area

Please list below the types of **other individual** personal data collected by activity.

Examples: data about alumni and donors who live in the EU; data about research subjects while they are located in the EU; etc.

Please separate items by semicolons.
