

NOTICE OF NEW REGULATION

August 27, 2019

DEPARTMENT OF EDUCATION

Division of Universities
University of North Florida

REGULATION TITLE:

Privacy Notice

REGULATION NO.:

1.0160R

SUMMARY:

The regulation is being implemented to set forth the expectations for the collection, use and disclosure of personal information which is provided to the University.

FULL TEXT:

The full text of the regulation being proposed is attached.

AUTHORITY:

Board of Governors Regulation Development Procedure – March 23, 2006
F.S. 501.171 Florida Information Protection Act
BOG Regulation 1.001 and 3.0075

UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:

Rick Buck, Privacy Officer

INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:

Stephanie Howell, Paralegal, Office of the General Counsel, showell@unf.edu, phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

*Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before **September 11, 2019**, to receive full consideration.*

Policies & Regulations

Subject: Privacy Notice	
Number	1.0160R
Effective Date	
Revised Date	
Responsible Division/Department: Administration and Finance/Privacy Office	
<input checked="" type="checkbox"/> New Regulation <input type="checkbox"/> Major Revision of Existing Regulation <input type="checkbox"/> Minor/Technical Revision of Existing Regulation <input type="checkbox"/> Reaffirmation of Existing Regulation <input type="checkbox"/> Repealed Regulation	

I. OBJECTIVE AND PURPOSE

The purpose of this regulation is to outline expectations for the collection, use, and disclosure of personal information provided to the University of North Florida (“UNF”).

II. STATEMENT OF REGULATION

A. General

UNF is committed to safeguarding the privacy of personal information and recognizes the concerns of individuals regarding privacy and the collection of personal information. UNF collects personal information only as is necessary in the exercise of UNF’s legitimate interests, functions, and responsibilities.

UNF is an institution of higher education involved in education, employment, research, and public service. In order for UNF to educate its students, engage in research, and provide public service, it is necessary for UNF to collect, process, use, and maintain information about its students, employees, applicants, research subjects, and others involved in its educational, research, and public service programs. The lawful bases for such activities include, but are not limited to, admission, registration, delivery of classroom, study abroad and online education, grades, communications, employment, applied research, development, program analysis for improvement, and records retention.

Examples of some, but not all, of the types of information that UNF may need to collect in connection with these lawful bases are: name, email address, IP address, physical address or other location identifier, photos, transcripts, work history, information for payroll, research subject information, biometric, medical and health information (for student health services, or travel), and donations, as well as other personal information obtained with prior consent.

Most of UNF’s collection and processing of personal information will fall under the following categories:

- Processing which is necessary for the purposes of the legitimate interests pursued by UNF or its third parties.

- Processing which is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Processing which is necessary for compliance with a legal, regulatory or compliance obligation to which UNF is subject.
- Processing for which the data subject has given consent for UNF to use his or her personal information for one or more specific purposes.

There will be some instances where the collection and processing of personal information will be pursuant to other lawful bases.

If you refuse to provide some personal information, your refusal may make it impossible for UNF to provide you with education, employment, research, public service or other requested services.

B. How Personal Information is Collected

Personal information is collected in the following circumstances:

- **Direct Collection:** when you directly provide it to us, such as when you submit an application for admission or employment, sign-up for a newsletter on one of our websites, or do business with us.
- **Automated Processes:** this includes personal information that we obtain through the use of technology, such as through a cookie placed on your computer when you visit our website.
- **From Others:** we receive personal information from other organizations for legitimate, specific purposes, for example, transcripts for admissions and employment purposes.

C. With Whom This Personal Information Is Shared

UNF does not sell or rent your personal information, but we may share your personal information with third-party service providers which support UNF's operations and activities. In such instances, we require our service providers to keep your personal information secure and we do not allow our service providers to use or share your personally identifiable information for any purpose other than providing services on our behalf.

We may also share your personal information when required or permitted by applicable law, rule or regulation, or when we believe sharing your personal information will help to protect the safety, property or rights of UNF, of the members of the UNF community, or of our guests.

D. Security

UNF is committed to ensuring the security of your personal information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to or use of your personal information.

E. Cookies and Other Technology

Cookies are files that many websites transfer to users' web browsers to enable the site to deliver personalized services or to provide persistent authentication. Our website uses persistent cookies in conjunction with third party technology partners to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. Users may set preferences regarding the storage of cookies within their individual web browsers, which can also be used to remove stored cookies.

Many websites within the unf.edu domain use Google Analytics to collect visitor information in aggregate. UNF may also transmit non-personally identifiable information collected by third-party tracking services to other third parties (e.g. Facebook) so that you may see messages from UNF when you visit other websites outside of the unf.edu domain. Users can opt-out of the collection and use of information for ad targeting by blocking third party cookies and tracking mechanisms via browser or operating system settings, browser plugins, or using a service such

as [aboutads.info/choices](http://www.aboutads.info/choices) (<http://www.aboutads.info/choices>) or [youronlinechoices.eu](http://www.youronlinechoices.eu) (<http://www.youronlinechoices.eu/>).

UNF also maintains web server logs. These logs include very basic visitor information helpful in monitoring website usage and performance.

F. Retention and Destruction of Your Personal Information

Your personal information will be retained by UNF in accordance with applicable federal laws, and the applicable retention periods in the State of Florida Records Retention Schedule.

G. Additional Information

If you have questions or concerns regarding this regulation, please contact UNF's Privacy Officer at privacy@unf.edu.

H. Updates to this Regulation

UNF may update or change this regulation at any time. Your continued use of UNF's website and third-party applications after any such changes indicates your acceptance of these changes.

Authority: BOG Regulation 1.001 and 3.0075
F.S. 501.171 Florida Information Protection Act
New – BOT approved _____