**European Union General Data Protection Regulation (EUGDPR) Privacy Notice**

**and Consent Form for Processing of Sensitive Personal Information**

The following is the Kansas State University privacy notice for research, intellectual property, and/or commercialization purposes.

1. **Introduction**

This Privacy Notice describes the practices of the Kansas State University and the Kansas State University Research Foundation (collectively, “Kansas State,” “K-State,” “We,” or “Us”), a United States-based educational institution, with information relating to you (“Personal Information”). Kansas State collects, uses, and maintains (hereinafter “processes”) Personal Information from you relating to research subjects as part of its academic research activities.

This Privacy Notice addresses personal information you submit or that is collected as part of Kansas State’s research, intellectual property, and/or commercialization activities. Any questions or comments about this Privacy Statement or the processing of data related to research purposes can be directed to the University Research Compliance Office at comply@k-state.edu.

1. **Collection of Personal Information**

When you participate in Kansas State’s research, intellectual property, and/or commercialization activities, we may collect information from you as described below.

1. **Information you voluntarily submit**: Kansas State, as a part of your participation in its research, intellectual property, and/or commercialization activities, may ask you to submit Personal Information. We may combine information you submit as part of research, intellectual property, and/or commercialization activities with other information we have collected from you, whether on-line or off-line. We treat the combined information in accordance with this Privacy Statement. The information we process after you voluntarily submit it may include your:
	* Name
	* Addresses
	* Emails
	* Phone numbers
	* Sex
	* Marital status
	* Social Security Number
	* Tax identification number
	* Date of birth
	* Place of birth
	* Disability status
	* Highest level of education
	* Educational transcripts
	* Education majors and degrees
	* Standardized test records
	* Copy of passport
	* Photographs, video images, and likeness
	* Racial or ethnic origin
	* Political opinions, religious or other beliefs
	* Trade union membership
	* Genetic data
	* Biometric data
	* Health and treatment records
	* Data concerning your sex life or sexual orientation
2. **Sensitive Personal Information**: In those cases where we may request or invite you to provide information about your racial or ethnic origin, political opinions, religion or other beliefs, trade union membership, genetic data, biometric data, health and treatment records, or data concerning your sex life or sexual orientation (collectively, “Sensitive Personal Information”), we will only do so with your express consent, as and when required in accordance with any applicable data protection law requirements. Where you provide us with such information without request from K-State, we reserve the right (but do not have any obligation) to erase any such information at our discretion.
3. **Information About Minors**: Kansas State research activities are not intended for participation by persons under the age of 16, unless specifically stated otherwise as related to a specific research project. We do not knowingly collect Personal Information online from persons in this age group. We reserve the right to delete any information identified as having been provided by such persons at our discretion.
4. **How We Use the Information We Collect**

We use Personal Information submitted by you or otherwise collected as part of Kansas State research activities for the purposes described in this Privacy Notice and as otherwise described to you at the point of collection. Generally, we use the information you provide to us only for the reason for which it was provided.  Specifically, we may use Personal Information from or about you for:

* Carrying out academic research
* Processing payments
* Compliance with legal obligations
* Ensuring research subject safety
* Preparing academic papers and presentations
* IP management and commercialization activities

We may use any information that does not personally identify you, your computer, or your device for any purpose.

1. **Our Disclosure of Your Information**

K-State does not sell your Personal Information. We may share your Personal Information with third parties as described in this Privacy Notice as otherwise described at the point where we collect the information from you, including:

* to departments within Kansas State for the purposes described in this Privacy Notice;
* to companies or individuals that we hire to provide services to us, such as application processing, contact management, legal services, website hosting services and payment processing;
* to relevant governmental authorities to ensure compliance with applicable laws and regulations;
* to University-controlled affiliated corporations for the purposes described in this Privacy Notice; and
* with contractors, subcontractors, vendors, and third-party researchers for the purposes described in this Privacy Notice.
1. **Where Your Information is Processed**

Kansas State University is based in the United States. No matter where you are located, your personal information will be processed in the United States, unless you are otherwise notified related to a particular research project. The laws of the United States and other countries governing data protection may not be as comprehensive or as protective as the laws in the country where you live.

1. **Data Retention**

We generally retain personal information for so long as it may be relevant for the purposes identified in this Privacy Notice, unless a longer period of time is required by law or K-State policy.

1. **Lawful Basis for Processing Your Personal Information**

The laws in some countries require us to tell you about the lawful grounds we rely on to collect, use, disclose, and otherwise process your Personal Information.

Our lawful basis for processing Sensitive Personal Information is consent. Our lawful basis for processing other categories of your Personal Information is because it is necessary for the purposes of the following legitimate interests, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data:

• Carrying out academic research

• Processing payments

• Compliance with legal obligations

• Ensuring research subject safety

• Preparing academic papers and presentations

• IP management and commercialization activities

1. **Your Data Rights and Choices**

If you are an individual located in the EU, you may have additional rights available to you under applicable laws, including:

You have the right to request access to your personal data, and the rectification of inaccurate personal data concerning you. You have the right to obtain the deletion or the restriction of processing of your personal data in certain circumstances, including when the data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, except when we are required by law to maintain or otherwise process your personal data, for the establishment, exercise, or defense of legal claims, or for the protection of the rights or another person. You may have the right to request that we stop processing your personal information and/or to stop sending you marketing communications. In certain circumstances, you may have the right to be provided with your personal information in a structured, machine readable and commonly used format and to request that we transfer the personal information to another data controller without hindrance. Where our processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of the processing based on consent before its withdrawal. You also have the right to lodge a complaint with a supervisory authority, in particular in the EU Member State of your habitual residence, place of work, or place of an alleged infringement of the applicable data protection law. You may exercise these rights by contacting us using the contact information provided below. To protect your privacy and security, we may take steps to verify your identity before taking action on your request.

If you would like to submit a data access, correction, restriction, or deletion request, you can do so by contacting us at gdpr@ksu.edu and we will process such request with respect to any Personal Information that we are able to link to you individually based on the information that you can provide to us. Exercising any of these rights is a guarantee to be afforded a process and does not guarantee any particular outcome. These rights and options that you have with respect to Personal Information are subject to limitations and exceptions under applicable law.

1. **Right to Change Privacy Notice**

Kansas State reserves the right at any time to modify, alter, or update the terms of this Privacy Notice. Your provision of personal data to us following any changes means that you agree to follow and be bound by the Privacy Notice as changed, subject to limitations under applicable law. Please review this Privacy Notice periodically, and especially before you provide any personal information to us. This Privacy Notice is available at the Office of Vice President for Research website. This Privacy Notice was last updated on \_\_August, 16, 2019.

**CONSENT FORM FOR PROCESSING SENSITIVE PERSONAL INFORMATION**

I hereby consent to Kansas State University processing my Sensitive Personal Information for the purposes described in this Privacy Notice.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_