

# GDPR Privacy Notice

The purpose of the General Data Protection Regulation ("GDPR") is to protect all European Union ("EU") citizens from privacy and data breaches by allowing citizens to maintain control of the personal data kept and processed by organizations, which includes Lubbock Christian University. The GDPR also protects the personal data of individuals, regardless of citizenry, in the EU.

Lubbock Christian University ("LCU") is committed to safeguarding the privacy of personal data. This Privacy Notice outlines the collection, use, and disclosure of personal information provided to the University by students, faculty and staff, alumni and other members of our community. When information is submitted to LCU, or you use the University's websites and other services, you consent to the collection, use, and disclosure of that information as described in this Privacy Notice.

## University Use of Information

LCU collects and processes personal data ("Information") from individuals only as necessary in the exercise of the University's legitimate interests, functions and responsibilities as a private, non-profit institution of higher education. For example, LCU also collects and processes Information from individuals who are applicants for employment positions. Information collected from students or student applicants is used to register or enroll persons in the University, provide and administer housing to students, manage a student account, provide academic advising, develop and deliver education programs, track academic progress, analyze and improve education programs, recruitment, regulatory reporting, auditing, maintenance of accreditation, and other related University processes and functions. LCU also uses Information to conduct general demographic and statistical research to improve University programs, to identify appropriate support services or activities, provide reasonable accommodations, enforce University policies or comply with applicable laws. Finally, Information may be shared by LCU with third parties who have entered into contracts with the University to perform functions on behalf of the University, subject to the obligation of confidentiality and safeguarding from unauthorized disclosure.

## Third Party Use of Sensitive Information

We may disclose your Sensitive Information and other Information as follows:

- Consent: We may disclose Information if we have your consent to do so.

- **Emergency Circumstances:** We may share your Information when necessary to protect your interests and you are physically or legally incapable of providing consent.
- **Employment Necessity:** We may share your Information when necessary for administering employment or social security benefits in accordance with applicable law or any applicable collective bargaining agreement, subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **Public Information:** We may share Information if you manifestly made public.
- **Archiving:** We may share your Information for archival purposes in the public interest, and for historical research and statistical purposes.
- **Performance of a Contract:** We may share your Information when necessary to administer a contract you have with the University.
- **Legal Obligation:** We may share your Information when the disclosure is required or permitted by international, federal, and state laws and regulations.
- **Service Providers:** We use third parties who have entered into a contract with the University to support the administration of University operations and policies. In such cases, we share your Information with such third parties subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.
- **University-Affiliated Programs:** We may share your Information with parties that are affiliated with the University for the purpose of contacting you about goods, services, charitable giving or experiences that may be of interest to you.
- **De-Identified and Aggregate Information:** We may use and disclose Information in de-identified or aggregate form without limitation.

## Security

We implement appropriate technical and organizational security measures to protect your information when you transmit it to us and when we store it on our information technology systems.

## Technological Credentials

Our website stores and retrieves information on your browser using cookies. This information is used to make the site functional and not used to personally identify you. Some third party partner websites may use cookies to create user profiles. If so, they will notify you of this use and provide an opportunity to opt-in/opt-out.

# Retention and Destruction of Your Information

Your information is retained by the University in accordance with applicable state and federal laws, and the University Policy on Retention and Disposition of Records. Your information will be destroyed upon your request unless applicable law requires destruction after the expiration of an applicable retention period. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and criticality to the University.

## Your Rights

You have the right to request access to, a copy of, rectification, restriction in the use of, or erasure of your information in accordance with all applicable laws. The erasure of your information shall be subject to applicable state and federal laws, and the applicable retention periods in the University's Records Management policy. If you have provided consent to the use of your information, you have the right to withdraw consent without affecting the lawfulness of the University's use of the information prior to receipt of your request.

Information created in the European Union will be transferred out of the European Union to the University. If you feel the University has not complied with applicable foreign laws regulating such information, you have the right to file a complaint with the appropriate supervisory authority in the European Union.

## Updates to This Policy

We may update or change this policy at any time. Your continued use of the University's website and third party applications after any such change indicates your acceptance of these changes.

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