

Office of Sponsored Programs

EU General Data Protection Regulation Privacy Notice

This is the Georgia Institute of Technology's (Georgia Tech) Office of Sponsored Programs privacy and legal notice for compliance with the European Union General Data Protection Regulation ("EU GDPR"). For more information regarding the EU GDPR, please review Georgia Tech's [EU General Data Protection Regulation Compliance Policy](#).

Lawful Basis for Collecting and Processing of Personal Data

Georgia Tech is an institute of higher education involved in education, research, and community development. In order for Georgia Tech to support research and development through the submission of proposals as well the execution and management of contracts and grants, it must collect, use and process this personal data.

The lawful basis for the collection and processing of personal data by Georgia Tech's Office of Sponsored Programs falls under the following category(ies):

- Processing is necessary for the purposes of the legitimate interests pursued by Georgia Tech or third parties in providing research and development.
- Processing 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.

Types of Personal Data collected and why

In order for Georgia Tech to provide research and development support through the submission of proposals as well the execution and management of contracts and grants, it needs to collect the following categories of personal data:

- Name
- Contact information including, without limitation, email address, physical address, phone number, and other location data

The personal data collected by Georgia Tech's Office of Sponsored Programs will be shared as follows:

Georgia Tech Unit	Purpose
Office of Information Technology	Incidental access related to research support
GSU/GT Joint Center for Advanced Brain Imaging IRB	Access related to protocol review and research support
Georgia Tech Central IRB	Access related to protocol review and research support

Third-Party Name	Purpose
Georgia Tech Research Corporation	Incidental access related to research support
GSU/GT Joint Center for Advanced Brain Imaging IRB	Access related to protocol review and research support

US Federal Food and Drug Administration	Access related to research performance pursuant to federally permitted audit
US Office of Human Research Protection	Access related to research performance pursuant to federally permitted audit
Entities sponsoring research conducted by Georgia Tech	Contract review, negotiation and administration

Georgia Tech is a unit of the Board of Regents of the University System of Georgia (the “BOR”), and data is shared with the BOR and its employees.

If you have specific questions regarding the collection and use of your personal data, please contact the Office of Enterprise Data Management at eugdpr@edm.gatech.edu

If a data subject refuses to provide personal data that is required by Georgia Tech in connection with one of Georgia Tech’s lawful bases to collect such personal data, such refusal may make it impossible for Georgia Tech to provide education, employment, research or other requested services.

Where Georgia Tech gets Personal Data and Special Categories of Sensitive Personal Data

Georgia Tech receives personal data and special categories of sensitive personal data from multiple sources. Most often, Georgia Tech gets this data directly from the data subject or under the direction of the data subject who has provided it to a third party (for example, application for undergraduate admission to Georgia Tech through use of the Common App).

Individual Rights of the Data Subject under the EU GDPR

Individual data subjects covered by Georgia Tech’s [EU General Data Protection Regulation Compliance Policy](#) will be afforded the following rights:

- a) information about the controller collecting the data
- b) the data protection officer contact information
- c) the purposes and legal basis/legitimate interests of the data collection/processing
- d) recipients of the personal data
- e) if Georgia Tech intends to transfer personal data to another country or international organization
- f) the period the personal data will be stored
- g) the existence of the right to access, rectify incorrect data or erase personal data, restrict or object to processing, and the right to data portability
- h) the existence of the right to withdraw consent at any time
- i) the right to lodge a complaint with a supervisory authority (established in the EU)
- j) why the personal data are required, and possible consequences of the failure to provide the data
- k) the existence of automated decision-making, including profiling
- l) if the collected data are going to be further processed for a purpose other than that for which it was collected

Note: Exercising of these rights is a guarantee to be afforded a process and not the guarantee of an outcome.

Any data subject who wishes to exercise any of the above-mentioned rights may do so by filling such request with the Office of Enterprise Data Management at eugdpr@edm.gatech.edu

Cookies

Cookies are files that many websites transfer to users' web browsers to enable the site to deliver personalized services or to provide persistent authentication. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. Our website uses persistent cookies in conjunction with a third party technology partner to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. It is not used to track the usage patterns of individual users.

Security of Personal Data subject to the EU GDPR

All personal data and special categories of sensitive personal data collected or processed by Georgia Tech under the scope of the Georgia Tech [EU General Data Protection Regulation Compliance Policy](#) must comply with the security controls and systems and process requirements and standards of NIST Special Publication 800- 171 as set forth in the [Georgia Tech Controlled Unclassified Information Policy](#).

Georgia Open Records Act

As a state university, Georgia Tech is subject to the provisions of the [Georgia Open Records Act](#) (ORA). Except for those records that are exempt from disclosure under the ORA, the ORA provides that all citizens are entitled to view the records of state agencies on request and to make copies for a fee. **The ORA requires that Georgia Tech produce public documents within three business days. For more information on Georgia Tech's ORA compliance, please visit the [Open Records Act page on the Legal Affairs website](#).**

Data Retention

Georgia Tech keeps the data it collects for the time periods specified in the University System of Georgia Records Retention Schedules: https://www.usg.edu/records_management/schedules/

USG Records Retention Schedules, Category: Research
https://www.usg.edu/records_management/schedules/932

USG Records Retention Schedules, Category: Administration
https://www.usg.edu/records_management/schedules/924