

## GENERAL DATA PROTECTION REGULATION

This Privacy Notice applies to St. Charles Community College's (SCC) International Student Services department and is intended to comply with the European Union's ("EU") General Data Protection Regulation ("GDPR"). This Privacy Notice applies to personal data that St. Charles Community College (SCC) collects or processes about an individual ("Data Subject") while the Data Subject is located in the EU, regardless of whether the Data Subject is a citizen or permanent resident of an EU country. "Personal Data" means any information relating to an identified or identifiable Data Subject.

### **Lawful Basis or Bases for Collecting and Processing Personal Data**

St. Charles Community College is a two-year institution of higher education in Cottleville, Missouri, with a second location in Dardenne Prairie, featuring a nursing and allied health program.

On behalf of St. Charles Community College, the International Student Services department collects, processes and uses Personal Data to review and process study abroad and study away applications and administer study abroad/study away programs, and process and administer international student information for academic programs at St. Charles Community College.

St. Charles Community College and the International Student Services department's lawful basis or bases for collecting and processing personal data include the following:

- Processing is necessary for the legitimate interests pursued by St. Charles Community College or third parties in providing study abroad and study away programs.
- 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.
- The Data Subject has given consent for the processing of his or her Personal Data for one or more specific purposes. In the case of a Data Subject who is under 16 years of age, consent must be given or authorized by the Data Subject's parent or legal guardian.
- Processing is necessary to protect the vital interests of the Data Subject or of another person.
- Processing is necessary for the performance of a task carried out in the public interest.

### **Types of Personal Data Collected/Processed and Purpose**

The International Student Services department collects the following categories of Personal Data in order to provide the study abroad and study away programs:

- Name
- Contact information including, without limitation, email address, physical address, phone number, and other location data
- Unique personal identifiers and biographical information (e.g. date of birth)
- Photographs of you

#### **INTERNATIONAL STUDENT SERVICES**

4601 Mid Rivers Mall Dr. • CC Room 102E • Cottleville, MO 63376  
(636) 922-8617 • [vguneyli@stchas.edu](mailto:vguneyli@stchas.edu) • [stchas.edu/international](http://stchas.edu/international)

- Details of your education and/or employment qualifications
- Medical information including, without limitation, immunization records
- Information related to visa requirements, copies of passports and other documents to ensure compliance with U.S. laws
- Financial information gathered for the purposes of administering fees and charges, loans, grants, scholarships, etc.
- Language competency information
- Academic information relating to admissions and academic programs, as well as attendance records
- Information related to the prevention and detection of crime and the safety of employees, students and visitors of St. Charles Community College

The Personal Data that the Office of International Education collects may be shared with: Other offices of St. Charles Community College, including academic departments and units, research office, campus security, Financial Aid, Enrollment Services, Student Services, Business Services, the Registrar, the Vice President of Academic Affairs, Assistant Vice President of Academic Affairs, Vice President of Student Services, Information Technology, and other offices as necessary to facilitate study abroad and study away programs; third parties including American Homestay Network, consultant recruiters with contractual agreements with St. Charles Community College, exchange and study abroad partner institutions, as well as other parties as necessary to organize and administer programs in which international students are enrolled at St. Charles Community College, and study abroad and study away programs.

If you have specific questions regarding the collection and use of your Personal Data, please contact Director of International Student Services, Virginia Guneyli, at [vguneyli@stchas.edu](mailto:vguneyli@stchas.edu). If a Data Subject refuses to provide Personal Data that St. Charles Community College requires in connection with one of St. Charles Community College's lawful basis or bases for collecting such Personal Data, such refusal may make it impossible for St. Charles Community College to provide education or other requested services.

### **Where St. Charles Community College gets Personal and Sensitive Personal Data**

St. Charles Community College receives personal and sensitive Personal Data from multiple sources. Most often, St. Charles Community College 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 admission to St. Charles Community College through use of the online application).

### **Individual Rights of the Data Subject under the GDPR**

In addition to the right to receive the information provided in this Privacy Notice, Data Subjects covered by this Privacy Notice have the right to:

- Request from St. Charles Community College access to and rectification or erasure of Personal Data or restriction of processing concerning the Data Subject, the right to object to processing and the right to

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- portability of Personal Data;
- Where processing is based upon consent, to withdraw consent at any time, without affecting St. Charles Community College's right to process Personal Data based upon consent before its withdrawal;
  - The right to file a complaint with a supervisory authority appointed by an EU member state for the purpose of receiving complaints;
  - Additional notice of the existence of automated decision-making, including profiling;
  - If the Personal Data is going to be further processed for a purpose other than that for which it was collected, then notice of the purpose and basis or bases for the further processing;
  - If Personal Data is collected for St. Charles Community College's legitimate interests or for a task carried out in the public interest, then the Data Subject has the right to object, on the grounds of his or her particular situation, to the processing of Personal Data concerning him or her (including profiling);
  - Where Personal Data are processed for direct marketing purposes, the right to object at any time to processing Personal Data concerning him or her for such marketing; and
  - Not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her; provided, however, that this right does not apply if the decision is (a) necessary for entering into, or performance of, a contract between the Data Subject and St. Charles Community College; or (b) is based upon the Data Subject's consent.

*Note: Exercising of these rights guarantees access to a process but does not guarantee any particular outcome.*

Any Data Subject who wishes to exercise any of the above-mentioned rights may do so by filling such request with the Director of International Student Services, Virginia Guneyli, at [vguneyli@stchas.edu](mailto:vguneyli@stchas.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. St. Charles Community College's 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 sensitive Personal Data collected or processed by St. Charles Community College under the scope of the GDPR must comply with the security controls and systems and process requirements and standards set forth in St. Charles Community College's Administrative Policies and Procedures as they are amended from time-to-time, including without limitation to the policies listed here: [stchas.edu/privacy-statement](http://stchas.edu/privacy-statement).

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St. Charles Community College will not share your Personal Data with third parties except:

- as necessary to meet one of its lawful purposes, including but not limited to, its legitimate interest, contract compliance, pursuant to consent provided by the Data Subject, or as required by law;
- as necessary to protect St. Charles Community College's interests;
- with service providers acting on St. Charles Community College's behalf who have agreed to protect the confidentiality of the Personal Data.

**Data Retention**

St. Charles Community College maintains records for the time periods specified in **[stchas.edu/privacy-statement](http://stchas.edu/privacy-statement)**.

Please sign and date below.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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