



EXCELLENCE WITH CARING

FLORIDA A&M UNIVERSITY

INFORMATION TECHNOLOGY SERVICES (ITS)

Privacy Guidelines

1. Who will be using your personal information?

Your information will be used by Florida A&M University. If necessary, your information could be used by third party partners, carefully screened and supporting the University's mission to provide empowerment through the advancement of knowledge.

2. What personal information is being collected?

You may be asked to provide different types of information in the processing of your request for consideration, including:

- Biographical information (name, date of birth, address, etc.)
- Phone number and email address
- Social Security Number
- Immunization records
- Medical history
- Information for research for which you have volunteered

3. How will your information be used?

Your information could be used in the following ways:

- Processing of your request for consideration in enrollment, employment, or participation in University sponsored initiatives or research through Florida A&M University
- Processing of payments or donations
- Audit and debt collection
- Required reporting to state and federal agencies
- Direct marketing and analysis

Florida A&M University reserves the right to process your personal information based on the University's legitimate interest in realizing its mission to provide inspirational teaching, exemplary research and meaningful public and community service. Florida A&M University does not utilize automated decision making/profiling.

4. Will your personal information be transferred?

Florida A&M University will not transfer your information to external entities, unless:

- You provide your written consent
- The University is required to do so by law or regulation (public records requests; subpoena; etc.)
- An emergency situation requires the lawful release of such information

5. Who else may receive your personal information?

- State and federal agencies
- Courts
- Public Records Requesters
- Debt Collection Agencies
- Organizations facilitating academic and/or athletic scholarship/participation
- Academic recruitment entities

6. Tracking

Florida A&M University collects anonymous data to assist us in analyzing and improving our websites and services. The University does not collect users' personal data.

7. How long will Florida A&M University keep your personal information?

The University will keep your information pursuant to retention requirements outlined in state or federal law and regulation for different categories of records.

8. Is a copy of your personal information available?

Yes. You may request a copy of your data pursuant to Florida's Public Records laws, by contacting publicrecords@famuedu. We may charge a fee for this service.

Specific to individuals posted or living in European Union member states (including the United Kingdom) in compliance with the General Data Protection Regulation (GDPR):

You have the right to file a report with the Data Protection Authority in your member state if you believe that the University has violated the GDPR. If you have additional questions or concerns, please contact Florida A&M University's Chief Compliance and Ethics Officer, Rica Calhoun, at 850-412-5479 or rica.calhoun@famuedu.

You also have the right to withdraw consent regarding the use of your personal information by contacting the Chief Compliance and Ethics Officer. Florida A&M University will attempt to comply with your request subject to state or federal law.