

**Privacy Policy for Faculty and Administrative Personnel
from the European Union**

Effective: 2019.February.01

The Universidad del Sagrado Corazón (Sagrado) is committed to protecting the personal information people provide us with, be it applicants, students, members of our faculty or visiting students. The Policy establishes the manner in which we at Sagrado receive, use and divulge said information. When a person provides information via a Sagrado representative, electronic mail or another medium controlled by the University, we are committed to acting responsibly, as described in this Policy, in the receipt, use and dissemination of information and sensitive information.

This document is published in compliance with the Family Educational Rights and Privacy Act (FERPA) as well as the *General Data Protection Regulation* (GDPR) (EU) 2016/679.

I. Definitions

1. *File*: files stored in Sagrado related directly to employees and personnel, excluding:
 - Files of an employee that will not be shared or be accessible to another person except to a temporary substitute
 - Legal files
 - Employment files related exclusively to employee affairs
 - Medical files, psychological files or files related to medical treatment that can only be disclosed to persons involved or related to the treatment
2. *International or Foreign*: refers to a person that is not a citizen of the United States of America and is a citizen of a country that is a member of the European Union.
3. *Information*: refers to personal data provided to Sagrado about a specific individual.
4. *Sensitive information*: refers to ethnic origin, religious or philosophical beliefs, sexual orientation, union memberships, criminal, medical or academic records.

5. *Person with interest or user:*

- Foreign professor whom is recruited and hired by Sagrado to offer courses, conferences and/or workshops
- Foreign administrative employee recruited and hired by Sagrado.

6. *Third:* refers to a party that is not the person with interest or user, Sagrado or a provider hired and authorized by Sagrado that needs to obtain access to the information or the sensitive information of the person with interest in order to provide the service for which it was hired.

II. Allowed Uses

Sagrado has agreements with foreign institutions of higher education that promote collaborations and exchanges with professors. To that end, Sagrado could request information or sensitive information for the following (not limited to the items below):

- Information about the country of origin to facilitate the necessary documentation for visa filing and additional visa procedures for the Person with Interest
- Sensitive information regarding ethnic origin with the purpose of sharing it with federal and international authorities abiding by the state, federal and international laws that could apply
- Information about race, religion or philosophical beliefs could be requested from the Person with Interest and collected by the Office of Organizational Development and Human Resources with the purpose of sharing it with academic or administrative units of the University to: identify possible activities of interest, to administer policies and provide services of support to the Person of Interest
- Sensitive information related to criminal activity of the Person with Interest can be collected and shared with state, federal and international authorities to comply with applicable laws
- Information with the purpose of assisting with the process of recruitment and hiring of professors or foreign employees as well as information to be used for payment purposes, medical services (should they be necessary), and to enforce policies
- Information and sensitive information that could be used to: analyze statistics that assist with the bettering of academic programs, assist with reports required by state and federal regulations, assist with accreditation and other University processes and/or functions. This information could be shared as well between academic or administrative units who have legitimate interest to administer services following this Policy.

III. Information dissemination

Sagrado may share information or sensitive information with other persons with the following circumstances:

1. Previously Written Consent: refers to the when the Person with Interest consents to disclose written information or sensitive information.
2. Emergency Situations:
 - when necessary, to protect the Person with Interest's interests even without their consent.
 - when the Person with Interest is unable (physically, emotionally or legally) to provide consent
 - when a situation poses a threat to the Person with Interest or other persons and it can be demonstrated that time was a crucial factor in making a determination and the information or sensitive information was *necessary* for the person requesting the information or sensitive information to intervene in the emergency.
3. Public Information: refers to when the Person with Interest has vocalized or manifested the information or sensitive information in public.
4. Contract Administration: when necessary, refers to disclosing information or sensitive information about the Person with Interest to administer the contract this person will have or has with Sagrado.
5. Contract with Service Providers: when necessary, refers to disclosing information or sensitive information about the Person with Interest for the compliance of contracts the University has with service providers. Service providers are obligated to abide by policies of the University including respecting and safeguarding the privacy of information and sensitive information.
6. Legal Compliance: when necessary, refers to disclosing information or sensitive information about the Person with Interest for the compliance of an obligation or legal requirement, as established by the laws of the Commonwealth of Puerto Rico and the United States of America.
7. Aggregate: Sagrado will be able to use and disclose information or sensitive information in aggregate in a way that it will not be possible to identify one or more Persons with Interest.

IV. Cookies

Cookies are text files that are stored in a computer system via an Internet browser. Cookies contain a cookie ID which is a unique identifier that allows the visited Internet sites and servers to identify the individual browsers. Sagrado's website uses cookies and similar technologies to allow the University to promote its services and enhance the browsing experience. By using Sagrado's website, students agree to the University's use of cookies.

V. Information protection

The Integrated Information and Technology Unit (ITI) is responsible for the monitoring and implementation of appropriate security measures that will safeguard the information Privacy Policy for International Faculty and Administrative Personnel

of all the individuals that use the University's information and technology systems to create, transmit and receive information or sensitive information. Knowing that no data transmission is 100% safe, ITI uses an SSL (*secure socket layer*) inscription to protect the data transmitted through the information and technology systems. The passwords utilized by users are encrypted so that only the user can access it. Users are responsible to keep their passwords in a safe place and not share it with third parties.

For more information about the security measures used by our ITI, please contact the Chief Information Officer at 787.728.1515, ext. 3571, or by electronic mail at luis.gotelli@sagrado.edu.

In the event of a security failure or breach, it shall notify the affected parties immediately after becoming aware of the problem and shall provide measures to correct said problem.

VI. Storage and destruction of information

Sagrado stores the information or sensitive information of the person with interest in compliance with the laws of the Commonwealth of Puerto Rico and the United States of America that regulate higher education institutions. The information or sensitive information belonging to a person of interest will be destroyed when requested by the person of interest unless such destruction is not permitted until the expiration of the period required by law for the retention of documents. The manner in which these documents are destroyed has to guarantee the confidentiality of the information or sensitive information contained in said documents, according to the degree of sensitivity or value for Sagrado.

VII. Rights

The person with interest shall have the right to inspect, review, obtain copies, request recertification, restrict use or request the destruction of his or her information or sensitive information in compliance with the laws of the Commonwealth of Puerto Rico and the United States of America that apply to the institutions of higher learning; they shall do so by presenting a formal request to the Office of Organizational Development and Human Resources.

VIII. Reporting Violations

Violations to this Policy or consultations on the scope and interpretation of this Policy must be addressed to the Vicepresident of Organizational Development and Human Resources at 787.728.1515, ext. 1525, or by electronic mail at marilyn.figueroa@sagrado.edu.

IX. Violations to this Policy

Universidad del Sagrado Corazón reserves the right to interpret this Policy in its administration, implementation and application. Any violation of this Policy by a student, faculty or staff or any other person may result in a disciplinary action that may include expulsion from the University (students) or termination of the employment relationship (faculty and administrative staff), or other appropriate legal actions.

If there is ambiguity in any provision of this Policy, the University reserves the discretion to interpret it according to the purpose for which it was established, the impact on the operations of the University, and good faith, unless any law provides otherwise.



Gilberto J. Marxuach Torrós
President