

USF Data Protection Consent for International Travelers

The Data Protection Act 1998 (DPA), and from May 25, 2018 General Data Protection Regulation (GDPR)

As part of any international experience travelers are being exposed to differences in culture, views, laws, and policies. One variation is how different countries view data privacy. Some countries, like those in Europe, view data privacy as a right, whereas others view data privacy as a privilege. On May 25, 2018 the European Union's General Data Protection Regulation (GDPR), went into effect, and because some of our students are going to Europe, or may be European students coming to USF, USF is implementing measures to be compliant with these regulations.

The GDPR protects the rights of individuals by setting out certain rules as to what organizations can and cannot do with information about people. A key element to this is the principle to process your data lawfully and fairly. In order to meet the fairness part of this USF needs to provide information to you on how we use personal data and with whom we share it.

How and why does USF use the personal data we collect as part of an international experience?

The largest volume of personal data USF processes is in relation to students travelling abroad, at both undergraduate and graduate level. The primary purposes we collect and process information about you is to:

- conduct safety and risk assessments of the program and activities you are engaging in while abroad, enroll you in International Emergency Health Insurance, and provide support in the event of a medical emergency or incident abroad.
- provide support with regard to selecting the most appropriate international experience.
- ensure that you understand how and what type of credit may be earned for an international experience.
- make appropriate logistical accommodations abroad on your behalf (e.g. housing reservations, meals, transportation and logistical arrangements, program activities and cultural events)
- connect you with student support services, including financial, health, ADA, academic, and IT/learning resources;
- provide immigration support (visas) as well as registration in foreign countries, and academic registration at USF and in partner institutions.
- enable University staff to communicate with you, and with your designated emergency contacts;
- carry out assessment and program evaluations
- monitor complaints, disciplinary cases and academic appeals;
- provide required reporting on USF's outbound mobility to external agencies such as OpenDoors, Phi Beta Kappa, AACSB, etc. In addition, demographic data is provided within USF to various offices including the Office of Decision Support, to units within Academic Affairs and other offices. These reports detail the number of students studying abroad, race and ethnicity of our students abroad, gender, majors, and disabilities.

What personal data do we collect from students travelling outside of the US (See section for Incoming exchange students and USF Faculty and Staff below)?

USF collects personal data from students at various stages of their applications to travel internationally. The volume and nature of the personal data collected is outlined below:

I. The following information is pulled directly from Banner when students start an application to a USF-Sponsored education abroad program or to register your international travel:

- name and current and permanent address
- contact details (telephone number, email address)
- Admissions Type (FTIC/Transfer/Masters, etc.)
- U-number
- Veteran Status
- age / date of birth
- gender
- nationality and country of residence
- visa status (F-1 or J-1)
- educational records to date (e.g. Major, Level, Status)

Some of this information (name, DoB, gender, nationality, major and academic level), may be provided to foreign host institutions and used for housing and other reservations abroad.

II. The following information may be requested of you through our application Questionnaires in TDS (application data base), prior to your international experience. These questions are asked in order to ensure that USF has necessary information regarding personal motivations for participating in the chosen experience, as well as necessary contact and logistical information to support you. If you are travelling on your own, independent of a USF group, there are a number of questions needed to conduct safety reviews by the International Risk and Security Office. The following information is requested through the TDS (web-based application portal for any USF student travelling internationally):

- Statement of Purpose/ Application Essay/Motivation for studying abroad/Overview of International activity: depending upon the type of experience, you are asked to describe your reasons for participating in the selected experience. This may be required for exchange programs and certain other programs. This is often used to select students whose goals, experience and academic experience match the purpose of the program. The Statement may be passed on to a host institution for the admission to their academic program.
- GPA or Transcripts: You may be asked to furnish your GPA and transcripts for certain programs which require a certain GPA in order to participate (often exchange programs).
- Emergency Contact Information: in the event that there is a medical or other emergency, we want to contact the person designated by you.
- Passport information: this information is often required by airlines, residence halls, hotels and others in order to make appropriate reservations. We retain a copy so that if a passport is lost we can provide help in replacing it.
- Course Approval: signed by appropriate academic advisor, the form is used to register you in courses either here or abroad, and to ensure that you are aware of the impact of the selected courses with regard to time to graduation, excess credit hours and degree plan.
- Medical Questionnaire: the information is accessible only to Student Health Services, Student Disability Services, and those USF World Staff who answer the 24/7 International Assistance Phone. SHS will support students in preparing for their program vis a vis health or medical conditions and will also be notified in the event that there is a medical or health emergency while students are abroad. In the event

of a medical emergency, this information may be shared with USF's insurance provider which will support students in the event of evacuation, illness or injury.

- Flight Information: in certain programs, arrival and departure information is needed to arrange airport pick-ups and other in-country transportation. It is also used in the event of an evacuation or other health or security emergencies.
- Foreign Visa Information if required for entry to a foreign country.
- Overview of International Activity: for students who are travelling independently, which allows the IRSO team to assess possible activities that could be high-risk, and potentially not covered under our international emergency health insurance.
- Your Contact Information While Abroad: may be used to assess the location of housing and its relative safety, as well as different ways to get in touch with students in the event of an emergency. Your address while abroad will also be used to register you in the Department of State STEP program.

III. Conduct information and Terms and Conditions

- You are expected to share information with regard to any educational or legal conduct infractions or disciplinary actions. This information will be provided to the Office of Student Rights and Responsibilities for review and is only accessed by the International Risk and Security team and Student Rights and Responsibilities authorized personnel.
- In addition, you are asked to read and electronically sign a variety of Informational Materials that outline the terms and conditions of your participation. There are Terms and Conditions relating to the following items, all of which remain available for review in your TDS application:
 - Conduct
 - Release of Information
 - Academics
 - Financial Terms & Conditions
 - Travel and Foreign Conditions
 - Release and Waiver of Liability and Assumption of Risk

IV. Independent Travelers, who may be conducting research, attending a foreign host institution, or completing an independent internship, may be asked to complete additional questionnaires and to provide additional information:

- Overseas Partner Information asks for information about the host institutions where students may be studying including contact information. This information may be used to support students during any emergency, collaborate on academic approvals and any other issues that may occur.
- Safety Information Questionnaire for Independent Travelers: This form asks students to list Specific Health and Safety Risks as outlined in the Department of State country-specific websites as well as the Center for Disease Control for health recommendations. Additional questions relate to emergency numbers in country as well as the site of the US Embassy.

What personal data do we collect from INCOMING EXCHANGE STUDENTS travelling to USF?

USF processes data from our Incoming Exchange Students who are coming to USF to study for a semester or year from one of our partner institutions:

- Name and Contact Information: (permanent and Secondary addresses, telephone and email) required for immigration and USF record creation.
- Passport Copy and Information: this information is required by USF to produce any necessary immigration documentation to receive the appropriate entry documents to the US.
- Date, City and Country of birth: required for immigration and record creation.
- Emergency Contact Information: in the event that there is a medical or other emergency, we want to contact the person designated by you.
- Educational Background/transcripts/level of study/academic plans: USF collects this information in order to assist us in registering you for the appropriate level and type of classes. This information may be shared with academic units within USF.
- TOEFL Score: required for admission as an exchange student. This information may be shared with academic units within USF.
- Statement of Purpose: students are asked to write a statement of purpose which helps us to identify courses and areas of academic interest. This information may be shared with academic units within USF.
- Conduct Form: You are expected to share information with regard to any educational or legal conduct infractions or disciplinary actions. This information will be provided to the Office of Student Rights and Responsibilities for review.
- Immunization Form: USF is required to obtain proof of certain immunizations (Measles Mumps and Rubella, Hepatitis A etc.). This form is completed by a medical professional and is sent to Student Health Services. It does not ask specific questions about your health or medical conditions.

What personal data do we collect from FACULTY AND STAFF travelling outside of the US with students?

- USF processes personal data in relation to staff, both academic and non-teaching who are accompanying students on international travel.
- Name and Contact Information (personal and office phone and addresses)
- GEMS ID (for processing USF TAs & TRs, cash advances, and any compensation).
- Emergency Contact Information: in the event that there is a medical or other emergency, we want to contact the person designated by you.
- Passport information: this information is often required by airlines, residence halls, hotels and others in order to make appropriate reservations. We retain a copy so that if a passport is lost we can provide help in replacing it.
- Flight Information: in certain programs, arrival and departure information is needed to arrange airport pick-ups and other in-country transportation. It is also used in the event of an evacuation or other health or security emergencies.
- Foreign Visa Information if required for entry to a foreign country.
- Overview of International Activity: allows the International Risk and Security Office team to assess possible activities that could be high-risk, and potentially not covered under our international emergency health insurance.
- Your Contact Information While Abroad: may be used to assess the location of housing and its relative safety, as well as different ways to get in touch with you in the event of an emergency. Your address while abroad will also be used to register you in the Department of State STEP program.

Sharing of personal data

The Education Abroad Office is required to share personal data with certain other organizations/vendors in order to meet statutory requirements or to provide services to students, faculty and staff. Sharing will always be undertaken in line with the requirements of data protection law, either through the notification of the individual, or another relevant legal gateway. The personal data that is actually shared will be limited to what the other organization needs to meet its requirements or deliver its services.

Typical non-USF entities that receive information from USF in relation to you:

- The insurance provider for the purpose of enrolling individuals in USF's international emergency insurance (Name, DOB, travel dates and locations). If there is an illness, injury or evacuation, details pertinent to the incident will be communicated by the International Risk and Security Office to the insurance provider. (Medical or health information relevant to any reported illnesses or emergencies while abroad).
- US State Department: name of traveler, contact information while abroad, and dates of travel for STEP registration.
- Third party providers: USF may work with a US-based or international organization that is making all logistical arrangements abroad. Information provided to them may include: gender, passport information, name, flight arrivals and departure information, DOB. Students may also be asked to complete an allergy and other health questionnaire to be shared so that appropriate housing and food allergies may be accommodated. The Medical Questionnaire will NOT be shared with any third party.
- Housing Providers: name, gender, and in some cases, passport # and DOB. You may also be asked to complete an allergy and other health questionnaire to be shared so that appropriate housing and food allergies may be accommodated. The USF Medical Questionnaire will NOT be shared with any third party.
- Visa Service Agencies and Foreign Consulates: a variety of data as required by the foreign consulates in order to issue a visa for entry. Certain medical tests may be required (e.g. the Russian Consulate requires an HIV test), and other countries may require proof of certain immunizations (e.g. Ghana requires proof of Yellow Fever vaccination).
- Exchange Partners: USF's exchange partners request a variety of information including, name, gender, DOB, GPA, transcripts, passport scans, medical questionnaires (provided by host institution), etc. if you are participating in a USF-sponsored exchange program.
- Employers who request a reference from the Education Abroad Office (for relevant staff and students).

How do I revoke my consent?

Please contact the site administrator by email at educationabroad@usf.edu.