



## European Union General Data Protection Regulation Data Steward Questionnaire

1. Beginning May 25, 2018, some of Clayton State University activities will be subject to more stringent regulations governing the use of personal data. The European Union General Data Protection Regulation, or "EU GDPR", imposes new obligations on entities that control or process personal data about people while they are in the European Union ("EU").

EU countries: [https://europa.eu/european-union/about-eu/countries\\_en](https://europa.eu/european-union/about-eu/countries_en)

Personal data is any information relating to an identified or identifiable person either directly or indirectly. Examples of how a person may be identified include but are not limited to: name, photo, email address, identification number such as LakerCard ID (User ID), physical address or other location data, IP address or another online identifier, etc.

Clayton State University has prepared the following questionnaire to identify where we may need to take steps to comply with the EU GDPR. Depending on your response, you may be contacted with a follow-up questionnaire to obtain more details.

Should you have any questions about this questionnaire, please contact:\_\_\_\_\_.

2. Our records indicate you, **{FirstName} {Last Name}**, are a Clayton State University Data Steward for **{BusinessDomain} - {Area}**. Is this correct?  
 Yes  No
3. (If 2 is No) In order to re-send this questionnaire to the appropriate person, please let us know who the Clayton State University Data Steward for is **{BusinessDomain} - {Area}**.

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4. For the Business Domain: **{BusinessDomain} - {Area}**

Do you collect, maintain, or use personal data of **employees** (e.g., faculty, staff, researchers) while they are located, permanently or temporarily, in the EU or who regularly travel to the EU?

Yes  No

5. (If 4 is Yes) For the Business Domain: **{BusinessDomain} - {Area}**

Please list below the types of **employee** personal data collected by activity.

Examples: employee data collected while employees are working in EU; job applicant data collected from applicants living in the EU; etc.

Please separate items by semicolons.

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6. For the Business Domain: **{BusinessDomain}** - **{Area}**

Do you collect, maintain, or use personal data of **students** (e.g., applicants, current students) while they are located, permanently or temporarily, in the EU or who travel to the EU as part of a program?

- Yes     No

7. (If 6 is Yes) For the Business Domain: **{BusinessDomain}** - **{Area}**

Please list below the types of **student** personal data collected by activity.

Examples: student data collected while students are studying in the EU; student data collected about students who are taking online courses while living in the EU; student applicant data collected from applicants living in the EU; etc.

Please separate items by semicolons.

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8. For the Business Domain: **{BusinessDomain}** - **{Area}**

Do you collect, maintain, or use personal data of **EU residents or other individuals** while they are located, permanently or temporarily, in the EU? Do not include information about employees or students, as those were captured in prior questions.

- Yes     No

9. (If 8 is Yes) For the Business Domain: **{BusinessDomain}** - **{Area}**

Please list below the types of **other individual** personal data collected by activity.

Examples: data about alumni and donors who live in the EU; data about research subjects while they are located in the EU; etc.

Please separate items by semicolons.

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