

EMORY UNIVERSITY PRIVACY STATEMENT Student Characteristics

Emory University is committed to protecting your personal information and respecting your privacy. We strive to follow best practices regarding data privacy and protection of the personal information of our community members. For information about how Emory University collects and protects personal information throughout the University, see the [Emory University Privacy Statement](#).

This Emory University Privacy Statement (“Statement”) describes how we use, disclose, and protect the information about certain student characteristics that we collect about you when you:

- Visit [Emory’s Main Website](#) and other websites that we own or control and that link to this Statement (collectively, the “Sites”);
- Interact with us through the mail, over the phone, via email, and at events;
- Participate in any event at which recordings are made and/or photos taken;
- Use our mobile or systems applications;
- Apply for admission as a student;
- Consent to the use of your personal information; and
- Otherwise interact with us and we refer you to this Statement.

Personally Identifiable Information We Process

“Personally Identifiable Information (‘PII’)” is any information that contains identifiers that directly identify an individual, are indirectly associated with an individual, and/or any other information through which a reasonable person within the Emory University community could identify the individual.

The table below describes the Personally Identifiable Information that we collect, why we collect it, and our purpose for collecting it:

Purpose of Collection	Categories of Personal Information	Source of Personal Information	Benefit
Emory Services for Students			
Fostering inclusiveness and cultivate an environment that respects all gender identities	Designated Pronouns	You	Giving you the ability to tell the University what pronoun you identify with for use in the University’s communications and interactions.
Understand any gaps in student success along lines of gender and sexuality.	Gender Identity	You	Authorized staff at the University will use this information to analyze the retention and graduation of students across different gender and sexual identities. This could lead to an increase of support resources and programs to address potential gaps.
Meet the specific needs of first-generation students	Parent Education and First-	You	Determine eligibility for federal aid programs, creation of specific

	Generation Status		programs and additional support resources. External reporting.
Fostering inclusiveness and cultivate an environment that respects all Ethnicities/Races	Race/Ethnicity	You	To report to the federal government certain aggregate statistics about students. These statistics include breakdowns of each group by demographic categories, including race/ethnicity. This could lead to an increase of support resources and programs to address potential gaps.
Linking you to the religious community of your interest	Religious preference	You	To connect you to the religious community of your interest, to allow for better reporting of spiritual identities while also helping to support reporting of religious groups for governance, grants, and other groups for which we provide this information.
Student success and retention rates for specific communities of students	Sexual Orientation	You	Along with other biographical information such as race, collecting sexual orientation allows us to analyze important information related to student success and retention rates for specific communities of students. This allows us to advocate for resources, scholarships, programs and provide appropriate services.
Cultivate Emory's student veteran community	Student Military-Affiliated Status	You	To ensure support and resources needed.
To support course registration.	Contact Information, Emory EMPLID, and other information required for registration.	You	To provide course registration.
To provide and support study abroad programs.	Contact information, Emory EMPLID and other information required to participate in these programs.	You	To facilitate provision of study abroad programs.

To provide online training and other educational programs.	Contact information, Emory EMPLID and other information required to provide online programs.	You	To facilitate provision of online education courses.
To evaluate and process requests for student housing and dining services, and other services provided by Emory.	Contact Information, Emory EMPLID and other information required to fulfill requests.	You	To provide you with information you need and services that you request and to efficiently communicate with you <u>Contract:</u> If there is a contract for participation, PII is processed pursuant to that contract.
To evaluate academic performance in terms of grades, satisfaction of classwork and other requirements; preparing diplomas and transcripts; maintaining records.	Contact information, Emory EMPLID, and other information required to evaluate performance.	You	To evaluate student performance and award degrees; to provide graduates and prospective employers with information confirming such performance.
To provide procedures to enable students to file and process complaints and grievances. These procedures include the Trust Line and procedures for filing complaints against faculty, staff and administrative personnel.	Contact information, if complaint is not anonymous, and a written complaint accompanied by other relevant documentation needed to address the issues.	You	To provide procedures for students to report conflicts, grievances, conflicts of interest, allegations of discrimination or harassment, and to contest University actions that appear to be inappropriate.
To purchase parking passes and permits.	Contact information, financial information and Emory EMPLID.	You	<u>Contract:</u> To facilitate payments for parking passes and permits.

We may also aggregate or de-identify your Personally Identifiable Information so that it can no longer be used to identify you. This aggregate or de-identified information may be used for any purpose permitted by law.

In the event of any other purposes for which we wish to use your Personally Identifiable Information that are not listed above, or any other changes we propose to make to the existing purposes, we will notify you by amending this Privacy Statement in accordance with the Section titled “Changes to this Privacy Statement” below.

Access to Your Personal Information

Your Personally Identifiable Information will be protected in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws and/or regulations, and in compliance with Emory policies. In order to obtain access to this information, individuals must contact the Office of the University Registrar, and must demonstrate a specific need, as unauthorized disclosure, alteration, or destruction could cause perceivable damage to the institution.

Your Rights

Some, but not all of this information may be considered educational records protected by FERPA. Under FERPA, you have the right to access your education records, and the right to request the amendment of a record. If that request is denied, you have a right to a hearing. Emory will only release Personally Identifiable Information contained in your education records in accordance with [FERPA](#) policy.

Children's Privacy

Emory takes appropriate steps, as required by applicable law, to obtain parent or guardian consent prior to collecting Personally Identifiable Information from children.

Information Security

Emory takes the security of your Personally Identifiable Information seriously. Please see our [Minimum-Security Standards](#) for more information.

Document Retention

We will keep your Personally Identifiable Information for as long as necessary to fulfill the purposes for which we collected it, including any legal, professional, accounting or reporting requirements. To determine the appropriate retention period, we consider the amount, nature, and sensitivity of PII, the potential risk of harm from unauthorized use or disclosure of your PII, the purposes for which we process your PII, whether we can achieve those purposes through other means, and all applicable legal requirements and Emory data retention policies.

Updates to the Privacy Statement

Emory reserves the right to modify this Statement at any time. We will notify you before any material changes to the Statement take effect. Any modified Statement will supersede the current Statement.

Contact Information

For more information on how we collect and process your Personally Identifiable Information, or if you have any complaints, please contact the [Office of the University Registrar](#) for assistance.