

Stanford University Offline Privacy Notice

This Offline Privacy Notice applies to the information that we collect from you when you provide us information through the mail, over the phone, or other avenue outside of our online websites, mobile applications and services. This Notice describes how this information is processed, as well as the choices that are available to you regarding the use of the information you provide.

Unless otherwise indicated when you provide us with your information, Stanford University (“**Stanford**”) is the data controller for all information collected under this Notice. Contact information for Stanford is listed at the end of this Notice.

This Notice does not apply to information that we collect from you when you provide us information online. Our Stanford Online Privacy Notice applies to that information. (www.stanford.edu/site/privacy)

In addition, this Notice does not apply to information collected from or about current or former employees, contractors, volunteers, post-doctorate fellows, and other workers of Stanford University (“**Workers**”) as part their employment or other working relationship with Stanford. Our Stanford EU Personnel Privacy Notice applies to that information. (www.cardinalatwork.stanford.edu)

Personal Information we collect and process:

When you interact with us, we may collect and process the following types of information about you:

“**Personal Information**” is any information that we can reasonably use to identify you. If you are located in the European Economic Area (EEA), Personal Information includes all Personal Data as defined under EEA laws.

“**Sensitive Personal Information**” includes special categories of Personal Information (e.g., racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health, and data concerning a natural person’s sex life or sexual orientation) for which applicable law provides enhanced protections.

The table below describes the Personal Information and Sensitive Personal Information that we collect, why we collect it, and our legal basis for processing it.

| Purpose of Processing | Categories of Personal Information | Legal Basis |
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| <p>As part of the graduate and undergraduate admissions process, we collect applicant Personal Information to evaluate applications. We also may obtain Personal Information from third parties, such as other schools, references, family members, and education partners (e.g., The Common Application, Inc., Law School Admissions Council, The College Board, etc.) as part of an application package.</p> | <p>Name, address, contact details, race/ethnicity, demographic information, educational history, reference letters, and other relevant information as part of the application package.</p> | <p><i>Legitimate Interest:</i> Personal Information collected through the graduate or undergraduate application is necessary to evaluate candidates for admissions and for our internal statistical and analytics purposes.</p> <p><i>Consent:</i> Processing of Sensitive Personal Information for purposes stated above</p> |
| <p>To evaluate and determine whether financial aid opportunities are available to an applicant</p> | <p>Name, address, contact details, demographic information, salary history, tax forms and other relevant information to evaluate financial aid eligibility and opportunities.</p> | <p><i>Legitimate Interest:</i> Personal Information collected through the financial aid application is necessary to evaluate whether the applicant is eligible to receive financial aid</p> <p><i>Consent:</i> Processing of Sensitive Personal Information for purposes stated above</p> |
| <p>To support course registration</p> | <p>Name, Stanford Unique ID, contact information</p> | <p><i>Legitimate Interest:</i> Personal Information collected for matriculated students, staff, faculty and members of the public, as appropriate for the course, to register in courses or classes</p> |
| <p>To process requests for housing and dining services</p> | <p>Name, Stanford Unique ID, contact information</p> | <p><i>Legitimate Interest:</i> Personal Information collected to facilitate housing requests and for available meal plans</p> |

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| To provide training and educational programs | Name, Stanford Unique ID, contact information, demographic information | <i>Legitimate Interest:</i> To facilitate provision of education courses to matriculated students, staff, faculty and members of the public, as appropriate for the course |
| To enroll interested individuals in research opportunities | Name, contact information | <i>Legitimate Interest:</i> Upon request from the individual, inform registrants about research opportunities |
| To enroll in wellness programs | Name, Stanford Unique ID | <i>Legitimate Interest:</i> For eligible individuals interested in participating in a variety of wellness programs, courses, activities, facilitate enrollment and communications about the programs <i>Contract:</i> If there is a contract for participation in wellness programs, Personal Information is processed pursuant to that contract |
| To process employment applications | Name, Stanford Unique ID (if available), demographic information, resumes | <i>Legitimate Interest:</i> For individuals interested in employment opportunities, processing applications |
| To process Visa applications | Name, demographic information, financial information, passport number | <i>Legal Requirement</i> |
| To receive donations | Name, contact information, payment information | <i>Legitimate Interest:</i> To collect and process donations/gifts and donor information |
| To receive brochures or other information | Name, contact information | <i>Legitimate Interest:</i> To send brochures or other requested information |
| To purchase tickets to events | Name, Stanford Unique ID (if available), contact information | <i>Contract:</i> To process ticket payment for a variety of events |

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| For event registration | Name, Stanford Unique ID (if available), contact information | <i>Legitimate Interest:</i> To process registration for sports, cultural, educational and other university events |
| To purchase parking passes and permits | Name, Stanford Unique ID, contact information | <i>Contract:</i> To facilitate payments for parking passes and permits |
| To submit requests for services (e.g., IT, help desk, help line, CAPS, etc.) | Name, Stanford Unique ID, contact information | <i>Legitimate Interest:</i> To process service requests from students, staff and faculty <i>Contract:</i> If there is a contract that governs your use of such services, Personal Information is processed pursuant to that contract |
| Website account registration | Name, contact information, alumni status | <i>Legitimate Interest:</i> for websites that require registration for access, to facilitate the registration |
| Travel administration | Name, Stanford Unique ID, contact information, passport number, loyalty membership information, emergency contacts. | <i>Legitimate Interest:</i> To facilitate travel arrangements and coordination for students and affiliated travellers through Stanford programs <i>Contract:</i> If there is a contract that governs your use of travel sites, Personal Information is processed pursuant to that contract |

Sharing your Personal Information

We share your information internally at Stanford to facilitate and manage the purposes listed above. This includes third parties whom Stanford engages to process your Personal Information on our behalf for the purposes stated above, such as vendors who help Stanford with our marketing, application processing, and web hosting. Stanford may also share your personal data with government and law enforcement agencies or regulators to 1) comply with a legal process, subpoena, order or other legal or regulatory requirement applicable to us; 2) enforce our terms of use or other policies; or

3) pursue available legal remedies or defend against legal claims. Other third parties as you may so request as permitted by this and other Stanford University, policies and applicable laws and regulations. Stanford University will not sell any personal information to third parties for their use in direct marketing, advertising, or promotion of their products or services.

International Transfer of Personal Information

Personal information provided to us by users outside of the United States may be transferred to other countries such as the United States, where data protection laws may differ from those of your home country. By providing us with your information you acknowledge that your information will be transferred to the U.S. and processed on servers in the U.S. However, all reasonable steps will be taken to protect your privacy in accordance with the applicable data protection laws.

Information Security

Stanford University takes the security of your personal information seriously. Our minimum security standards can be found at:
<https://uit.stanford.edu/guide/securitystandards>.

Marketing

Personal Information you submit, such as your name, address and other contact information, may be collected by Stanford University for internal marketing and development purposes as well as to respond to your inquiry, complete a transaction for you, or fulfill other forms of customer service. You can choose not to receive marketing from us by “unsubscribing” using the instructions in any marketing email you receive from us.

EEA Data Subject Rights

If you are an individual located in the EEA only, you will have the following rights with regard to your Personal Data:

1. Right of access

You may request details of your Personal Information that we hold. We will confirm whether we are processing your Personal Information and we will disclose supplementary information including the categories of Personal Information, the sources from which it originated, the purpose and legal basis for the processing, the expected retention period, and the safeguards regarding Personal Information transfers to non-EEA countries, subject to the limitations set out in applicable statutes, regulations and other laws.

2. Right of correction

We will comply with your request to edit and update incorrect Personal Information promptly.

3. Right to be forgotten

At your request, we will delete your Personal Information promptly if:

- it is no longer necessary to retain your Personal Information;
- you withdraw the consent which formed the basis of your Personal Information processing;
- you object to the processing of your Personal Information and there are no overriding legitimate grounds for such processing;
- the Personal Information was processed illegally; or
- the Personal Information must be deleted for us to comply with our legal obligations.

We will inform any third parties we might have shared your Personal Information with of your deletion request.

We will decline your request for deletion if processing of your Personal Information is necessary:

- to comply with our legal obligations;
- in pursuit of a legal action;
- to detect and monitor fraud; or
- for the performance of a task in the public interest.

4. Right to restrict processing of your Personal Information

At your request, we will limit the processing of your Personal Information if:

- you dispute the accuracy of your Personal Information;
- your Personal Information was processed unlawfully and you request a limitation on processing, rather than the deletion of your Personal Information;
- we no longer need to process your Personal Information, but you require your Personal Information in connection with a legal claim; or
- you object to the processing pending verification as to whether an overriding legitimate ground for such processing exists.

5. Right to notice related to correction, deletion, and limitation on processing

In so far as it is practicable, we will notify you of any correction, deletion, and/or limitation on processing of your Personal Information.

6. Right to data portability

At your request, we will provide you free of charge with your Personal Information in a structured, commonly used and machine readable format, if: (i) you provided us with Personal Information; (ii) the processing of your Personal Information is based on your consent or required for the performance of a contract; or (iii) the processing is carried out by automated means.

7. Right to object

Where we process your Personal Information based upon our legitimate interest then you have the right to object to this processing.

8. Right not to be subject to decisions based solely on automated processing

You will not be subject to decisions with a legal or similarly significant effect (including profiling) that are based solely on the automated processing of your Personal Information, unless you have given us your explicit consent or where they are necessary for a contract with us.

9. Right to withdraw consent

You have the right to withdraw any consent you may have previously given us at any time. If you withdraw your consent, this will not affect the lawfulness of our collecting, using and sharing of your Personal Information up to the point in time that you withdraw your consent. Even if you withdraw your consent, we may still use your information that has been fully anonymized and does not personally identify you.

10. Right to complain to a supervisory authority

If you are not satisfied with our response, you have the right to complain to or seek advice from a supervisory authority and/or bring a claim against us in any court of competent jurisdiction.

If you wish to contact us in connection with the exercise of your rights listed above, please email us at privacy@stanford.edu. We will respond to your written request without unreasonable delay and in accordance with any deadlines imposed by law. Unless we notify you at the time of your request, we will not charge you any fee in connection with the exercise of your rights.

Document Retention

We keep your Personal Information for as long as needed to fulfill the particular purpose for which it was collected. We may also retain your records if legally required or to fulfill a legitimate interest.

Updates to the Privacy Notice

Stanford reserves the right to modify this Privacy Notice at any time. Prior to changes to the Privacy Notice, we will provide you notice, which shall be available at privacy.stanford.edu, prior to the effective date of any notice. Your provision of Personal Information to use after any change in this Privacy Policy will constitute your acceptance of such change.

Contact information

For more information on how we collect and process your Personal Information, or if you have any complaints please contact privacy@stanford.edu.