**Data Protection Information**

In the following, we provide information on the processing of personal data in the context of *[e.g. recruiting/alumni event etc.]* pursuant to Art. 13 and 14 off the European General Data Protection Regulation (“**GDPR**”).

The terms used in the following such as e.g. “controller” have the meaning as defined in Art. 4 GDPR.

1. **Identity and contact details of the controller**

The controller is:

Indiana University

*[Postal Address]*

*[Email Address]*

*[Telephone]*

(hereafter “**Indiana University**” or “**we**”)

1. **Categories and sources of personal data**

We process the following (categories of) personal data:

|  |  |
| --- | --- |
| **Categories of personal data processed** | **Source of personal data** (and if applicable, whether source is publicly accessible)  |
| *[e.g. Contact data]* | *[e.g. data subject]* |
| *[e.g. Credit rating]* | *[e.g. credit bureau]* |

1. **Intended purposes of processing and legal basis for processing**

We process the personal data (indicated above in section B) for the following purposes and on the following legal basis. Where the processing is based on Art. 6(1)(f) GDPR, the legitimate interests pursued by us or by a third party are indicated as well:

|  |  |
| --- | --- |
| **Intended purpose of processing** (and, where applicable, legitimate interests pursued with the processing)  | **Legal basis for processing**  |
|  |  |
|  |  |

1. **Recipients of personal data**

For the purposes indicated under section C above, we disclose personal data to the following recipients or categories of recipients:

1. **Internal recipients (recipients within the controller)**
* *[Recipients (departments/functions) within the controller]*
1. **External recipients (recipients outside the controller)**
2. **External recipients which receive personal data as controllers:**

The following recipients determine the purposes and means of the processing of the personal data disclosed alone or jointly with others:

* *[External recipients which receive personal data as controllers]*
1. **External recipients which receive personal data as processors**

The following recipients process personal data on our behalf:

* *[External recipients which receive personal data as processors]*
1. **Transfer of personal data to third countries**

We intend to transfer personal data to the following third countries (countries outside the European Economic Area):

USA

There is no adequacy decision by the Commission within the meaning of Art. 45(3) GDPR. The transfer of personal data is subject to standard data protection clauses pursuant to Art. 46(2)(c) GDPR. A copy of the standard data protection clauses can be obtained at any time (see contact details in section A above).

1. **Period for which personal data will be stored**

The period for which personal data will be stored is listed in the following or is determined by the following criteria:

[*insert period for which personal data will be stored/criteria determining time period]*

1. **Requirement or obligation to provide personal data and consequences of failure to provide such data**

The provision of the following personal data is a statutory or contractual requirement/obligation, or a requirement necessary to enter into a contract: *[insert details of such data]*

1. **Rights of the data subject**
2. **Access, rectification, erasure, restriction, data portability**

With regard to the processing of personal data, you have the following rights:

* Request from us access to your personal data pursuant to Art. 15 GDPR.
* Request from us rectification of your personal data pursuant to Art. 16 GDPR.
* Request from us erasure of your personal data pursuant to Art. 17 GDPR.
* Request from us restriction of processing pursuant to Art. 18 GDPR.
* Right to data portability pursuant to Art. 20 GDPR.
1. **Right to Object**

You have the right to object on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Art. 6(1)(e) or (f) GDPR, including profiling based on those provision pursuant to Art. 21 (1) GDPR.

Where personal data are process for direct marketing purposes, you have the right to object at any time to processing of personal data concerning you for such marketing, which includes profiling to the extent that is related to such direct marketing pursuant to Art 21 (2) GDPR.

[*Please note that at the latest at the time of the first communication with the data subject, the rights to object referred to above have to be explicitly brought to the attention of the data subject and have to be presented clearly and separately from any other information. We recommend a separate and explicit notification to the data subject on this topic in the first communication with the data subject.]*

1. **Right to withdraw consent**

Where the processing is based on your consent (Art. 6(1)(a) or Art. 9(2)(a) GDPR, you have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

1. **Right to lodge a complaint**

You have the right to lodge a complaint with a supervisory authority pursuant to Art. 57(1)(f) GDPR.

As of: *[Date of final version]*