GENERAL DATA PROTECTION REGULATION (GDPR)
DATA SURVEY

PURPOSE AND BACKGROUND

The purpose of this survey is to assist with U-M’s compliance with GDPR. As part of this work, a project team is collaborating across the university to identify instances where personal data of individuals located in the EU is being collected or processed at U-M.

The EU’s General Data Protection Regulation (“GDPR”) applies to “personal data” of individuals located in the EU. This law affects nations and organizations the world over, including universities. GDPR applies to anyone physically present in the EU, including EU residents, as well as individuals physically present in the EU. For example, it could include a US citizen residing in the EU for work or a study abroad program.

INSTRUCTIONS

This survey only applies to the data of individuals collected when they are physically located in the EU (e.g. EU citizens, US or other citizens traveling to the EU for study or work, etc.).

Step 1: Identify processes in your unit/department that collect or use data in the scope of GDPR. For example, Financial Aid, Undergraduate Admissions, Recruiting, Fundraising, etc. Keep in mind, your unit likely has multiple processes impacted by GDPR. Please complete one survey per process.

Step 2: Identify individuals in your unit/department with knowledge of the specific processes and data. These may be process owners, data stewards, Subject Matter Experts, database administrators, etc. Keep in mind you may need to work with multiple colleagues to describe each process.

Step 3: Prepare information regarding:
A. U-M constituents whose data you are collecting, e.g. students, faculty, staff, alumni, visitors, etc.
B. Personal data elements and sensitive data elements you are collecting, such as Name, Address, Date of Birth, ID Numbers, IP Address, Exam Information, Gender, Sexual Orientation, etc.
C. Number of records of data subjects in the EU
D. Location of the data
E. Reason why you are collecting and processing the data
F. Data sharing outside your unit/department.

Step 4: Complete and submit the online survey. Please note that once submitted, you may not edit your response.

The GDPR project team will review your responses and is very likely to reach out to you to follow up. If you have questions or need assistance with the survey, please contact gdpr-program@umich.edu.
## ORGANIZATIONAL INFORMATION

1. Name of unit/department
   
   <Unit/Department Name>

2. Process name and brief description
   
   <Enter process name and description>

3. Name and contact information of individual completing the survey
   
   <Contact Name>
   <Title>
   <E-mail address>

4. Name and contact information of individual(s) assisting with the completion of this survey
   
   <Contact Name>
   <Title>
   <E-mail address>

   <Contact Name>
   <Title>
   <E-mail address>

   <Contact Name>
   <Title>
   <E-mail address>

   <Contact Name>
   <Title>
   <E-mail address>
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ABOUT THE DATA

1. Do you collect data about the following subjects (check all that apply)?
   - Students
   - Contractors
   - Prospective Students
   - Sponsored Affiliates
   - Staff
   - Alumni
   - Faculty
   - Retirees
   - Patients
   - Other <specify>
   - Research Subjects

2. Do you collect or use data for these subjects containing any of the following data elements?
   - Personal Data Elements
     - Name
     - ID numbers (SSN, passport, etc.)
     - Date of birth
     - Address/Location
     - Contact information (phone/email)
     - Photos
     - Records (academic records, job applications)
     - Financial (credit card, bank, etc.)
     - Other <specify>
   - Sensitive Personal Data Elements
     - Racial or ethnic origin
     - Political opinions
     - Religious or philosophical beliefs
     - Trade union membership
     - Genetic or biometric data
     - Sexual orientation
     - Criminal convictions/offenses
     - Data related to health (e.g. medical records)
     - Other sensitive data <specify>

3. What is the approximate volume of the data (number of records or size in MB/GB)?
   <Enter response>

4. Where are the data stored?
   - Unit storage
   - Central IT (ITS, HITS)
   - 3rd party service provider
   - Other <specify>

5. Describe the purpose for which the data are collected, processed or otherwise used.
   <Enter description>

6. Is the data shared beyond the designated U-M recipient? If so, describe.
   <Enter response>