

This Notice establishes University System of Georgia's ("USG") data privacy and legal notice with respect to the gathering and dissemination of information we obtain from you on USG's websites located at usg.edu ("Site") and with any applicable privacy standards and legal requirements in regard to the data collected.

USG is the operator of this Site, although software, hosting and other functions may be provided by third parties ("Service Providers"). This Data Privacy and Legal Notice ("Notice") describes the type of information USG and its Service Providers collect from visitors to this Site, what we do with that information, and how visitors can update and control the use of information collected by this Site.

This Notice does not necessarily describe information collection policies on other sites, such as separate sites operated by our Service Providers that USG does not control. Many of the resources linked from USG's site are not maintained by USG. USG cannot monitor all linked resources, only those pages that fall directly within USG's World Wide Web structure. USG is in no way responsible for the privacy practices or the content of these linked resources, and the statements, views, and opinions expressed therein are neither endorsed by nor do they necessarily reflect the opinion of USG. Any links to non-USG information or resources are provided as a courtesy. They are not intended to endorse nor do they constitute an endorsement by USG of the linked materials.

This Notice may be changed from time to time and without notice. Continued use of the Site after any such changes constitutes acceptance of the new terms. If you do not agree to abide by these new terms or any future terms, please do not use the Site. This site is not directed to children under 13 years of age, and children under 13 years of age shall not use this Site to submit any personal information about themselves.<sup>1</sup>

## Information Collected

When visiting the Site, USG may collect certain routing information, including, but not limited to, the Internet Protocol ("IP") address of your originating Internet Service Provider ("ISP"), and information provided by "cookies" stored on your hard drive. USG may also collect aggregate information about the use of the Site, including, but not limited to, which pages are most frequently visited, how many visitors the Site receives daily, and how long visitors stay on each page. USG may disclose and publish aggregate information on an aggregate basis to any party through any means, but such aggregate information will not disclose any personal information. Any information collected through this Site may also be used in aggregate by system administrators in the administration of the Site. This information helps USG understand aggregate uses of the site, track usage trends, and improve services. Visitors may also be required to provide certain personal information in order to access various features and information on the Site. Such information may include, among other things, name,

---

<sup>1</sup> In accordance with the Federal Trade Commission (FTC) [Children's Online Privacy Protection Rule](#) ("COPPA").

a

details on FERPA, currently enrolled students should see their institution's specific policies.

## Questions

If you have questions about this Notice or you believe that your personal information has been released without your consent or if you wish to correct information held by USG, please contact us at [dataprivacy@usg.edu](mailto:dataprivacy@usg.edu).

## Privacy Notice

### Lawful Basis for Collecting and Processing Personal Data

education, research, and community development. In order for USG and its organizations and institutions to educate its students both in class and online, engage in world-class research, and provide community services, it is essential and necessary, that USG have lawful basis to collect, process, use, and maintain data of students, employees, applicants, research subjects, visitors and others involved in its educational, research, and community programs. The lawful basis include

4. The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

There will be some instances where the collection and processing of personal data will be pursuant to other lawful bases.

Types of Personal Data and Special Categories of Sensitive Personal Data, where USG gets this data and why

USG receives personal data and special categories of sensitive personal data from multiple sources. Most often, this data comes directly from the data subject or under the direction of the data subject who has provided it to a third party (for example, application for

## Security of Personal Data

All personal data and special categories of sensitive personal data collected or processed by USG must comply with USG Cybersecurity Plan, as authorized by the Board of Regents Policy Manual Section 10.4 Cybersecurity: <https://www.usg.edu/policies>. Anyone suspecting that his or her sensitive personal data has been exposed to unauthorized access, report your suspicion to [helpdesk@usg.edu](mailto:helpdesk@usg.edu). Otherwise, questions concerning more general data privacy can be sent to [dataprivacy@usg.edu](mailto:dataprivacy@usg.edu).

USG will not share your information with third parties except as necessary to meet one of USG's lawful purposes.

## Georgia Open Records Act

As an entity of the government of the State of Georgia, USG and its organizations and for those records that are exempt from disclosure under the ORA, the ORA provides that all citizens are entitled to view the records of state agencies on request and to make