

**Prospective Students, Applicants and Enrolled Students**  
**Boston University Programs in the United States – Privacy Notice**

[June, 2018]

Boston University understands that storing and tracking personal information is a sensitive topic, and it is committed to safeguarding privacy. Boston University collects and processes certain types of personal information from prospective students, applicants, and enrolled students and their families in connection with its programs in the United States. This privacy notice explains what information is collected, how it is used and how the University safeguards it. You should contact the University Registrar ([registrar@bu.edu](mailto:registrar@bu.edu); <http://www.bu.edu/reg/contact-us/>) with any questions or concerns regarding this notice.

**Whose Information Is Collected?**

Boston University collects information about prospective students, applicants and enrolled students in its programs (referred to herein collectively as “students”), as well as their family members or guardians.

**What Information Is Collected?**

Boston University collects:

- Contact information for students and their family members or guardians, including names, titles, telephone numbers, email and home addresses;
- Demographic information for students, including race, ethnicity, date of birth, citizenship status, birthplace, religious preference, veteran status, information about family, marital status, and gender;
- Academic information for students, including information about school or college, grades, transcripts, coursework, study abroad, contacts with learning management system per course enrolled, and judicial sanctions;
- Information and recommendations from faculty or advisors concerning students’ performance and suitability for a particular program;
- Information about students’ abilities and interests, including information used for housing and roommate placements and for identifying potential internship and other experiences and opportunities; this may include language ability, interests, skills, preferred work environment, strengths and weaknesses, prior employment experience, and the like;
- Financial information of students and their families for students who seek a grant, loan or scholarship to help pay for the program, including social security numbers;
- Information about students’ individual health conditions or needs, including physical or mental health conditions, treatment or prescriptions, allergies, limitations or necessary accommodations, dietary restrictions, and the like;
- Information about students’ disciplinary history at secondary school or a previous institution of higher education or at the University, including any actual or potential violation of the Code of Student Responsibilities by a matriculated student or directed towards such matriculated student. Those types of incidents may require the University to collect sensitive information about the student, including about sexual orientation or sexual activities, use of drugs or alcohol, or religious or philosophical beliefs or issues.

- Via FAFSA and the College Board Profile, information about students' income, assets, household size, citizenship information, limited information about drug related convictions, and confirmation of selective service registration;
- Information about students' career interests;
- Information about students' post-graduation career choices, address, email address, employment, and educational pursuits;
- Information about students' eligibility for federal loans, past and current;
- Information about students' participation in NCAA athletics;
- Information about students' participation in student government or official student organizations;
- When students and their families make payments to the university, payment information;
- For applicants to graduate programs, criminal history and information about past military service.
- For international students, travel documents, including passport and visa information, and the like; and
- For students taking online courses, IP addresses.

### **Why Is Personal Information Collected?**

Boston University is an institution of higher education that provides a variety of programming for students. To provide a meaningful, engaging and safe experience, Boston University must collect personal information about students in its programs to permit the University to develop and administer academic programs, facilitate internships and other experiences, identify and provide housing arrangements, help students budget and pay for the programs, assess and provide any necessary accommodations for academic or living conditions, and to help students ensure a healthy and safe experience.

It is necessary for Boston University to collect each piece of personal information identified above to perform the contract to provide and support BU's programs. Students cannot be admitted into a BU program without providing contact information, academic information described above, and the University cannot assess whether to award a grant or scholarship without the financial information described above. It is highly unlikely that the University can place students in an internship program without the information about abilities and interests described below. Students may decline to provide information about health conditions or any need for accommodations, but in that event the University will not be able to make accommodations and may require students to sign a waiver regarding health issues. Students enrolled in BU programs are bound to follow the University's [Code of Student Responsibilities](#) and the University's [Sexual Misconduct Policy](#). The University will investigate and document all allegations of violations of those policies.

### **How Is Information Collected?**

Information is collected through a variety of sources, including:

- Student-provided information through Boston University print and online applications or in response to questions posed by Boston University staff;
- Information from a student's secondary school or previous institution of higher education;

- College Board, ACT, Educational Testing Service, International English Language Testing System, Law School Admission Council, Association of American Medical Colleges, and other similar third parties, which provide information to BU and other colleges and universities at the student's request;
- U.S. Department of Education, U.S. Department of Veteran's Affairs and other government agencies; and
- Existing Boston University student educational records.

### **How is Collected Information Used?**

Collected information is used only for purposes of Boston University operating its programs, including facilitating the educational experience and safety of students in the programs.

### **Who has Access to Collected Information?**

- Boston University faculty and staff;
- Third-parties who provide services to Boston University or to students, pursuant to a contract with Boston University;
- Federal, state and local government agencies, as required by applicable law;
- If a student will participate in an internship facilitated by BU, the internship providers, as applicable; and
- Certain kinds of information may be disclosed to third parties or made available publically pursuant to the [Family Educational Rights and Privacy Act](#).

### **How is Information Stored and Secured?**

Boston University uses University-managed, secure information technology systems to store electronic personal information, including systems such as Microsoft's [Office 365](#) that permit creating shared spaces that are accessible by BU faculty and staff. BU employs appropriate administrative, technical and physical security measures to protect paper or other physical records that contain personal information, including locked offices and file cabinets. BU uses encrypted [SecureMail](#) for [Restricted Use](#) information that is subject to the University's [Data Protection Standards](#).

### **How Long Is Information Saved?**

Boston University maintains records as specified in its [Record Retention Policy](#) and the accompanying [Record Retention Table](#).

### **Correcting Information**

Students who are or have been in attendance at Boston University may request changes to their educational records or restrict the information disclosed as directory information as provided by the [Family Educational Rights and Privacy Act](#).

### **Other Rights**

Under the EU's General Data Protection Regulation, you may have the right to access personal data that we store and process about you, and to request correction of that information if it is inaccurate. If the GDPR applies, you may also have the right to request deletion of certain personal data; ask that we

restrict our use of the data; or object to automated decision-making using your data. Access includes, where applicable, the ability to download your personal data in a commonly-used format.

Please note we may not be able to grant your request in all circumstances, including when it would adversely affect the rights and freedoms of others.

### **Concerns?**

If you have questions or concerns about the use of your personal data please contact [registrar@bu.edu](mailto:registrar@bu.edu) or contact the Office of the University Registrar at 881 Commonwealth Avenue, Boston, MA 02215.

### **Updates to this Notice**

The University may change this Privacy Notice from time to time. If the University makes any significant changes in the way it treats your personal information, the updated notice will be posted on the University's website.