

## Privacy Checklist Items

1. Has your institution posted appropriate privacy disclaimers on each of these entry-point websites for the institution? (a. Home Page, b. Human Resources Page, c. Admissions Pages (undergraduate and graduate) and d. Foundation/Alumni pages.) (BPM 12.6.5 Due: December 31, 2021)
  - 1a. If no, when do you plan to develop such disclaimers?
  - 1b. If yes, is there a point of contact provided (email preferred) within the disclaimer message?
    - 1b1. If no, when do you plan to update the disclaimer with the point of contact?
  - 1c. If yes, is there a link to the institutions privacy policy within the disclaimer message?
    - 1c1. If no, when do you plan to update the policy with the link information?
2. Is your institutions privacy policy online? (BPM 12.6.6 Due: December 31, 2021)
  - 2a. If no, when do you plan to put it online?
  - 2b. If yes, is it linked to your institutions home website page?
    - 2b1. If no, when do you plan to update the website with the link information?
3. Within your institutions privacy policy, do you have a point of contact provided (email preferred)? (BPM 12.6.6 Due: December 31, 2021)
  - 3a. If no, when do you plan to update the policy with the point of contact information?
4. Do your institution's consent forms require human actions (i.e. signatures, check box, etc.)? (BPM 12.6.5 Due: December 31, 2021)
  - 4a. If no, when do you plan to start implementing a human action on all consent forms?
5. Does your institution have supplier management processes in place to identify any data security requirements and embed, when appropriate, those data security requirements in any contracts/agreements? (BPM 3.4.4 Due: June 30, 2022)
  - 5a. If no, when do you plan to implement the process?
6. Has your institution put in place a process for data subjects to contact the institution with a request, question or concern around their data? (BPM 12.6.5 Due: December 31, 2022)
  - 6a. If no, when do you plan to implement the process?
7. Has your institution started the process of identifying and documenting all instances of personal data within the scope of the institutions business activities, processes and supporting systems? (BPM 12.6.1 Due: December 31, 2023)
  - 7a. If no, when do you plan to start, as this will be required in the future.
8. Is your institution subject to GDPR? (BPM 12.5.1)
  - 8a. If yes, is GDPR addressed within your institutions privacy policy?
    - 8a1. If no, when do you plan to update the policy with GDPR requirements?
  - 8b. If yes, has your institution completed/complied with the [GDPR checklist items](#)?
    - 8b1. If no, when do you plan to complete/comply with the GDPR checklist items?