

# Appalachian State University

## Notice of Personal Data Processing Consent Form

### (Applicant/Student)

As an applicant for admission to Appalachian State University (the “University”) and either currently located in or a resident of the European Union, I acknowledge and understand the following:

- I will be asked to provide personally identifiable information and data (hereinafter “PII”) in order to evaluate and process my application for admission to the undergraduate or graduate programs at the University, to receive educational services once admitted and to participate fully in the campus activities provided by the University. I may be asked on an ongoing basis to provide additional information or data to fulfill these services. In addition, the University may collect or store PII from other partner institutions, Slate, CommonApp, the College Foundation of North Carolina (CFNC), the Banner System, ASUlearn System, SEVIS System, RDS System and others as required to deliver the educational services I am seeking from the University.
- The University will process PII for legitimate University purposes and in accordance with applicable laws, regulations, and University policies. The University will maintain all PII in compliance with the University’s Record Retention and Disposition Schedule.
- PII will be collected and processed automatically and/or manually in compliance with all applicable laws and is necessary to achieve the following purposes:
  - (1) To fulfill the obligations established by applicable state or federal law or regulation;
  - (2) To execute contractual obligations of the University;
  - (3) To provide educational services; and
  - (4) To provide any additional services as may be required during my enrollment in University.
- The University contracts with third parties who may have access to my PII. However, University will only share PII with third parties who have a legitimate educational interest in receiving the data and have agreed to protect the PII in the same manner as the University. The University will not disclose PII to any other third party except as required or authorized by law. In addition, I understand that the University may transfer my PII to and from the United States and the country where I reside or have resided in order to fulfill the obligations of the University in providing educational services to me.
- The University ensures that proper administrative and technical measures, and necessary safeguards, are implemented to secure all PII processed and maintained by the University in accordance with its IT Security Protocols. The University will notify me of any security breach involving my data as required by applicable law.
- Sensitive data concerning my physical or mental health will be processed only for the purposes of protecting my safety or the safety of others, providing necessary healthcare, responding to an emergency, or complying with any applicable mandatory provision of state or federal law. Sensitive data may be communicated, in compliance with the above principles, to bodies and authorities, both public and private (such as hospitals, police departments, courts and insurance companies) only for purposes relating to safety and health emergencies and for fulfilling obligations of the University set forth under applicable state or federal law.
- I have the following rights, which I may exercise at any time:
  - (1) To request access to or transfer of my PII;
  - (2) To request information about the methods of collection, storage or processing my PII;
  - (3) To request information about any third parties that receive my PII;
  - (4) To request restrictions on the use or disclosure of my PII if I believe any data is processed unlawfully;
  - (5) To request corrections to any PII that appears incomplete or inaccurate and for those corrections to be made by the University if, in its sole discretion, it deems the information to be incomplete or inaccurate;
  - (6) To object to the collection, retention, and use of my PII if there are legitimate grounds for such objection;
  - (7) To file a complaint with the appropriate authorities in the United States or European Union; and
  - (8) To withdraw my consent to the collection, use, processing and disclosure of my PII.
- If I chose to not provide PII or choose to withdraw my consent it will make it impossible to carry out the necessary activities and correct administration of educational services requested from the University. Refusal to provide information during the application process may also prevent me from being accepted into the program or

prevent the University from providing me with academic or other services associated with my University enrollment.

- If I have any questions regarding the collection, storage or processing of my PII, I may contact the Appalachian State University Office of Information Security at 828-262-6946 or via email at [security@appstate.edu](mailto:security@appstate.edu).

I hereby consent to the collection, use, processing and disclosure of my PII for the purposes and in the manners identified above. I also hereby expressly waive any right to privacy or confidentiality relating to this PII when required for my health or safety or when required by applicable law.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature