**Employee and Job Applicant Data Privacy Notice**

This is the Privacy Notice of The University of Chicago Human Resources function.

For questions or more information about this Privacy Notice, contact: R. Erika Schafer, Assistant Director, HR Talent Analytics, [reschafer@uchicago.edu](mailto:reschafer@uchicago.edu), 773.834.1560

The University of Chicago Office of Human Resources is committed to safeguarding the privacy of personal information it collects from you or your Unit HR liaison regarding your demographic information, application information, employment information, or contact information. This Privacy Notice describes our practices on the collection, processing, use, disclosure and storage of information about you. When you submit your information to us, use our websites and other services, your information will be handled as described in this Privacy Notice.

**UNIVERSITY USE AND PROCESSING OF INFORMATION**

Human Resources will use information that you provide to us and information we collect about you to recruit you, maintain an accurate record of your terms and conditions of employment, process payroll and related tax matters, enroll and administer benefit programs, tabulate employment statistics, verify your employment, and similar administrative activities. In addition, the University may process your information in furtherance of other legitimate interests, such as (i) to analyze and improve our equal opportunity hiring and other HR processes, (ii) for outreach efforts, (iii) to conduct general research, (iv) to fulfill other University responsibilities or purposes or (v) to provide services to you. Lastly, in certain instances, we process your information to facilitate identification of potential internal candidates for open positions at the University. If we seek to use or process your information for a purpose not outlined in this Privacy Notice, we will request your prior consent, as appropriate. Where we have sought, and you have provided, your express consent for a particular purpose, please note you have the right to withdraw your consent at any time by notifying us at the contact information above.

**COOKIES**

Our website uses a built-in feature of your browser to set a “cookie”. Your name, and other personal or biographical information, is not shared. Unless you explicitly provide this information, we will not be aware of your identity. The cookies set can be classified as “performance cookies”— used to improve the speed, functionality, and usability for site visitors. Browsers give you the ability to reject specific cookies, or all cookies, if you choose. However, rejecting cookies may impact your ability to use certain features of the site.

**THIRD PARTIES**

We may disclose your information to third parties as follows:

*Service Providers*. We may use third parties to support our operations, including provisions of benefits and payroll. In such cases, we may share your information with such third parties.

*University Affiliated Programs*. We may share your information with third parties that are affiliated with the University for the purpose of contacting you about goods, services, or experiences that may be of interest to you.

*Research and Studies*. We may share your information with third parties that study topics related to human resources or higher education. We may also share your information with third parties that conduct research or develop products or services designed to improve human resources and other higher education functions.

*Required by Law*. We may share your information with third parties to the extent we are required to do so by law, court order, or subpoena.

*Emergency Circumstances*. We may share your information with third parties if, in our sole judgment, such disclosure is necessary to protect the health, safety, or property of any person.

*Consent*. We may seek your consent to disclose your information to third parties if we are required to do so. Where we have sought, and you have provided, your express consent for a particular purpose, please note you have the right to withdraw your consent at any time by notifying us at the contact information above.

*De-Identified and Aggregate Information*. We may use and disclose information about potential, current and former employees in de-identified or aggregate form without limitation.

*International Transfers*. We may transfer your information to third parties located in other countries. These transfers are, where required, made subject to appropriate technical safeguards and contractual provisions to ensure the security of your information.

**SECURITY**

We seek to implement appropriate security measures to protect your information when you transmit it to us and when we store it on our systems. Unfortunately, no data transmission or storage can be guaranteed to be 100% secure. If you utilize a password to access any of our sites, your password is protected so that only you can access it and view the information that you provide to us.  Pursuant to the [Acceptable Use Policy](https://its.uchicago.edu/acceptable-use-policy/), you are prohibited from sharing your password with anyone. We also encourage you to sign up for Two Factor Authentication to further protect your password.

**DATA RETENTION**

Your information will be retained as provided in the University’s record retention policy (Policy 2708: Managing University Records), available [here](http://finserv.uchicago.edu/support/policies/2700/2708_records.shtml).

**INDIVIDUAL RIGHTS**

Various jurisdictions grant individuals rights regarding their data, including: (i) the right to request access to you information held by the University; (ii) the right to have inaccurate or incomplete personal data rectified; (iii) the right to erasure of your information, provided there is no legitimate reason for the University to continue to process the or retain the information; (iv) the right to restrict processing of your information in specific situations; (v) the right to request provision of some elements of your information (vi) the right to object to processing of your information, including to send you communications that may be considered direct-marketing materials; (vii) the right to object to automated decision-making and profiling, where applicable. All requests to exercise any of these rights should be made to Human Resources at the contact information above.

While we encourage you to bring your concerns to us in the first instance, in certain jurisdictions, you may also have the right to submit a complaint to the jurisdiction’s supervisory authority for data protection matters.

**UPDATES TO THIS NOTICE**

Changes may be made to this Privacy Notice and personal information may be used for new purposes. When significant changes are made to our privacy practices, they will be disclosed here.