

BYU Worker Privacy Notice
Updated: February 16, 2022

If you are an employee (faculty, admin, staff, student employee), contractor, or volunteer, we process personal data about you (and your dependents, beneficiaries, and other individuals associated with your employment) primarily for managing the university's relationship with you and your workplace facilities/information systems interactions. If you are a former employee, we process personal data about you primarily for legal compliance. If you are a contractor or volunteer, the type of personal data we process is limited to what is needed to manage your engagement with BYU and access to BYU facilities and information systems. If you are a candidate for employment, the type of personal data we process is generally limited to what is needed to engage with you about BYU career opportunities, consideration of your application for employment to specific roles at BYU, including candidate screening, interview scheduling and management, lawful background checks, and to on-board you at BYU if you receive and accept an offer of employment with us.

What personal data do we collect?

For purposes of this Notice, personal data means any information about an identifiable individual. Personal data excludes anonymous or de-identified data that is not associated with a particular individual.

The personal data we process can include, but is not limited to, the following:

Name and contact data. Your first name or first initial and last name, employee identification numbers (BYU ID and Net ID), email addresses, mailing addresses, phone numbers, photo, beneficiary and emergency contact details, and other similar contact data as needed.

Demographic data. Your date of birth and gender as well as more sensitive personal data (also known as special category data) including information relating to racial and ethnic origin, nationality, religious affiliation, or information about your health, disabilities, veteran or military status and Church membership information.

National identifiers. Your national ID/passport, citizenship status, residency and work permit status, social security number, or other taxpayer/government identification number.

Employment information. Your job title/position; office location; employment contract; offer letter; hire date; termination date; performance history and disciplinary records; and leave of absence, sick time, and vacation/holiday records. We may also collect

information related to learning and skills data, professional memberships and licensure information, references, work history, and proof of eligibility to work.

Marital and dependents' information. Your spouse and dependents' first and last names, dates of birth, social security number and contact details, and, when needed to administer benefits such as health insurance, pension benefits or other benefits.

Health information. Physical or mental health condition or disability status to ensure employee safety in the workplace and provide appropriate workplace accommodations.

Insurance enrollment information.

Background information. Your academic and professional qualifications, education, CV/resume, credit history and criminal records data (utilized for background check and vetting purposes where permissible and in accordance with applicable law and consultation requirements).

Video, voice, and image. We may collect and use your video, voice, and image data, subject to the requirements of local law and internal policy.

Financial information. Your bank account details, tax information, salary, retirement account information, company allowances and other information necessary to administer payroll, taxes, and benefits.

Feedback and sentiment data. Your responses to employee listening and feedback collected about managers and co-workers.

Workplace, device, usage, and content data. Application data (such as data from Box, Microsoft 365, Teams, or Outlook) including emails sent and received; calendar entries; to-do items; instant messages; building and information system access; and BYU device, system and application usage (including telemetry) when accessing and using BYU corporate buildings and assets. We may also collect personal data about you from third parties or public sources as needed to support the university's relationship or to engage with you concerning job opportunities at BYU. For example, before and during your employment or assignment with BYU, we may collect information from public professional networking sources, such as your LinkedIn profile, for recruitment purposes. We also may conduct lawful background screenings, to the extent permitted by law, through a third-party vendor for information about your education, employment, credit and/or criminal history. In the event of a natural disaster or other life/safety emergency, we may rely on public social media posts or other public sources to account for members of the campus community if otherwise unable to contact them. Additionally, if there is an investigation of an incident involving members of the campus community,

we may obtain information relevant to the incident from external sources including private parties, law enforcement or news sources and public social media posts.

In some limited circumstances, we may collect personal data for research purposes or other non-employment related purposes, with your consent.

Why We Process Personal Data

We collect your personal data for the purposes set out below. Failure to provide your personal data when requested may prevent us from being able to carry out these tasks and/or comply with our legal obligations.

1. To administer your employment contract, offer letter, or other commitments we've made to you

We collect and use your personal data primarily for the purposes of managing our employment or working relationship with you, and to fulfill our obligations under your employment contract or applicable BYU policies, including onboarding, payroll, benefits administration, pension and retirement administration, managing vacation and other types of leave, tax reporting, and the like.

2. Other overriding and legitimate business purposes

We also may collect and use your personal data when it is necessary for other legitimate purposes, such as general HR administration, maintaining our directory of employees and external staff, general business management and operations, disclosures for auditing and reporting purposes, measuring employee sentiment, internal investigations, to prevent fraud, management of network and information systems security, business operations, provision and improvement of employee services, physical security and cybersecurity, data protection, for diversity and inclusion initiatives, and to protect the life and safety of employees and others. We also use business data and other workplace usage, device, and content data for organizational and individual analytics and data insight purposes to improve BYU business operations, manager capability, and the employee experience. We may also use special applications and systems that record employee performance metrics for reviewing, rewarding and coaching employees on their performance and for administration and assessment of training. We may also process your personal data to investigate potential violations of law or breaches of our internal policies.

3. Legally required purposes

We also may use your personal data when we consider it necessary to comply with laws and regulations, including collecting and disclosing personal data as

required by law (e.g., for minimum wage, working time, taxes, health and safety, anti-discrimination laws, global migration, and data subject rights), under judicial authorization, or to exercise or defend BYU's legal rights.

4. Other uses of your data (where permissible and in accordance with applicable laws and consultation requirements)

We also may collect your internal usage data of BYU products, services, and internal applications and tools, including business data created by employees and external staff to measure and improve these products and for product improvement purposes. Where required by law, we will seek your consent for such uses; and where your consent is sought, we will ensure your consent is informed and voluntary.

We will only process your personal data for the purposes we collected it for or for compatible purposes.

How do we secure personal data?

We use technical and organizational measures to protect personal data against loss, misuse, and unauthorized alteration and to protect its confidentiality. We regularly review security procedures and consider appropriate new security technology and methods. We also use current encryption technology to encrypt the transmission of data on log-in pages. In addition, we limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

How long do we retain personal data?

Except as otherwise permitted or required by applicable law or regulation, we will retain your personal data only as long as necessary to fulfill the purposes for which it was collected, as required to satisfy any legal, accounting, or reporting obligations, or as necessary to resolve disputes.

To determine the appropriate retention period for personal data, we consider statutory obligations; the amount, nature, and sensitivity of the personal data; the potential risk of harm from unauthorized use or disclosure of your personal data; the purposes for which we process your personal data; and whether we can achieve those purposes through other means. Once you are no longer an employee of the BYU, we will retain and securely destroy your personal data in accordance with our information and records retention policy and applicable laws and regulations.

Your Rights

It is important that the personal data we hold about you be accurate and current. Please keep us informed if your personal data changes during your employment or relationship with the university. By law, you may have the right to request access to, correct, and erase personal data that we hold about you, or to object to the processing of your personal data under certain circumstances. You may also have the right to request that we transfer your personal data to another party (data portability). To exercise these rights, you may contact us as described below. You also have the right to lodge a complaint with a supervisory authority.

Effective Date and Amendments

This Notice is effective February 10, 2022 and may be amended from time to time. We will notify you when we make changes to this Notice.

Contact Us

We have a data privacy officer who can answer questions about data privacy or data security issues. Inquiries concerning this Notice or the security of personal data that we process may be sent through email or mail:

Email: privacy@byu.edu
Address: Privacy Office
6822A HBLL
Provo, UT 84602
USA

View the BYU Privacy Notice at <https://privacy.byu.edu>.