Policy Summary

Policy #: 1040 and 1040.A

Policy Title: Information Security: Privacy Policy and Privacy Procedure

Last revised: New


This policy and procedure will go into effect 6 months after approval, with the exception of sections 6.B and 6.C of the policy, which will be effective 1 year after approval.

Summary of Policy and Procedure

This policy and procedure have been developed to establish expectations for the handling and protection of UW System community member’s personal data, set the tone and foundation for a systemwide Privacy Program, and address core privacy ideologies and expectations of our students and staff. This policy has also been developed to ensure UW’s compliance with current and future privacy legislation. Core components of this policy and procedure include:

- Limiting the collection, use, sharing and storage of personal data to that which reasonably serves the institution’s academic, research, administrative functions, or other required purposes. If data is collected that does not fall within these limits, institutions are required to provide opt-in capabilities for data subjects to control their processing preferences;
- Requirement to notify data subjects, prior to collection, what personal data is being collected, how it is being processed, and who it will be shared with;
- Requirement to allow data subjects to review their own personal data and request corrections when inaccuracies are found;
- Requirement for institutions to identify a Privacy Officer, who will act as the primary point of contact for privacy related matters;
- Requirement for UW System to appoint a Chief Privacy Officer to develop and lead a systemwide Privacy Program;
- Outlines a reasonable expectation of privacy, consistent with RPD 25-3, Acceptable Use of Information Technology Resources
- Reporting requirements for suspected violations or breaches of privacy; and
- Requirement for the publication of a Website Privacy Statement for each institution’s website.
As of 2/3/2020

Affected Areas on Campuses

- This policy affects all areas and departments on campus that collect Personal Data, in any format, of members of the UW System community. This includes UW System employees, including academic staff, faculty, student employees, and researchers, as well as third-parties, such as authorized contractors and vendors, who have access to Personal Data through relationships with UW System.

- Estimated resource impact on campuses includes the requirement of this policy that each institution to identify or designate a Privacy Officer, whom will be responsible for communications regarding this policy and future privacy initiatives.

Expectation of Campuses on UWSA Policy Reporting

- It is expected that the identified institution Privacy Officer will report to UWSA on the implementation status of this policy.

Additional Communication

- Further reminder communications will be sent prior to the effective date.