

Institutional Review Board (IRB)

EU General Data Protection Regulation Privacy Notice

(A Subunit of the Office of Research Integrity Assurance)

This is the Georgia Institute of Technology's IRB's privacy and legal notice for compliance with the European Union General Data Protection Regulation ("EU GDPR"). The IRB is one of several subunits within the GT Office of Research Integrity Assurance (ORIA). For more information regarding the EU GDPR, please review Georgia Tech's [EU General Data Protection Regulation Compliance Policy](#).

Lawful Basis for Collecting and Processing of Personal Data

Georgia Tech is an institute of higher education involved in education, research, and community development. In order for Georgia Tech to review and process human subjects research protocol applications, it must collect, use and process this personal data.

The lawful basis for the collection and processing of personal data by Georgia Tech's IRB falls under the following category(ies):

- Processing is necessary for the purposes of the legitimate interests pursued by Georgia Tech or third parties in providing research and development.
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

Types of Personal Data collected and why

In order for Georgia Tech's IRB to provide the necessary review of human subjects research protocol applications it may need to collect the following categories of personal data:

- Name
- Contact information including, without limitation, email address, physical address, phone number, and other location data
- Unique personal identifiers and biographical information (e.g. date of birth)
- Details of your education and/or employment qualifications (CV, medical license, etc.)
- Information related to visa requirements and other documents to ensure compliance with U.S. laws
- Financial disclosure gathered for the purposes of financial conflict in research

The personal data collected by Georgia Tech's IRB will be shared with the following:

Georgia Tech Unit	Purpose
Office of Sponsored Programs	Research support
Office of Information Technology	Incidental access related to research support
Georgia Tech Central IRB	Access related to protocol review and research support

Third-Party Name	Purpose
Georgia Tech Research Corporation	Incidental access related to research support
US Federal Food and Drug Administration	Access related to research performance pursuant to federally permitted audit
US Office of Human Research Protection	Access related to research performance pursuant to federally permitted audit

Georgia Tech is a unit of the Board of Regents of the University System of Georgia (the “BOR”), and data is shared with the BOR and its employees

If you have specific questions regarding the collection and use of your personal data, please contact the IRB at irb@gatech.edu.

If a data subject refuses to provide personal data that is required by Georgia Tech in connection with one of Georgia Tech’s lawful bases to collect such personal data, such refusal may make it impossible for Georgia Tech to provide requested human subjects research.

Where Georgia Tech gets Personal Data and Special Categories of Sensitive Personal Data

Georgia Tech receives personal and special categories of sensitive personal data from multiple sources. Most often, Georgia Tech gets this data directly from the data subject or under the direction of the data subject who has provided it to a third party (for example, application for undergraduate admission to Georgia Tech through use of the Common App).

Individual Rights of the Data Subject under the EU GDPR

Individual data subjects covered by Georgia Tech’s [EU General Data Protection Regulation Compliance Policy](#) will be afforded the following rights:

- a) information about the controller collecting the data
- b) the data protection officer contact information
- c) the purposes and legal basis/legitimate interests of the data collection/processing
- d) recipients of the personal data
- e) if Georgia Tech intends to transfer personal data to another country or international organization
- f) the period the personal data will be stored
- g) the existence of the right to access, rectify incorrect data or erase personal data, restrict or object to processing, and the right to data portability
- h) the existence of the right to withdraw consent at any time
- i) the right to lodge a complaint with a supervisory authority (established in the EU)
- j) why the personal data are required, and possible consequences of the failure to provide the data
- k) the existence of automated decision-making, including profiling

- 1) if the collected data are going to be further processed for a purpose other than that for which it was collected

Note: Exercising of these rights is a guarantee to be afforded a process and not the guarantee of an outcome.

Any data subject who wishes to exercise any of the above-mentioned rights may do so by filing such request with the IRB at irb@gatech.edu.

Cookies

Cookies are files that many websites transfer to users' web browsers to enable the site to deliver personalized services or to provide persistent authentication. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. Our website uses persistent cookies in conjunction with a third party technology partner to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. It is not used to track the usage patterns of individual users.

Security of Personal Data subject to the EU GDPR

All personal data and special categories of sensitive personal data collected or processed by Georgia Tech under the scope of the Georgia Tech [EU General Data Protection Regulation Compliance Policy](#) must comply with the security controls and systems and process requirements and standards of NIST Special Publication 800171 as set forth in the [Georgia Tech Controlled Unclassified Information Policy](#).

Georgia Open Records Act

As a state university, Georgia Tech is subject to the provisions of the [Georgia Open Records Act](#) (ORA). Except for those records that are exempt from disclosure under the ORA, the ORA provides that all citizens are entitled to view the records of state agencies on request and to make copies for a fee. **The ORA requires that Georgia Tech produce public documents within three business days. For more information on Georgia Tech's ORA compliance, please visit the [Open Records Act page on the Legal Affairs website](#).**

Data Retention

The Georgia Tech IRB keeps the data it collects for the time periods specified in the University System of Georgia Records Retention Schedules https://www.usg.edu/records_management/schedules/

Records retention schedules for Research: https://www.usg.edu/records_management/schedules/932