

College/Division Administrator Meeting Minutes  
May 10<sup>th</sup>, 2018

**Ruth Shapiro, Senior Assistant General Counsel**

**Susan Koch, Chief Compliance Officer**

General Data Protection Regulation (GDPR) Synopsis

- Effective May 25, 2018
- GDPR is a personal data privacy rule for the European Union (EU), which replaces and expands the existing rule
- The rule applies to EU residents and visitors to EU countries
- Personal data is considered a fundamental right
- Regulation is extraterritorial, and applies to entities that offer goods and services to residents or visitors in the EU, or that monitor people in the EU
- The definition of personal data is very broad. It can include things like photos. There is also a subcategory called sensitive personal data which includes things like ethnicity and political opinions.
- A GDPR task force has been formed and is working to identify where this could apply for the System.
  - Some possible examples are collecting research data on subjects in the EU, joint programs located in EU countries, alumni in the EU receiving marketing information, cookies for internet browsing, and student applications.
  - There are threshold considerations, as targeting EU residents is different than one coming to the UH website to make a purchase
- The GDPR task force has representatives from multiple divisions and campuses.
  - The task force will be sending out an assessment questionnaire electronically
  - They are asking the CDAs to assist in getting responses from the correct persons
  - The person that should be responding is the person that actually collects the data
  - Based on the assessment questionnaire, the task force will be better able to address risks for the System
- If GDPR applies, there are requirements that must be met:
  - To process (gather, hold, delete, and use) personal data, you must have a lawful purpose.
    - There are three lawful purposes:
      - Consent must be obtained
      - The data is necessary for a contract/transaction
      - There is a legitimate interest (example: certain information is required to process an application for financial aid)
    - Institutions must maintain a record of data collected
    - Institutions must capture the consent at multiple points in the process
    - If there is a data breach, institutions must notify the EU Authority
    - Data safeguards apply
    - Individuals have rights
      - Know what is done with the data
      - Know that data is not used for any purpose without consent
      - Have access to review and correct their data

- Right to be forgotten (US laws would take precedence)
  - Right to data portability
  - Right to restrict data to be used for profiling
  - Be informed of data breaches
- Contact Susan Koch if you have any questions

### **Christine Bayol, Director of Sales and Marketing Hilton Hotel**

Brief overview of services available at the Hilton Hotel

- The Hilton Hotel has options for public events and meetings, dining, and travel and is centrally located.
- The Hilton Hotel offers a UH rate for a certain number of rooms.
  - There is a website and an 800 number that can be used
- The Hilton Hotel will respond within 24 to 48 hours of requests, and will try to meet or beat any competitor pricing.
- The Hilton Hotel is an SC Vendor.

### **Breion Rollins, Benefits and Wellness Manager**

Back-up Care plan

- Effective June 1, all faculty and staff will have access to a Back-Up Care Plan
- This plan provides for in-home or at-facility care for children or elderly persons in emergency situations.
- HR is working on a portal for employee registration and information on the program.
- Employees can register with the plan, and in the event that they have an emergency need for child or elder care or pet care, they can log in to the portal and identify their need.
  - They will have a response within one hour that someone is on their way to their home or that they have space in a facility (children only)
  - Services will be offered outside of normal working hours
  - Employees can schedule up to 30 days in advance
- The HR website will provide information on how the service providers are reviewed and vetted
- The service can be used 10 times per year
  - The first year for UH will be June 1 to December 31, 2018. The number of uses will be pro-rated.
  - Beginning 2019, the year is January 1 to December 31
  - If a user reaches their 10 use limit for a year, they can still use the provider but must pay full price
- There is no monthly cost to the employee for the plan, but there is a co-pay for services used
  - Co-pay for child or elder care in home: \$6/hour with a 4 hour minimum
  - Co-pay for in-facility child care: \$15/child/day or a family rate of \$25/family/day
  - Transportation is not yet fully agreed upon, but in some cases transportation may be available at an additional cost
- Children must be under the age of 13. There is no minimum age requirement.
- The definition of relative for elder care is fairly flexible, given the complexity of family.

Karin Livingston, AVP for Finance & Controller

- Key Dates Calendar is published and the Key Dates SharePoint Site is available

- HUB Spot Fair future procedures will more clearly define what items will be selected, and will give consideration to items that are already being purchased from a HUB vendor.
- FY2019 HUB Goal winner prizes will be announced soon. Areas that do not meet their HUB Goal will be required to provide explanation.
- Karin Livingston will research applying tolerances for certain reimbursement or payment situations, and the possibility of having an online encumbrance release form.