

## Third-Party Electronic Database Privacy Notice

*Effective Date: July 1, 2021*

We at Webster University (“Webster”, “we”, “our”, “us”) understand that privacy is important to you and we are committed to protecting the privacy and security of your Personal Data.

This Privacy Notice applies to the collection, use, and retention of personal data which identifies, or can be used to identify, you (“personal data”) in connection with your use of third-party electronic databases when taking advantage of library services offered by Webster. While Webster takes reasonable and appropriate measures to protect your personal data from loss, misuse, unauthorized access, disclosure, alteration, and destruction in connection with your use of electronic databases, if you choose to use a third-party electronic database while enjoying Webster’s library services, you may be directed to that third party’s environment. The fact that we provide you with a link to a third-party environment is not an endorsement, authorization, or representation of our affiliation with that third party, nor is it an endorsement of their privacy or information security policies or practices. We do not exercise control over third-party websites. These third parties may place their own cookies or other files on your computer or mobile device, collect data, or solicit personal data from you. We encourage you to read the privacy policies or statements of all the third parties.

It is important that you read this Privacy Notice, together with any other privacy notices we may provide for specific circumstances when we are collecting or processing information about you.

This privacy notice contains important information regarding our privacy practices and the choices we offer you with regard to your rights and our obligations over the processing of your personal data and we encourage you to revisit this notice from time to time to stay informed of changes.

This privacy notice is effective from July 1, 2021. We may update this policy at any time.

If you have any questions regarding this Privacy Notice or any of our related privacy policies, please do not hesitate to contact your campus Privacy Manager or the Office of Privacy by phone or email using the contact details provided at the end of this document.

### **This Privacy Notice will inform you about:**

#### **How Webster Processes Your Information**

Webster may process personal data from or about you in a number of ways, including from the information you voluntarily provide when registering to access electronic research databases while using our library services.

#### **The Types of Information Webster Processes**

Webster may process different types of personal data, including names and contact information (such as address, email address, and telephone number) in connection with your registration to access electronic research databases.

#### **How Webster Uses Personal Data**

Webster may use personal data for many reasons, including to:

- Facilitate registration for access to library databases;
- Assist you in sourcing the information resources you require;
- Recommend resources for you;
- Manage physical attendance at Webster’s Libraries;
- Maintain and improve the management of Webster’s library services.

### **The Lawful Bases for Processing Your Personal Data and Duration of Data Retention**

Webster may process your personal data because it is necessary for the performance of our duties in carrying out our mission, vision, and values; providing you with our core educational services, including library services; implementing our policies and procedures; and meeting our community's expectations. Webster will retain your personal data for as long as necessary to meet these uses and to ensure compliance with our legal obligations.

### **Sharing Your Personal Data with Others**

Webster may share your personal data with certain third parties, including our affiliates, agents, contractors, and governmental agencies. In addition, our library portal may contain links to third-party websites and applications. These other websites and applications may collect and process your personal data. Webster in no way endorses these third parties, and Webster has no control over the third parties' collecting and processing of your personal data. Webster encourages you to read the privacy policies or statements of the other websites or applications you visit.

### **International Transfers of Your Personal Data**

Webster may transfer and store your personal data outside of the EU, EEA, and Switzerland. The information will be transferred only if you explicitly consent, or if the transfer is occasional and necessary for a legal contract or claim, made on the basis of an adequacy decision, subject to appropriate safeguards, or necessary to execute a contract with you.

### **Your Rights with Respect to Your Personal Data**

You may have the right to obtain access to your retained personal data, object to our processing activities, revise your retained personal data free of charge, restrict the processing activities related to your personal data, have your personal data erased or formatted for sending to a third party, and refuse marketing communications from Webster. However, Webster may be entitled to refuse such requests, if certain exceptions apply.

### **Privacy Concern Handling Process**

Webster University is committed to answering your questions, resolving complaints about your privacy and our processing of your personal data. If you have an enquiry or complaint regarding this Privacy Notice, you should first contact [gdpr@webster.edu](mailto:gdpr@webster.edu). In the event that a resolution cannot be reached, you may also contact your local data protection authority which may investigate your complaint further.

### **For questions or further information, please contact:**

#### **Jeanelle Wiley**

Assistant Chancellor, Secretary of the University and Senior Privacy Director

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[GDPR@webster.edu](mailto:GDPR@webster.edu)

#### **Edna Schick-Bodric**

Director of Privacy and Information Security Operations

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