

IMPORTANT NOTICE
FOR PROSPECTIVE STUDENTS FROM EUROPE
European General Data Protection Regulation

This notice is intended for prospective students requesting further information about Berkeley College (“Berkeley”) who are located in the European Union or otherwise subject to the European General Data Protection Regulation (“GDPR”) which sets forth various rights and responsibilities regarding processing of personal data (“PD”).

1. For purposes of this notice, Berkeley may be contacted as follows: Berkeley College, International Student Department, 2 East 41st Street, New York, NY, USA 10017 Email: international@berkeleycollege.edu Telephone: 1-212-687-3730
2. In order to receive further information about Berkeley, prospective students must provide certain PD (“Prospect PD”). The Prospect PD provided to Berkeley will be used by Berkeley for the purpose of contacting the prospective student by email, telephone or other means and providing further information about Berkeley and its programs.
3. The processing of a prospective student’s PD by Berkeley is based upon the prospective student’s consent. **A prospective student may withdraw his or her consent at any time by contacting Berkeley as set forth in section (1) above.**
4. The recipients of the Prospect PD provided to Berkeley are admissions personnel and other employees of Berkeley.
5. The Prospect PD provided to Berkeley will be stored and otherwise processed in the United States.
6. The Prospect PD provided to Berkeley will be stored for the periods of time set forth below:

Prospective students who never apply to Berkeley	Prospect PD will be stored for five years after the later of (a) date the Prospect PD is provided to Berkeley or (b) date the prospective student last contacts Berkeley.
Prospective students who apply to Berkeley and are admitted but do not enroll	Prospect PD will be stored for five years after the later of (a) date of application or (b) date the applicant last contacts Berkeley.
Prospective students who apply to Berkeley and are admitted and enroll	The PD of enrolled students will be stored for varying periods of time depending on the type of PD. Some PD may be stored permanently.

7. Where applicable, the GDPR provides an individual with the right to (a) request access to and rectification or erasure of PD or restriction of processing concerning the individual, (b) object to processing and (c) data portability. For more information on these rights please see Chapter 3 of the GDPR.
8. The GDPR provides the individual with the right to lodge a complaint with a supervisory authority as defined in the GDPR.
9. For more information on Berkeley’s PD policies, please see <http://berkeleycollege.edu/5572.htm>.