



CONTROLLER'S OFFICE PRIVACY STATEMENT

Overview

The Controller's Office provides accounting and business services for the instructional, research, and administrative components of the University system. We are responsible for ensuring proper stewardship of the University's financial resources through effective policies, procedures, and internal controls so that timely, accurate, and complete financial information is available for decision making.

If you have questions regarding this statement, applicable contact information can be found on the [Controller's Office webpage](#).

What information do we collect?

While performing our services, the Controller's Office collects banking information from our suppliers and other non-payroll vendors.

How do we use your information?

We use this information to electronically transfer payments to vendors, both domestic and international.

How do we protect your information?

The University is committed to fairly and appropriately managing and safeguarding the information collected, used, and maintained to support its mission and to transparency regarding data management practices. We use appropriate measures consistent with prevailing industry standards and commensurate with the sensitivity of the data collected to maintain security and integrity of that information in our systems and physical facilities.

We utilize a variety of security measures, including locked storage, approved data access, shredding of all hard documentation not required to be retained, and password protection of electronic documents. For example, access to our Supplier Self-Service Portal, where supplier banking information is entered, can be accessed by invitation only.

Can information be corrected?

Banking information entered into the supplier portal can be updated by submitting a change request. Refer to the Supplier Onboarding section of the [Resource and Training Toolbox](#) on the Controller's Office webpage for instructions.

What information is shared with outside parties?

Information may be shared with third parties who assist in providing services related to University vendor, student, and faculty/staff accounts, including, but not limited to:

- Banking Institutions (deposits, payments, and wire transfers)
- State Treasurer's Office (escheated property)
- Federal and State Agencies (tax returns and other reporting requirements)
- Other Entities, when release of such information is appropriate to comply with law, enforce University policies, and/or protect ours and other's rights, property, and/or safety

How long do we keep your information?

Personal data will be retained in accordance with applicable federal and state laws, regulations, and accreditation guidelines, as well as University policy. It will be destroyed when no longer required for University services and programs, upon request, or after the expiration of any applicable retention period, whichever is later. Other jurisdictional privacy regulations do not supersede legal requirements that the Controller's Office maintain certain data.

Third Party Links

Occasionally, at our discretion, we may include third party links on the Controller's Office webpage. The University is not responsible for the contents of any linked site, and you must adhere to the privacy policy of that site.

See the University's overarching [privacy statement](#) for more information.

Other Jurisdictional Privacy Regulations

Other states or countries may have privacy regulations which serve to protect their citizens. For example, the European Union (EU) employs the General Data Protection Regulation as its legal framework for data privacy of personal data for individuals within the EU. We comply with federal, state, and foreign privacy regulations as well as applicable reporting requirements.

For students, faculty, and staff, there is a contractual need for the University to collect and retain certain data. For other suppliers, the University is committed to securing the appropriate consent in the collection and processing of personal data. If you have questions, or objections to the collection, use, and retention of your personal data, on legitimate grounds, the University will consider all requirements of notice, choice, transfer, security, data integrity, and access.

Changes to this Privacy Statement

The statement may be revised periodically due to legislative changes, technological changes, updates to privacy practices, and/or new uses of employee information not previously disclosed. Revisions are effective upon posting.