

A	Contact details Tilburg University		Controller: Executive Board Mandated: E.J.M. (Ellen) van Dodewaard (Director Human Resources)													Data Protection Officer: M.R.G. (Moswa) Herregodts LLM FG@tilburguniversity.edu www.tilburguniversity.edu											
			B	Category of the data subject: Employees & applicants	C	Processing purposes: a. Concluding and managing the Labor Agreement b. Comply with legal obligations c. Agreements with external processors d. Arrangements of secondary employment conditions e. Information provision and facilities f. Access to sportfacilities										→ → → → → →			Lawfulness of processing: Legal obligation and Contract Legal obligation Legitimate interest Contract Legitimate interest Contract and Permission				H	Transfer of personal data outside EU. Not applicable.			
J	General description of the technical and organizational security measures		E	Source documents			I	Retention periods					G	Data processing agreements													
Security measures are in accordance with ISO 27001 (ISO standard for Information Security). Assessment was carried out on the information security (ISO 27002 checklist), assessment of maturity level 2.4 based on the SURF Assessment Framework (scale 1-5).													Name		Description		Website information		Location								
			I	Job application			2 years after ending employment					1	SAP SF / HCM		Employee- and salary system		sap.com		DE								
			II	Staff intake form			not applicable					2	SAP FiCO		Financial system		sap.com		NL								
			III	Signed agreements			7 years after ending employment					3	SurfConext		Authentication software		surf.nl		NL								
			IV	Statement of data for payroll tax			5 years after ending employment					4	Pure portal		Scientific Profile page		elsevier.com		IE								
			V	Request for transfer of salary			7 years after ending employment					5	Osiris		Student Information System		caci.nl		NL								
			VI	Copy ID or passport			5 years after ending employment					6	Hora Finita		PhD tracking system		fargeau.nl		NL								
			VII	Algorithm fingerprint			1 year after ending sports membership					7	Mailplus		Email communication software		spotler.com		NL								
			VIII	Admission documents, manuscript			7 years after promotion					8	DMS		Acesss to sportfacilities		delcom.nl		NL								
												9	Evalytics		Course evaluation		evalytics.nl		NL								
									10	G.E.D. Started		Ethics Review Board system		powerapps.microsoft.com		NL											
D	Categories of personal data		F	Other controllers				G	External processors								TiU	Applications on location					Access rights				AIC
			BEL	ABP	UWV	De-loitte	Bank	ARBO	SAP HR	SAP FIN	Surf Conext	Pure Portal	Osiris	Hora Finita	Mailplus	Evalytics	G.E.D. Started	IDM	DWH	Black Board	Pure	DMS	SV	HR	F&C	TiU	
			b	b	b	b	a	ab	abcd	a	e	e	e	ab	e	e	ce	e	e	e	e	f	a	abcd	a	ef	
1a	Contact details limited		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	M-H-M
1b	Contact details completely		✓	✓	✓	✓		✓	✓			✓				✓	✓	✓		✓		✓	✓	✓		M-H-M	
2	Employee number		✓	✓	✓	✓		✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	M-H-M	
3	Nationality and place of birth		✓	✓	✓			✓					✓				✓	✓				✓	✓	✓		M-H-M	
4	Health data (at own request)						✓	✓														✓	✓			M-H-M	
5	Experiences							✓			✓		✓					✓				✓	✓			M-H-M	
6	R&D							✓					✓									✓	✓			M-H-H	
7	Finance		✓	✓	✓	✓	✓	✓	✓													✓	✓	✓		M-H-M	
8	Imagery							✓			✓					✓						✓	✓			M-H-H	
9	BSN		✓	✓	✓	✓		✓	✓														✓	✓		M-H-H	
10	Biometrics																				✓					M-H-H	
11	Other data						✓	✓	✓		✓	✓	✓		✓	✓	✓	✓		✓		✓	✓			M-H-M	

This privacy statement is based on Article 30 of the GDPR (Register for processing activities) and consists of the following parts		
A	Contact details of the organization.	
B	Categories data subjects: employees and applicants.	
C	Processing purposes.	
D	Description of the categories of personal data.	
E	Source documents, documents with which data subjects consent to the processing of their personal data.	
F	Categories of recipients to whom this personal information is or will be provided (external).	
G	Data processor(s) who process personal data on behalf of Tilburg University.	
H	Whether there is a transfer of personal data outside the EU.	
I	Applicable retention periods and moment of destruction of the data.	
J	General description of the technical and organizational information security measures.	
Explanation categories of personal data (D)		
1a	Contact details limited	Name, email address, organizational unit
1b	Contact details completely	Titles, address, postal code, telephone number, place of residence, date of birth, gender
2	Employee number	Administration number (ANR), employee number, username
3	Nationality and place of birth	
4	Health data	At own request, ambiguous consent
5	Experiences	Work experiences and training
6	R&D	Result and development conversations
7	Finance	Including full cycle, account number, outstanding invoice amount, restitution data
8	Imagery	Photo (e.g. copy ID)
9	BSN	Citizen Service Number
10	Biometrics	Algorithm of fingerprint (only on basis of permission)
11	Other data	e.g. leave, vacation, publications
TiU	Explanations of abbreviations	C Lawfulness of processing (examples in parentheses)
IDM	Identity and role assignment	L Legal obligation (e.g.: Tax authority, ABP)
DWH	DataWareHouse	C Contract (e.g. labor contract)
Blackboard	Electronic learning environment	li Legitimate interest (use of applications by Tilburg University)
Pure	Research information system	Co Consent, the datasubject (employee and applicant) has given unambiguous permission for the processing for one or more specific purposes. (e.g.: publication photos on website or brochure).
SV	Supervisor	V Vital interest (e.g. life threatening situation)
F&C	Division Finance & Control	P Task of Public interest
AIC	Explanation of the AIC	
A	Stands for availability. M (middle) indicates that the information is not available for a maximum of 2 days in the event of a malfunction.	
I	Stands for integrity. L (low) stands for "complete" personal data, M stands for "complete and correct" personal data and	
	H (high) stands for "complete, correct and up-to-date" personal data. All personal data are classified as H.	
C	Stands for confidentiality. L means that everyone within Tilburg University is allowed to see this information,	
	M means that only designated officials may see personal data in their role (e.g. payroll employees), H only means that employees by name (for example, the manager or consultant) may view personal data.	
What rights does a datasubject have as result of the GDPR?		
1	Right to be informed (articles 13 and 14 GDPR)	5 Right to restriction of processing (article 18 GDPR)
2	Right of access (article 15 GDPR)	6 Right to data portability (article 20 GDPR)
3	Right to rectification (article 16 GDPR)	7 Right to object (article 21 GDPR)
4	Right to erasure / be forgotten (article 17 GDPR)	8 Right not to be subject to a decision based solely on automated processing, including profiling (article 22 GDPR)

<h2>Privacy explanation employees and applicants</h2>	
<p>Tilburg University values great importance to the careful processing of personal data.</p> <p>Processing of personal data is necessary for the operational processes of educational and research institutions.</p> <p>This privacy statement indicates how we handle your personal data. Tilburg University processes personal data in accordance with the General Data Protection Regulation (GDPR) and the Uitvoeringswet AVG (UAVG).</p> <p>A The processing of personal data is supervised by our Data Protection Officer (DPO) Mr. M.R.G. Herregodts (e-mail: FG@tilburguniversity.edu). Our DPO is registered with the Dutch Data Protection Authority.</p>	
<h3>Use of data</h3> <p>C Data that are not required for the execution of the labor contract, the fulfillment of legal obligations and the legitimate interest of our organization will only be processed with your consent. In addition, we will never process more data from you than is necessary for the purposes that we have appointed at point C of the privacy statement.</p> <p>E We process various types of personal data from you, the majority of which we have received directly from you. We need this information to carry out our rights and obligations as an educational institution and to comply with our legal obligations.</p> <p>I We will not store your personal data for longer than is permitted by law.</p>	
<h3>Provision to third parties</h3> <p>F Tilburg University processes your personal data to ensure that we fulfill our obligations as employer.</p> <p>We need to process your data to facilitate your work and to comply with the personnel administration.</p> <p>In addition, we have the legal obligation to transfer your data to other parties, such as the Tax Authority.</p> <p>Providing these data is therefore a condition for working at Tilburg University.</p> <p>G For the processing of personal data, Tilburg University can make use of service providers who will act - exclusively on behalf of and for the benefit of Tilburg University - as data processor. We will always conclude a Data Processor Agreement with that service provider in which it compels to the above.</p>	
<h3>Security</h3> <p>J Tilburg University shall take appropriate organizational and technical measures to ensure that the personal data for which it is responsible is not processed unlawfully. For example, Tilburg University does not send personal data via an unsecured line and we continually monitor our ICT facilities for security incidents. Within Tilburg University there is a Computer Emergency Response Team (CERT) that handles all security incidents (e-mail: cert@uvt.nl).</p>	
<h3>Change your data</h3> <p>You can always ask your details, have them changed if necessary, or delete them.</p> <p>Via My Employee Portal you can largely view and update these yourself.</p>	
<h3>Changes to this privacy statement</h3> <p>Tilburg University reserves the right to change this privacy statement. Modified versions will be presented again on the site.</p>	
<h3>Questions & complaints</h3> <p>If you do not agree with how Tilburg University handles your personal data, you can always ask for clarification from our Data Protection Officer (see point A). If, in your opinion, your problem is not solved properly, you can contact the Dutch Data Protection Authority.</p>	
Date: 01-02-2019	