# Privacy Statement

**Persons not employed**

**Version:** 01-02-2019

**Controller:**
Executive Board
Mandated: E.J.M. (Ellen) van Dodewaard (Director Human Resources)

**Data Protection Officer:**
M.R.G. (Moswa) Herregodts LJLM
FG@tilburguniversity.edu

**Privacy Statement**

## Processing purposes:
- Providing main facilities and managing the Agreement
- Comply with legal obligations
- Arrangements of secondary conditions
- Information provision and facilities
- Access to sportfacilities

## Lawfulness of processing:
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- 

## Category of the data subject:
Persons not employed

## General description of the technical and organizational security measures

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).

## Source documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Website Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Form applying for access to systems</td>
<td>sap.com</td>
<td>DE</td>
</tr>
<tr>
<td>II</td>
<td>Signed agreements</td>
<td>sap.com</td>
<td>NL</td>
</tr>
<tr>
<td>III</td>
<td>ID or passport</td>
<td>IFD</td>
<td>NL</td>
</tr>
<tr>
<td>IV</td>
<td>Fingerprint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Admission documents, manuscript</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Retention periods

<table>
<thead>
<tr>
<th>Period</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years</td>
<td>Expiration of contract</td>
</tr>
<tr>
<td>3 years</td>
<td>Expiration of contract</td>
</tr>
<tr>
<td>1 year</td>
<td>Expiration of contract</td>
</tr>
<tr>
<td>7 years</td>
<td>Expiration of contract</td>
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</tbody>
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## Data processing agreements

<table>
<thead>
<tr>
<th>Category (A)</th>
<th>Description</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>SAP HR</td>
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<tr>
<td>SAP FIN</td>
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<tr>
<td>Surf Connect</td>
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<tr>
<td>Pure Portal</td>
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<tr>
<td>Osiris</td>
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<tr>
<td>Hora Finita</td>
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<tr>
<td>Malplus</td>
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<tr>
<td>IDM</td>
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<td>DWH</td>
<td></td>
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<tr>
<td>Black Board</td>
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<tr>
<td>Pure</td>
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<tr>
<td>DMS</td>
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</table>

## Categories of personal data

<table>
<thead>
<tr>
<th>Description</th>
<th>Access rights</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>M-H-M</td>
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</tbody>
</table>

## Other controllers

- Deloitte
- ING
- SAP HR
- SAP FIN
- Surf Connect
- Pure Portal
- Osiris
- Hora Finita
- Malplus

## Applications on location

- SV
- HR
- F&C
- TIU

## AIC
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 of data subjects: persons not employed (among which KCS, SBI).
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.

Toelichting Categorieën van persoonsgegevens (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), username
3 Nationality and place of birth
4 Experiences
   Work experiences and training
5 R&D
   Result and development interview
6 Finance
   Including full cycle, account number, outstanding invoice amount, restitution data
7 Imagery
   e.g. Photo, copy ID
8 Biometrics
   Algorithm of fingerprint (only on basis of permission)
9 Other data
   e.g. publications

Explanations of abbreviations

IDM
DWH
Blackboard
Supervisor
Research information system
SV
F&C

Identity and role assignment
DataWarehouse
Electronic learning environment
Division Finance & Control

Lawfulness of processing (examples in parentheses)

L Legal obligation (e.g.: IND)
C Contract (e.g. agreement)
Li Legitimate Interest (use of applications by Tilburg University)
Co Consent, the datasubject (person not employed)
   has given unambiguous permission for the processing
   for one or more specific purposes.
   (e.g.: publication photos on website or brochure).
V Vital interest (e.g. life threatening situation)
P Task of Public interest

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. M means that everyone within Tilburg University is allowed to see this information,
   H 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 data subject have as result of the GDPR?

1 Right to be informed (articles 13 and 14 GDPR)
2 Right of access (article 15 GDPR)
3 Right to rectification (article 16 GDPR)
4 Right to erasure / be forgotten (article 17 GDPR)
5 Right to restriction of processing (article 18 GDPR)
6 Right to data portability (article 20 GDPR)
7 Right to object (article 21 GDPR)
8 Right not to be subject to a decision based solely on automated processing, including profiling (article 22 GDPR)