

PRIVACY STATEMENT Students' data in Osiris

Tilburg University (TiU) considers privacy important and therefore handles your personal data with care. In this Privacy Statement, we describe what happens to your personal data and how your privacy is safeguarded when your personal data is processed in our Student Administration System (Osiris).

The general Tilburg University privacy statement can be consulted on the webpage [Tilburg University Privacy Statement](#).

1. Who is responsible for processing my personal data?

TiU is responsible for the data processing described in this privacy statement. TiU has a statutory duty to ensure that your personal data is processed in accordance with applicable privacy legislation, including the General Data Protection Regulation (GDPR).

2. Which categories of personal data are processed, for what purpose and on what legal basis?

Personal Data	Purpose	Legal Basis
Name, contact information, date/place/country of birth, gender, nationality, student number (ANR, Studielink number)	Concluding and managing the education contract and process	Legal obligation, contract
National Identification Number	Accountability (accountants, DUO)	Legal obligation, in agreement with art 46 UAVG
Health data	Supporting the education process	Consent
Picture	Identification	Consent
Copy passport of international students	Identification	Legal obligation (IND), contract
Emergency Contact Information	Contacting in case of emergency of student	Legitimate interest, consent
Financial information (bank account)	Payment of tuition fees	Contract
Study information (previous education, study program, courses, degrees, certificates and diplomas)	Determining admission	Legal obligation
Study results	Determining study progress	Legal obligation, contract
Study related information (if applicable), for example <ul style="list-style-type: none"> - study counseling (see privacy statement) - special education facilities or examination arrangements - exemptions for courses 	Supporting the education process	Legal obligation, contract, consent

The personal data mentioned in the table, except for the National Identification Number, picture and (if relevant) copy of passport, can also be processed for management information, student- and learning analytics. The legal basis for this processing is legitimate interest.

3. Who has access to my personal data?

TiU employees who fulfill a role which requires access to your data, are provided access to (part of) your data, based on the need to know (role based access). This can for example be your teacher, the dean of students, the director of the study program, the education coordinator, the student counselor, members of the examination board and the administrator. We take care no more data is processed than is necessary and data are anonymized, pseudonymized or aggregated when possible.

4. Will my personal data be shared with other parties?

Processors

The personal data is securely stored in the student administration application: OSIRIS. OSIRIS is a cloud based solution for student administration, provided by CACI. CACI's servers are located in the Netherlands.

TiU has entered into a data processing agreement with CACI to ensure that your personal data is processed carefully, securely and in accordance with the GDPR. This agreement also stipulates that CACI and its subcontractors (sub-processors) may never process the personal data for their own purposes and may only act in accordance with instructions from TiU.

Data in Osiris can also be used for other applications related to education, for example scheduling (Syllabus+, TimeEdit), the learning management system (Canvas), digital testing application (TestVision), Thesisdossier, Identity Management. Like CACI, these suppliers are processors. TiU has entered into data processing agreements with these processors.

Other parties

In addition to the processors listed above, part of your data can also be shared with other organizations. Based on legislation, your data is shared with the Education Executive Agency (Dienst Uitvoering Onderwijs, DUO), Studielink, accountants (for audit purposes) and, if applicable, the Immigration and Naturalization Service (IND) and the GGD (Municipal Health Services, for TBC test). Possibly (some) of your personal data may be shared with other educational institutions, for example in case of a joint degree program or when participating in courses at another educational institution.

5. Will my personal data be transferred to countries outside the European Economic Area (EEA)?

No, your personal data stored in Osiris will not be transferred to countries outside the EEA. Only in specific, individual cases (for example when you participate in a student exchange program), your data might be transferred to another country outside the EEA. You will be informed of such data transfers.

6. How long will my personal data be stored?

We determine the retention period based on legislation and regulations. Should you want to have your personal data erased at an earlier stage, this could be done in certain circumstances. Please refer to the privacy statement regarding your rights.

7. Who can I contact if I have questions about the processing of my personal data?

First of all you can check and possibly correct your personal data in [Osiris Student](#) or you can contact the Student Desk with questions about your personal data. If this does not resolve your question and you have other questions about the way in which your personal data are processed, or in case you wish to access the personal data that we process, or correct factual inaccuracies in your personal data (insofar this cannot be done in Osiris Student), or to have your personal data deleted, to limit the processing of your personal data, and to object to the processing of your personal data, please check [your rights](#).