

PRIVACY STATEMENT (emergency) contact information third parties/other data subjects

Tilburg University (TiU) considers privacy important and therefore handles your personal data with care. In a number of processes, we process personal data of data subjects who do not have a direct relationship with TiU (so-called 'other data subjects'). In this Privacy Statement, we describe for these processes what happens to your personal data and how your privacy is safeguarded.

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

1. *In which processes do we process personal data of other data subjects?*

TiU processes personal data of other data subjects in the following processes:

Process	Data subject(s)
Identify and approach contact person for emergency regarding student	Contact person designated by student
Identify and approach contact person for emergency regarding employee	Contact person designated by employee

2. *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).

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

Emergency regarding student

Personal Data	Purpose	Legal Basis
Name, contact information (telephone number), relation to the student	Contact in case of an emergency regarding the student	Legitimate interest, consent, vital interest

Emergency regarding employee

Personal Data	Purpose	Legal Basis
Name, contact information (telephone number), relation to the employee	Contact in case of an emergency regarding the employee	Legitimate interest, consent, vital interest

The personal data mentioned in the table may also be processed for management information, namely to check in how many instances the information is known and/or calculate the percentage of known contact persons. The legal basis for this processing is legitimate interest.

4. *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).

Process	Employee	Reason
Emergency regarding student	- Employee Student Desk - Education Coordinator	Contact in case of emergency regarding student

	<ul style="list-style-type: none"> - Dean of Students - Student Psychologist - Teamleader Functional Management OSIRIS - Responsible person from Crisis team (depending on relationship with the student: Academic Director, Exchange Coordinator, Admissions Officer) 	
Emergency regarding employee	<ul style="list-style-type: none"> - Manager and next-to-superiors own faculty or division - HR Advisor - HR Service Center 	Contact in case of emergency regarding employee

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

Emergency regarding student

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.

Emergency regarding employee

The personal data is securely stored in the HR system SAP SuccessFactors. SAP SuccessFactors is a cloud based solution for personnel administration. The servers of SAP SuccessFactors' instances of Tilburg University are located in the Germany.

TiU has made contractual arrangements with SAP to ensure that your personal data is processed carefully, securely and in accordance with the GDPR.

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

Emergency regarding student

No, your personal data stored in Osiris will not be transferred to countries outside the EEA. Only in specific, individual cases, your data might be transferred to another country outside the EEA. You will be informed of such data transfers.

Emergency regarding employee

No, your personal data stored in SAP SuccessFactors will not be transferred to countries outside the EEA. Only in specific, individual cases, your data might be transferred to another country outside the EEA. You will be informed of such data transfers.

7. 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.

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

Emergency regarding student

First of all, the student can check and possibly correct your personal data in [Osiris Student](#). Regarding questions about the processing of your personal data, you can contact the [Student Desk](#).

Emergency regarding employee

First of all, the employee can check and possibly correct your personal data in SAP SuccessFactors. Regarding questions about the processing of your personal data, you can contact the [HR Service Center](#)..

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 make use of your data subject's rights as laid down in the GDPR, please check the webpage about [your rights](#).