

Privacy Statement Finance & Control

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This statement explains how and what personal data is processed and stored by Finance & Control. This Privacy Statement provides further details for Finance and Control in relation to the general privacy policy of Tilburg University and complements the general privacy statement.

Basis and purposes for the processing of personal data

Finance & Control attaches great importance to the careful handling of personal data. Processing of personal data will only take place on the basis of a legal obligation on the basis of an (employment) agreement and / or on the grounds of legitimate interest. With the processing of these personal data, Tilburg University can fulfill its financial and administrative obligations. These obligations include drafting and auditing the annual accounts, providing financial reports and the foregoing and financial administration. When processing this personal data, Finance & Control assumes data minimization (Article 5 paragraph 1 sub c GDPR). This means that Finance & Control does not process more personal data than strictly necessary.

What personal data are used

Finance and Control uses both normal and sensitive personal data during processing. The normal personal data used by Finance & Control in the processing of its processes are as follows:

- Name
- Telephone number
- Address
- E-mail address
- Student number
- ANR number
- Personnel number

In addition, Finance & Control also uses some sensitive personal data. These are **not** special personal data. but it is necessary that these are handled with extra care. The legal basis for using the Citizen service number (BSN) is Article 53 (3) of the Algemene wet inzake rijksbelastingen ('State Taxes Act'). The sensitive personal information that Finance & Control uses in the processing of its processes are the following:

- Citizen service number (BSN)
- Copy of proof of identity
- Copy Bank card

- Salary data (such as IBAN number, salary grade)
- Tariffs of project participants when there is a project

How are these sensitive personal data processed?

The student provides a masked copy of the identity card and a copy of the bank in Finance & Control as the student / will change its IBAN. Finance & Control needs this information because in this way it can determine the identity of the student. This makes the risk of fraud with the IBAN number minimized. After the identification, the copy of the identification document and the copy of the bank card are immediately and securely destroyed.

Origin of personal data

Finance & Control obtains personal data for the processing of the above processes via various channels of divisions / faculties. Personal data is supplied in hard copy or digitally via mail. These data are from (not exhaustive) :

- Staff members
- Students
- Internal control units
- Suppliers
- Clients

Recipients of personal data

Finance & Control provides only necessary data if this is a processing basis and there is purpose limitation. Finance & Control does not provide personal data by telephone . If there's request by phone relating to personal data, this information will be provided through the TIU-mail address. This way we can guarantee that the information will reach the right person.

Storage period of personal data

Personal data are stored for a maximum of 12 years. This term is structured as follows: 7 years in the context of the Archiefwetgeving ('archives legislation') and above that the retention period can be increased by 5 years if these data are necessary for a research project.

Privacy Statement Research Respondents

Tilburg University conducts scientific research, for which personal data is processed in certain cases. This statement contains information about how and which personal data of respondents are processed and how this is handled.

The data processing basis and purposes

Data are collected by different researchers in various fields such as economics, social sciences, humanities, and law. All surveys are conducted with a valid processing basis. The primary processing

basis is generally consent, but, in some research, a different processing basis may apply, such as a task of public interest or necessary for legitimate interest. Respondents are informed of their rights and the purpose for which their data are collected in a declaration of consent or privacy statement. Respondents can stop participating in the research at any time. However, the rights of data subjects are restricted if the (anonymous) data have already been processed in a research result. Research takes place among persons aged 18 and older with a declaration of informed consent. Surveys of persons younger than 18 years of age or persons who are unable to give consent themselves will be conducted with the permission of the parent/guardian/counselor.

The origin of your personal data

Tilburg University usually receives the personal data directly from the data subject by means of interviews, online questionnaires, and lab experiments. Existing data sets can also be used, or personal data can be received from public or private organizations within the framework of a partnership.

The categories of personal data

The personal data collected in the context of scientific research are very diverse and vary from one research project to another. It is not possible to list all possible personal data here, but some are regular personal data, such as name, e-mail address, and age, and special data, such as health, criminal history, and religion. Tilburg University's policy is to collect as little personal data as possible (data minimization).

The storage periods of the personal data

The storage period for research data is a minimum of 10 years after the date of the last publication. Medical data must be kept for a minimum of 15 years. The directly traceable personal data (mainly contact data and informed consent) will be kept separately for as long as necessary but for a maximum of 10 years and, for medical data, a maximum of 15 years after the date of last publication.

Security

Data is collected and processed using various tools, such as tools for online questionnaires, online panels, lab experiments with specific tools, etc. Tilburg University guarantees that when using external tools, a processing agreement is concluded between the processor and the university, thus guaranteeing the security of the data.