

## How does TU/e handle personal data of employees?

### 1. Introduction

This privacy statement provides information on the processing of personal data of employees of Eindhoven University of Technology (TU/e).

An 'employee' is understood to be everyone who works in the service of TU/e based on a permanent or temporary appointment, as well as everyone who is not in the service of TU/e, but performs work for TU/e on the basis of an external hire or temporary employment contract.

We have tried to present all information in a clear and readable way. If after reading this privacy statement you have any questions concerning the way in which TU/e makes use of personal data, you can contact TU/e via the contact data at the foot of this privacy statement.

This privacy statement is valid as from February 8<sup>th</sup>, 2022. The last adjustments to this privacy statement were made on January 25<sup>th</sup>, 2024.

### 2. Who is responsible for your personal data?

The Board of TU/e is controller in the sense of the General Data Protection Regulation (GDPR) of the processings mentioned in this privacy statement. This means that the Board of TU/e (hereafter: "TU/e", "we", or "us") bears responsibility for a careful and adequate processing of your personal data.

### 3. Which personal data do we process?

We process, among other, the following data of employees:

- name, e-mail address and organizational section
- date of birth, gender
- academic titles, home address, postal code, city of residence, telephone number
- employee registration number
- nationality and place of birth
- medical data (on one's own request)
- work experience and training
- results and progress interviews
- financial data
- image material like passport photograph and copy of ID
- citizen service number (BSN)
- other data like holidays and publications
- copy of bank card
- copy of passport

### 4. For what purposes do we process your personal data?

Personal data of employees are processed for the following purposes:

1. Act of and management of appointment (agreement)
2. Fulfillment of legal obligations
3. Agreements with external processors
4. Regulations on secondary working conditions
5. Providing of information and of facilities
6. Access to sports facilities

## 5. Legal base of the processing

To be authorized to process your personal data, the processing must be based on one of the foundations from the GDPR. In the case of TU/e, as far as the above-mentioned purpose 1 is concerned, this is both a legal obligation and an agreement. For purpose 2 it is a legal obligation. For purposes 3 and 5 it is justified interest. For purpose 4 the base is agreement, and for purpose 6 the base is consent as well as agreement.

In addition to the purposes mentioned above, your personal data are also processed for the purpose of gathering anonymous steering, trend and management information. This information helps the improvement of HRM processes and policies, enables segmented steering and allows us to comply with internal and external reporting obligations. In addition, this information makes it possible to demonstrate the achievement of TU/e-objectives.

## 6. Who has access to your personal data?

Basically, your personal data are used by TU/e only, and access to your personal data is restricted to employees who need your personal data to perform their work. In some cases we share your personal data with other parties, such as:

### Government agencies and supervisory authorities

In some cases we are obliged to share personal data with other government agencies by legal obligation or judicial decree. These could be for example the tax authority, the benefits agency (UWV), the working conditions service, a trade union or interest group, the IND (in case of an employee from outside the EU), the police criminal branch or a regulatory body. Furthermore, we are required by law to cooperate in audits (for example, by the European Commission in the context of subsidizing research) and in doing so personal data may be shared with the relevant bodies.

TU/e takes due care when sharing personal data and will do so only when there is a valid legal base.

### Other education and research institutions

TU/e can share your personal data with other education and research institutions when this is required for the practice of education or for performing scientific research. For example, when courses are given in collaboration with other institutions (a joint degree), or in case of exchange programs or joint scientific research projects. TU/e will make written agreements with these parties as to the processing and protection of personal data.

### Processors and third parties

Finally, TU/e shares personal data with third parties for support in performing its tasks. Such a third party may be a software supplier, an administration office or other service provider that requires personal data to provide its services. Third parties may also be parties involved in nominations or awards. TU/e will make written agreements with these parties as to the processing and protection of personal data.

## 7. Will my data be processed outside the European Economic Area ('EEA')?

TU/e endeavors to process your data only within the European Economic Area ("EEA") by storing your data on a server in the EEA wherever possible. Sometimes this is not possible, for example when we transfer data to a university outside the EEA for which you have given permission.

If we engage processors, we require them to store personal data on servers in the EEA. When this is not possible, we take the necessary measures to provide an adequate level of protection for your personal data.

## 8. For how long are your personal data kept?

TU/e keeps your personal data in accordance with the GDPR. The data are not kept for any longer than is necessary to reach the goals for which they were collected.

## 9. How are your personal data protected?

We have taken appropriate measures to guarantee the confidentiality and security of your personal data. Appropriate safeguards against loss or unlawful processing of personal data have been implemented. Only personnel with authorization based on their tasks have access to your personal data.

## 10. How can you exercise your privacy rights?

You have the right of access to a listing of your personal data, and under certain conditions, rectification and/or erasure of your personal data. Furthermore, in certain cases you also have the right of restriction of the processing of your personal data, the right to object to processing and the right to data portability.

To exercise your right of access, rectification, erasure, restriction, objection or data portability, contact us via the contact data at the foot of this privacy statement. Note however that we may ask for additional information to verify your identity when exercising these rights.

If you have given consent to process your personal data for a certain purpose, you may always withdraw this consent. Note however that withdrawal of your consent is not retroactive. You can contact us about this via [privacy@tue.nl](mailto:privacy@tue.nl).

## 11. How can you lodge a complaint?

You can at any time lodge a complaint with us about the processing of personal data by contacting our Data Protection Officer. For the contact data see under 12 – Contact data.

If you believe we have not processed your personal data carefully and honestly, you may also lodge a complaint with the regulatory authority, which in the Netherlands is the [Dutch Data Protection Authority](#).

## 12. Contact data

If you have questions about how we process your personal data, please let us know via [privacy@tue.nl](mailto:privacy@tue.nl). We will be happy to assist you.

If you believe that the processing of your personal data is not in line with the GDPR, you may lodge a complaint with the Data Protection Officer (DPO) via [functionarisgegevensbescherming@tue.nl](mailto:functionarisgegevensbescherming@tue.nl). The DPO serves as the link between TU/e and the external supervisory body (the Dutch Data Protection Authority). The DPO acts independently and can discuss your complaint with or ask for advice from the Data Protection Authority.

If you do not agree with the handling of your complaint by the DPO, you may lodge a complaint directly to the [Dutch Data Protection Authority](#). The Data Protection Authority will handle the complaint or the request and decide upon it.