

# How does Eindhoven University of Technology handle students' personal data?

## 1. Introduction

This privacy statement provides information about the processing of personal data of students at Eindhoven University of Technology.

We have tried to provide you with all the information in a clear and readable way. If after reading the privacy statement you have any questions about the way we process your personal data, please let us know via [privacy@tue.nl](mailto:privacy@tue.nl). We are happy to help you.

This privacy statement is applicable as of October 1, 2021. The latest changes to this privacy statement were made on January 20, 2022.

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

The TU/e Executive Board is the controller in the sense of the General Data Protection Regulation (GDPR) for the processing operations in this privacy statement. This means that the TU/e Executive Board (hereafter referred to as "TU/e", "we" or "us") is responsible for the careful and proper processing of your personal data.

## 3. What personal data do we process?

We process the following personal data from students:

- Name, email, phone number (also of an emergency contact if provided by student);
- date of birth and gender;
- titlature, address, zip code, city and phone number;
- student number, student ID number, TU/e relationship number and BSN;
- nationality and place of birth;
- passport photo;
- health data (if there is an assigned facility);
- bank and payment information;
- prior education data;
- study choice, study progress, study results and outcomes, participation rates and other study-related data;
- personal experiences in the case of a consultation with an academic advisor or psychologist and what was discussed there (only accessible to these individuals);
- electronic data such as notebook serial number (if student participates in TU/e notebook program), IP address, and log data from online educational applications;
- surveillance footage.

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

We process personal data for the purpose of our services, in the context of education and research. We also have to comply with legal obligations for which we process your personal data. Your data can be processed in a pseudonymized manner, or at personal level.

We process your personal data for the following purposes:

1. admission and enrollment for educational purposes;
2. providing (online) teaching and (online) examinations;
3. tutoring;
4. administration for enrollment and collection of tuition;
5. arranging (graduation) traineeships and research;
6. security of the property and safety of TU/e and its visitors;
7. tracking, measuring and guiding of study progress;
8. graduation;
9. creating and issuing the diploma;
10. providing information on study-related conferences, seminars, etc;
11. sending (by e-mail) newsletters, invitations for (student) surveys, information about your account, your study status and other (necessary) information from the TU/e;
12. insurance purposes;
13. preventing and investigating suspicions of plagiarism and fraud, and for taking (legal) action in the event of observed wrongdoing;
14. (continuously) improving the quality and accessibility of education and teaching, including by conducting (statistical) research, learning analytics and taking and processing surveys and their results;
15. nomination for membership, award or nomination.

#### 5. Basis for processing

The processing must be based on one of the legal grounds of the GDPR. The basis depends on the specific personal data and the purpose for which they are processed. TU/e often processes personal data on the basis of the performance of a task carried out in the public interest. This is because TU/e has the legal task of providing (higher) education. To carry out this task, the processing of personal data is necessary. In some cases, TU/e processes personal data on the basis of a contract, a legal obligation, a legitimate interest or on the basis of consent.

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

The basic principle is that your personal data will only be used by TU/e. Only employees who need the data to carry out their work have access to your personal data.

In some cases, we share your personal data with the following other parties:

- government agencies;
- other educational and research institutions;
- processors and third parties.

#### Government agencies

Sometimes we are required by law or a court of law to share personal data with other government agencies. These include the Dienst Uitvoering Onderwijs (DUO), the criminal investigation department or a supervisory authority. TU/e is careful in providing personal data and only provides personal data that it is legally obliged to provide.

**Other educational and research institutions** TU/e may share your personal data with other educational and research institutions if this is necessary for providing education or carrying out scientific research. This may include a programme that is carried out in collaboration with another institution (such as a joint degree), an exchange program and collaborations in the context of education or academic research. TU/e makes written agreements with these parties about the processing and security of personal data.

### **Processors and third parties**

Finally, TU/e shares personal data with third parties to support the performance of its tasks. This might include a software supplier or an administration office. Another example is third parties who are involved in appointments, nominations and the presentation of awards. TU/e makes written agreements with these parties about the processing and security 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. How long will your personal data be kept?**

TU/e stores your personal data in accordance with the GDPR. Data will not be retained for longer than is necessary to achieve the purposes for which the data was collected. Some data we are required by law to retain for a certain period of time.

### **8. How is your personal data secured?**

We have ensured the confidentiality and security of your personal data with appropriate physical, technical and organizational measures. This prevents the loss or unlawful processing of your personal data. Furthermore, your personal data can only be viewed by employees who, based on their position, are authorized to do so.

### **9. How can you exercise your privacy rights?**

You have a number of rights with respect to your personal data:

- Right of access. This is the right to obtain confirmation from us as to whether or not your personal data are being processed, and, where that is the case, access to the personal data and some additional information.
- Right to erasure.
- Right to rectification and supplementation. This is the right to have personal data that we process amended.
- Right to data portability. The right to data portability allows you to obtain and reuse your personal data for your own purposes across different services.
- Right to restrict processing. This right allows you to limit the way that we use your data.
- Right regarding automated decision making and profiling. This is the right to a human eye in decisions.
- Right to object to data processing.
- Right to clear information about what we do with your personal data.

Would you like to exercise any of these rights? If so, please contact [privacy@tue.nl](mailto:privacy@tue.nl). We may, however, request additional information to verify your identity when invoking these rights.

If you have given permission for the processing of your personal data you can withdraw this permission at any time. Withdrawing your permission does not have retroactive effect. This means that until the moment of revocation, the permission is lawfully given.

## **10. Contact details**

### ***In case of questions and/or exercise of privacy rights***

If you have any questions about how we process your personal data, or if you wish to exercise your privacy rights, please contact the TU/e privacy team at [privacy@tue.nl](mailto:privacy@tue.nl). We will be happy to help you.

### ***In case of complaints***

You can submit a complaint about our data processing to the Data Protection Officer (FG) at [dataprotectionofficer@tue.nl](mailto:dataprotectionofficer@tue.nl). The Data Protection Officer is the link between the TU/e and the Personal Data Authority. The Dutch Data Protection Authority is the supervisory authority in the Netherlands. The Data Protection Officer acts independently of the university and can consult and/or obtain advice from the Dutch Data Protection Authority.

If you do not agree with the complaint handling by the FG, you can file a complaint directly with the Dutch Data Protection Authority. The Dutch Data Protection Authority will handle the complaint or request and make a decision on it.