

How does TU/e handle personal data of job applicants?

1. Introduction

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

A 'job applicant' is understood to be everyone who presents himself to TU/e as a candidate for an employment position with the university. When someone applies for a job with TU/e, this person will submit personal data to us, among other by sending a curriculum vitae and a letter of motivation.

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 December 6th, 2021. The last adjustments to this privacy statement were made on December 6th, 2021.

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 job applicants:

- Name, e-mail address
- Date of birth, gender
- Academic titles, home address, postal code, city of residence, telephone number
- Curriculum vitae, letter of motivation and any additional attachments
- Nationality and place of birth

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

Personal data of job applicants are processed for the following purposes:

1. Assessment of the applicant's suitability for the position or positions for which he has applied.
2. To contact the applicant.
3. Evaluation of the progress of the application procedure.
4. To inform the applicant about other vacancies.

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 purposes 1-3 are concerned, this is justified interest. For purpose 4 this is consent.

6. Who has access to your personal data?

We do not share data which we process within the framework of the application procedure with third parties, but in some cases we do hire a processor for support in performing our tasks. Such a processor may be a software supplier, an administration office or other service provider that requires personal data to provide its services. 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. If you are not hired, TU/e will keep your data for a period of 4 weeks after the application procedure ends. If you have given permission to process your data with a view to being informed about other vacancies, we keep your data until the moment of cancellation.

9. How are your personal data protected?

We have taken appropriate measures to guarantee the confidentiality and security of your personal data. Appropriate physical, technical and organizational 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.

11. How can you lodge a complaint?

You can at any time lodge a complaint with us about the processing of personal data by TU/e 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. 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. 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 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.