

UM Employees Privacy Statement

Introduction

The protection of your privacy is important to Maastricht University (UM) and UM therefore treats your data with care. UM is the controller of your personal data. This privacy statement explains how UM handles personal data.

UM also has a general privacy statement, which can be found at www.maastrichtuniversity.nl. This general privacy statement concerns the processing of data not specifically referred to in this UM Employees Privacy Statement. The general privacy statement will be referred to from time to time in this document for information purposes.

Contact details

If you have a query about this privacy statement or you want to know more about how UM handles personal data, or if you have a complaint, please contact:

Maastricht University
attn. Data Protection Officer
Postbus 616
6200 MD Maastricht
privacy@maastrichtuniversity.nl

You can also contact UM's Data Protection Officer directly by emailing fg@maastrichtuniversity.nl.

What personal data does UM process?

UM has a purpose for processing personal data, and does not process more data than necessary for that purpose. A general overview of these purposes can be found down below.

UM receives personal data directly from you or from a third party that is authorised or required to share this personal data with UM.

An overview of the categories of (special) personal data that UM may process is set out below:

Category of personal data	Examples
Name and address details	name, address, postal code, town/city
Age-related data	age and date of birth
Contact details	email address(es) and telephone number(s)
Gender	
Nationality	(Second/third) nationality, place of birth
Education and professional experience	CV, certificates, diplomas
Financial data	IBAN, salary, income, statements of expenses, retirement, benefits, loans, seizures of bank accounts or wages and salaries.
Identification data	BSN number, copy of ID, document number, (passport) photograph, employee number.
Personnel file-related data	Performance reviews, assessments, recording of incidents, authorisations, employment contract / appointment, vacancy, job description, holidays, working hours, leave, objections and/or appeals, ancillary activities, minutes of conversations.
Account data	Login details, social media accounts, IP

	addresses.
Location data	Logging data, IP address, building access data.
Usage data for UM facilities	Logging data, IP address, location data.
Biometric data	Passport photo
Photos and video images	Visual materials, promotional materials, camera images, recordings of lectures.
Medical data	Data relating to absence, data relating to possibilities and disabilities with respect to work, reintegration and WIA (the Work and Income according to Labour Capacity Act), labour conditions and related matters, such as an adapted chair.
Academic research	Data (created) in the context of academic research.
Personal information	Information in UM ICT facilities that you have added yourself, such as in your mailbox, on your UM laptop / tablet / telephone or your personal network storage.

Sensitive personal data are data that are special in nature. For example, these can be data that reveal your race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or sexual orientation. The term sensitive personal data also includes data about your health, genetic data or biometric data through which you can be identified (e.g. a fingerprint). UM only processes sensitive data when it is permitted to do so by law or when you have voluntarily revealed such data to UM.

Purposes

UM processes personal data for the performance of its task carried out in the public interest, compliance with a legal obligation to which the controller is subject, performance of the employment contract, carrying out UM's operational management, improving quality on all fronts within the UM, guaranteeing the safety of employees and keep employees informed about relevant matters.

More specifically, UM processes (hired or seconded) employees' personal data for the following purposes:

- to establish the identity of employees;
- to take care of employee's development and perform periodical assessments;
- to offer and supply a workspace, device and catering services tailored to the employee's needs or wishes;
- to perform the employment contract, meeting obligations based on labour and tax legislation and the payment of salaries and claimed benefits;
- to record lectures;
- to record working hours, absence, vacation and leave;
- to provide occupational health care, assess work disability and implement reintegration processes;
- to distribute information relevant for employees;
- to keep personnel files, including the matters listed here, and to register the exposure to hazardous materials;
- to register incidents and reports regarding (suspicion of) domestic violence or child abuse;
- to measure employee happiness and the quality of employee services;
- to prepare policy decisions and to create management information for UM's management bodies;

- to organise and hold university elections;
- to process complaints, objections and appeals and to deal with other legal matters;
- to keep financial records and to draw up and approve annual accounts and budgets;
- to perform (internal) audits;
- to draw up UM's annual reports;
- to complete accreditation and certification processes;
- to offer and provide products and services;
- to purchase products and services and to manage contracts;
- to secure, maintain and run the university's buildings;
- to secure information and ensure the proper functioning of IT facilities;
- to inform the contacts of staff in the event of an emergency;
- to compile user statistics for UM's facilities;
- to send a gift in the event of illness or a festive occasion;
- to send UM news and announcements from or on behalf of the Executive Board and/or the board of your faculty by e-mail, both periodically and occasionally. The faculty, MUO or the service centre where you work can also send such information.

Employee survey

In order to measure, among other things, the work satisfaction of employees and (the quality of the) employee facilities, UM periodically organizes an employee experience survey. This sustainable employability monitor takes place on a pseudonymized basis. This means that the data is encoded. As a result, data that is fed back to UM cannot be traced back to you and the reports are always anonymous.

If the survey contains questions that could lead to the identification of the person who answered them, consent is asked prior to the possible processing of these personal data. The employee has the right to withhold consent. This has no consequences for that employee.

Online profile

If you are a UM employee, a profile of you will be created on the intranet. Here you will initially find your name, position, telephone number, work address and e-mail address. You can choose to expand this information with, for example, a photo, a description of yourself and a link to your social media account(s). You can also choose whether this profile is only published on the intranet or on the internet. In the latter case, your profile can be indexed in search engines.

Recording lectures

Employees who give lectures to students may choose to have their lectures recorded so that students can access them at a later stage. This can be an audio or an audio and video recording. Guest lecturers are asked for their written consent to record their lectures.

If a faculty board has taken a decision to this effect, a lecturer may be required to record his or her lectures. The lecturer may object to this in accordance with the procedure described in the Framework on recording lectures. In that case, UM will once again weigh the interests involved. If this assessment shows that UM has compelling and justified grounds to continue processing personal data, the objection will be rejected.

Recordings of lectures will only be made available to students who are enrolled in the course to which the lecture relates; they will not be made publicly available to everyone.

Other purposes

UM also processes data for other purposes, such as UM card, camera surveillance, newsletter, recording SSC telephone calls, the UM website and IT facilities. You can find more information about this in the UM's general privacy statement which you can consult on the website <https://www.maastrichtuniversity.nl/nl/over-de-um/al-Algemene-privacy-Declaration-um>.

Retention periods

UM does not keep personal data for longer than is necessary to achieve the purpose of processing. UM has defined a retention period for each type of processing. If this retention period can be extended, the terms under which it may be extended are also specified. Personal data can also be kept for a longer period for historical, statistical and scientific purposes.

In some cases, UM is subject to a statutory retention obligation, for example pursuant to the Dutch Public Records Act (Archiefwet). The retention periods pursuant to the Public Records Act are specified in the Basic Selection Document for Scientific Education (BSD WO). The most recent version of this document can be found on the website of the Dutch National Archive (<https://www.nationaalarchief.nl>).

Personal data may also be retained for historical, statistical and scientific purposes. Below is a general overview of the retention periods within UM:

- The personnel file is retained for a period of ten years after termination of the appointment or termination of employment. If you are exposed to hazardous substances during your work at UM, there is a statutory retention period of forty years.
- The personal details of a hired or seconded employee are kept for ten years. If the hired or seconded employee is rejected, the retention period is one year from the moment of rejection.
- The personal data of someone who is not an employee, not hired or seconded, but who is registered to gain access to certain UM systems is stored for seven years after the access has been terminated. If the request for access has been cancelled, the retention period is one year and if the access has been denied three years.
- When you make a report to a confidential adviser, these personal details are stored in a confidential folder for two years. If the report leads to a complaint, these personal data are stored in a sealed envelope in a confidential folder and destroyed five years after the decision of the Executive Board.
- When you lodge an objection with the General Administration Act Advisory Committee, your personal data will be retained for ten years after the case is closed. If the case is dropped or not considered, a retention period of one year applies.

If you would like to know the retention period for a specific type of processing, please contact UM as follows:

Maastricht University
attn. Data Protection Officer
PO Box 616
6200 MD Maastricht
privacy@maastrichtuniversity.nl

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Processing grounds

When UM processes your personal data, this processing is based on a processing ground. A processing ground is the reason why personal data is processed. More information about the

processing grounds applied by UM and further processing can be found in the UM's general privacy statement which you can consult on the website <https://www.maastrichtuniversity.nl/nl/over-de-um/al-GENERAL-Privacy-Declaration-um> .

Recipients of personal data

UM has taken steps to ensure that only those individuals who need to process your personal data have access to it. In addition, UM may share data with parties outside of UM in certain cases. You can find more information about this in the UM's general privacy statement which you can consult on the website <https://www.maastrichtuniversity.nl/nl/over-de-um/al-Algemene-privacy-Declaration-um>.

International processing

UM may share your personal data with a party outside of the European Union or an international organisation. UM will ensure that your personal data are treated with care outside of the EU, and that they are processed securely. You can find more information about this in the UM's general privacy statement which you can consult on the website <https://www.maastrichtuniversity.nl/nl/over-de-um/al-Algemene-privacy-Declaration-um>.

Your rights

Privacy legislation gives you a number of rights in relation to your personal data. You can find more information about the rights you have and how to exercise them in the UM's general privacy statement which you can consult on the website <https://www.maastrichtuniversity.nl/nl/over-de-um/al-Algemene-privacy-Declaration-um>.