

Privacy statement: expense claims (not VU staff)

Date: 23 May 2022

The Vrije Universiteit Amsterdam (hereinafter: **VU**) considers the protection of your privacy and the security of your personal data very important. This privacy statement describes how the VU handles your personal data. Your personal data will be processed by the VU in accordance with applicable privacy legislation, including the General Data Protection Act (GDPR) and the General Data Protection Implementation Act.

Please note that this privacy statement only deals with the processing of your declaration. If you have questions about other processing of personal data by the VU, you can ask them to privacy@vu.nl. If you participate in a research project, you can ask the researcher(s) involved.

1. Who is responsible for the processing of my personal data?

Stichting VU (hereinafter: **VU**) is responsible for the data processing operations described in this privacy statement. The VU maintains the Vrije Universiteit Amsterdam as a privately run university in accordance with the Higher Education and Research Act of The Netherlands ('*Wet op het hoger onderwijs en wetenschappelijk onderzoek*'). The VU has its registered office at De Boelelaan 1105 in (1081 HV) Amsterdam and is registered with the Chamber of Commerce under number 53815211.

2. What (categories of) personal data will be processed?

We will process the following personal data:

- a. Name
- b. Address
- c. E-mail address
- d. Date of Birth
- e. National identification number (BSN);
- f. Bank details;
- g. IP address and session data for the purpose of reCAPTCHA; and
- h. Data regarding your claim, such as the amount and reason for the declaration.

3. For which purposes are my personal data processed, and on the basis of which legal grounds?

The personal data will only be used for the following purposes:

- a. Processing and administration of your declaration;
- b. Keeping our accounts;
- c. Meeting legal obligations.

We process your personal data on the basis of the following legal grounds:

- The processing is necessary for the purpose of pursuing (our legitimate interests/the legitimate interests of a third party). These legitimate interests consist of keeping our accounts.
- The processing is necessary in order to comply with a legal obligation that applies to us. This legal obligation consists of Dutch tax law (Uitvoeringsbesluit inkomstenbelasting 2001).

4. Who has access to my personal data?

The personal data will only be accessed by employees of the VU who by reason of their function have a role in the processing of your personal data for the abovementioned purposes and for whom it is necessary that they have access to the personal data.

5. Will my personal data be shared with third parties?

The following categories of personal data are shared with the tax authorities because the VU is legally obliged to do so:

- National identification number;
- the name, address and date of birth of the recipient of the payment; and
- the amounts paid in the calendar year including any expense reimbursements.

When processing your personal data, VU may use service providers (processors) who process your personal data on behalf of and under the responsibility of the VU. The VU concludes processing agreements with these service providers to ensure that your personal data is processed carefully, securely and in accordance with the General Data Protection Regulation (GDPR). The VU remains solely responsible for these processing activities.

6. Will my personal data be transferred to countries outside of the European Economic Area?

Yes, your personal data will be transferred to international organisations or countries outside the European Economic Area (EEA). The EEA includes all EU countries plus Norway, Liechtenstein and Iceland. Transfers of personal data between these countries are not subject to additional rules under the AVG. These transfers take place to countries that have been labelled safe by the European Commission and on the basis of so-called EU model contracts. A copy of these contracts can be requested via the Data Protection Officer of the VU.

7. For how long will my personal data be retained?

The VU will not retain your personal data for longer than is necessary to achieve the predetermined purposes or as long as required by law. The VU retains the collected data for 10 years.

8. How will my personal data be secured?

The VU takes appropriate technical and organizational measures to protect your personal data against loss and any form of unlawful processing.

9. Who can I contact with questions about the processing of my personal data?

You can ask questions about how we process your personal data via servicedesk.fsc@vu.nl or +312059 83478.

10. How can I exercise my privacy rights?

On the basis of the GDPR you have the right – under certain conditions – to access your personal data that the VU processes, to correct your personal data if it contains factual inaccuracies, to delete your personal data, to limit the processing of your personal data, to portability of your personal data and to object to the processing of your personal data.

If you wish to exercise any of these privacy rights, you can contact the Data Protection Officer of VU Amsterdam via:

Data Protection Officer
De Boelelaan 1105
1081 HV AMSTERDAM
functionarisgegevensbescherming@vu.nl

To be able to deal with your request, you will be asked to provide proof of identity. In this way it will be verified that the request has been made by the right person. If you are not satisfied with the way in which the VU deals with your personal data, you have the right to submit a complaint with a supervisory authority.
