



Regulations for the protection of personal data Wageningen University & Research



WAGENINGEN
UNIVERSITY & RESEARCH

Regulations for the protection of
Personal data

Wageningen University & Research

INTRODUCTION

Within Wageningen University & Research,¹ personal data are processed in various ways. These regulations provide a description of the tasks, responsibilities, and procedures with regard to the processing of personal data within Wageningen University & Research and is applicable to all processing operations within Wageningen University & Research. The overarching policy has been laid down in the [Policy Document on the Processing of Personal Data at WUR](#). These regulations make use of the same concepts that were used in the applicable privacy legislation².

PROCESSING OPERATIONS

Wageningen University & Research processes different types of personal data, such as names, addresses, and places of residence as well as contact information, but also sensitive and special personal data, such as nationality and medical information. Wageningen University & Research processes only those personal data that are necessary for the purposes of a specific processing operation. In addition, the processing of personal data will take place in the manner that is the least intrusive for those involved. Wageningen University & Research follows the code of conduct for the use of personal data in scientific research³.

The Executive Board of Wageningen University and the Executive Board of Wageningen Research Foundation are jointly responsible for the processing of personal data within Wageningen University & Research.

Purposes of the processing operations

Within Wageningen University & Research, personal data are processed for the following purposes:

- a. *Educational purposes*, such as operating, adjusting, auditing, and maintaining internal and external educational processes, including the application, enrolment, and deregistration of students, PhD students, extraneous students, course participants, and alumni; offering education; conducting tests, student examinations, and interim examinations; offering facilities; providing fraud prevention; and preparing and implementing educational policy.
- b. *Research purposes*, such as operating, adjusting, auditing, and maintaining internal and external (contract) research, including advising, facilitating, and performing the research; fraud prevention; and preparing and implementing research-related policy.
- c. *Administrative purposes*, such as operating, adjusting, auditing, and maintaining the processes that are associated with the current, upcoming, or former employment contract, such as human resource management, financial administration, information technology, fraud prevention, and the drafting and implementation of the centralised and decentralised policy.
- d. *Contractual purposes*, such as entering into, performing, and terminating agreements with clients, contractors, partners, suppliers, or buyers.
- e. *Financial purposes*, such as calculating and collecting tuition fees, examination fees, and other financial contributions, but also providing financial and administrative support.
- f. *Well-being purposes*, such as providing advice, guidance, and support and contributing in other ways to well-being.
- g. *Marketing purposes*, such as account management; preparing, sending, and receiving information; and organising and attending meetings.
- h. *Other purposes*, such as meeting (other) legal requirements or binding instructions; historical and statistical purposes; and the protection of property, people, sites, and buildings.

Bases for processing

Within Wageningen University & Research, personal data are processed on the following bases, in which the text between brackets indicates for which purposes these policies will play a role:

- a. The data subject has authorised the processing for one or more of the abovementioned purposes (well-being, marketing, and other purposes);

¹ Wageningen University & Research is a partnership between the public legal entity Wageningen University and the private Wageningen Research Foundation.

² On 25 May 2018, the European General Data Protection Regulation (Regulation (EU) no. 2016/679) will replace the Personal Data Protection Act. As of that date, the definitions according to the General Data Protection Act will apply exclusively.

³ More information on this can be found on the website of the Association of Universities in the Netherlands (VSNU).

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- b. The processing is necessary for the performance of a contract to which the data subject is party or for taking pre-contractual measures at the request of the data subject (educational, research, administrative, and contractual purposes);
 - c. The processing is necessary in order to comply with a legal task or duty of Wageningen University & Research (educational, research, administrative, and financial purposes)
 - d. The processing is necessary to protect the vital interests of persons (well-being and other purposes);
 - e. The processing is necessary to perform a public task (educational, research, and well-being purposes);
 - f. The processing is necessary for the representation of the legitimate interests of Wageningen University & Research or of a third party (all purposes).

When data subjects are asked to share their personal data, Wageningen University & Research will make it clear for each situation whether the provision of the data is necessary or mandatory and what the possible consequences are if the data are not provided.

PROCESSING OPERATIONS FOR WHICH ADDITIONAL RULES APPLY

For some specific processing operations, additional rules apply in addition to these regulations. This concerns the following categories of processing operations.

Websites and applications

When using the websites and applications of Wageningen University & Research, personal data and cookies can be collected. The rules with regard to the processing of personal data via the websites and applications can be found in the [Privacy & Cookie Statement](#).

Camera surveillance

Camera surveillance takes place on the sites and in the buildings of Wageningen University & Research. The rules with regard to camera surveillance are stated in the [Regulations for Camera Surveillance](#).

Education registrations

The rules with regard to the audio-visual recording of lectures, student examinations, or other education-related activities are stated in the [Student Charter](#) and in the [Network Regulations](#). Accordingly, the audio-visual recording of tests, student examinations, and interim examinations is never allowed. Recording a lecture or tutorial should be done with the aim at supporting education, from Wageningen University & Research or from the students themselves, and must be for the purpose of watching lectures or tutorials at a later time, in the case that attendance was not possible or in preparation for a student examination or interim examination. Commercial (re)use of this type of recording is not allowed and qualifies as an infringement of privacy and an infringement of the image and author rights of the data subjects.

SECURITY

Wageningen University & Research treats all personal data confidentially and applies a high-risk classification for sensitive and special personal data. The risk management of privacy protection and information security has been included in the Corporate Governance Code and has been placed under the responsibility of the Supervisory Board of Wageningen University & Research. The security of personal data within Wageningen University & Research and the processors commissioned by it takes place using generally accepted standards and best practices⁴. In an appropriate manner, Wageningen University & Research has electronically and physically secured access to personal data to protect it against unauthorised access or unlawful processing.

⁴ The general standards NEN-ISO/IEC 27001 (Information and security requirements for management systems) and NEN-ISO/IEC 27002 (Code for information security) are used as best practices for information security. The Framework of Legal Standards for (Cloud) Services in Higher Education⁴ is used as a "best practice" for cloud services and other outsource contracts.

THIRD PARTIES

Wageningen University & Research makes use of processors who process personal data under the responsibility of Wageningen University & Research. This includes maintenance companies, postmen, software vendors, and security companies. Wageningen University & Research has made agreements with the commissioned processors regarding the security of personal data.

Wageningen University & Research can transfer personal data to other organisations, such as educational and governmental institutions, internship organisations, student housing corporations, student associations, study associations, and sports associations. With those parties, agreements have been made regarding the processing and protection of personal data. Wageningen University & Research provides personal data only to organisations outside the European Economic Area if the country or that organisation guarantees an adequate level of protection⁵.

RETENTION PERIODS

Personal data will not be kept longer than is necessary for the purposes for which they are used. Retention periods can sometimes be legally established, such as in the case of financial data and study results. After the expiration of the applicable retention period, Wageningen University & Research will destroy the personal data or, if the personal data are intended for historical, statistical, or scientific purposes, secure and archive the secured personal data.

REQUESTS OF DATA SUBJECTS

A data subject may request inspection, rectification, addition, removal, transfer, or blocking of the personal data relating to them, unless the law opposes this. Such a request can be submitted digitally via the e-mail address of the privacy team of Wageningen University & Research (privacy@wur.nl). A request with respect to personal data of minors must be submitted by their legal representative.

A response to the request will be made within four weeks. The reply will indicate whether the request is well-founded and, if so, what follow-up actions will be taken and within what time period. Every first application can be submitted free of charge. For every additional request, Wageningen University & Research will charge the applicant a fee of €25 for administration costs. In the event of misuse, the applicant will be charged for the costs incurred by Wageningen University & Research in connection with the request.

APPEAL AND COMPLAINTS

A person involved may object to the processing of his personal data by Wageningen University & Research, if this processing has taken place on the basis of:

- a. the completion of a public legal task;
- b. the representation of a legitimate interest of Wageningen University & Research or of a third party to whom the data will be provided;
- c. processing for scientific, historical, or statistical purposes, unless it concerns research that is of public interest;
- d. using the personal data for direct marketing and profiling purposes.

Next to the abovementioned requests and appeal options, anyone can submit a complaint about the processing of personal data by Wageningen University & Research.

The complaint or appeal can be submitted digitally via the e-mail address of the privacy team of Wageningen University & Research (privacy@wur.nl). An appeal or complaint regarding the personal data of minors must be submitted by their legal representative.

A complaint or appeal will be replied to within four weeks. If possible, the reply will indicate whether the appeal or complaint is well-founded, what possible follow-up actions will be taken, and within what time period this will happen. If the appeal or complaint is well-founded, Wageningen University & Research will take the measures needed to terminate the processing operation. In the event of

⁵ More information on this can be found on the website of the European Commission.

misuse, the applicant will be charged for the costs incurred by Wageningen University & Research in connection with the complaint or appeal.

DATA PROTECTION OFFICER

Wageningen University & Research has appointed a Data Protection Officer. The Data Protection Officer supervises the compliance with the applicable legislation in the field of personal data and provides advice on the application of it. The Data Protection Officer can be contacted via the e-mail address functionarisgegevensbescherming@wur.nl.

FINAL PROVISIONS

In all cases that are not covered by these regulations, the controller will decide on the matter. These regulations shall replace all previous regulations regarding the protection of personal data and may be referred to as Regulations for the Protection of Personal Data at Wageningen University & Research. The regulations have received consent from the relevant representative bodies and have been adopted as of 18 December 2017.

To explore
the potential
of nature to
improve the
quality of life



Wageningen University & Research
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www.wur.nl/en/About-Wageningen/Integrity

The mission of Wageningen University & Research is "To explore the potential of nature to improve the quality of life". Under the banner Wageningen University & Research, Wageningen University and the specialised research institutes of the Wageningen Research Foundation have joined forces in contributing to finding solutions to important questions in the domain of healthy food and living environment. With its roughly 30 branches, 5,000 employees and 10,000 students, Wageningen University & Research is one of the leading organisations in its domain. The unique Wageningen approach lies in its integrated approach to issues and the collaboration between different disciplines.
