

Data processing register

22-4-2024

A	Contact details Netspar Foundation	Responsible for processing: director St.Netspar; E.C. (Lisa) Brüggem			Data Protection Officer:	fg@tilburguniversity.edu		
					Data Representative:	dataprotection@netspar.nl		
Process	Valorisation	Education	Research	Research	Relationship management	Relationship management	Relationship management	
B	Category involved party	Event participant	Student/alumni	Author	Project leaders/ members/ fellows	Members of bodies	Signed up for mailings	Visitors website
C	Processing purpose	Organizing and managing events	Organizing and managing education	Organizing and managing papers	Organizing and managing research projects	Managing the Netspar Foundation Managing administrative bodies	Providing information	Organizational analysis
		Organizational analysis Management reports Annual reports and audits	Organizational analysis Management reports Annual reports and audits	Organizational analysis Management reports Annual reports and audits	Organizational analysis Management reports Annual reports and audits	Organizational analysis Management reports Annual reports and audits	Organizational analysis Management reports Annual reports and audits	Organizational analysis Management reports Annual reports and audits
Basis		Legitimate interest (with the exception of category 6: consent)	Legitimate interest	Legitimate interest (with the exception of category 6: consent)	Legitimate interest	Legitimate interest	Consent	Legitimate interest
D	Categories of personal data							
1	Limited contact details (name, email, organizational unit)	X	X	X	X	X	X	
2	Employee / student number		X					
3	Medical data (own request)	X						
4	Experience (work and education)		X		X			
5	Finances (financial cycle included)	X		X	X	X		
6	Imagery	X		X	X	X		
E	Source documents	Registration form	E-mail	E-mail	Proposal form	E-mail / letter of confirmation accession to bodies	Registration form, E-mail	Website
F	External data controllers		TIAS *					
G	External processors	Webrixis	Webrixis	Webrixis Netvlies	Webrixis Netvlies	Webrixis Netvlies	Webrixis Netvlies	Netvlies Google Analytics
	Internal applications	www.netspar.nl Creatio** Microsoft 365 Network drives ***	www.netspar.nl Creatio** Microsoft 365 Network drives	www.netspar.nl Creatio** Microsoft 365 Network drives	www.netspar.nl Creatio** Microsoft 365 Network drives ***	www.netspar.nl Creatio** Microsoft 365 Network drives	www.netspar.nl Creatio** Microsoft 365 Network drives	www.netspar.nl
H	Transfer of personal data outside the EU	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable
I	Retention period	10 years or opt-out	10 years or opt-out	50 years or opt-out	50 years or opt-out	50 years or opt-out	10 years or opt-out	10 years or opt-out
J	General description of the technical and organizational security measures	Netspar Center is a service provided by Tilburg University (TIU). TIU takes appropriate organizational and technical measures to ensure that the personal data for which it is responsible are not processed unlawfully. For example, TIU does not send personal data via an unsecured line and we continuously monitor our ICT facilities for security incidents. There is a Computer Emergency Response Team (CERT) within TIU that handles all security incidents (e-mail: cert@uvt.nl).						
BIV	BIV classification	M-M-M	M-M-M	M-M-M	M-M-M	M-M-M	M-M-M	M-M-M

* The Education process is carried out for Netspar by TIAS. Only registrations are received by Netspar by email, after which they are entered into the CRM system PerfectView and then forwarded to TIAS for further processing (without special personal data).

** The CRM system Creatio facilitates tracking for the benefit of the communications process. Tracking enables Netspar to see who opened what email, clicked a link etc. This is done on the basis of consent (default off, opt-in option). All individuals receive a mail and must give consent. There is both an opt-in and opt-out present in every mail Netspar sends. (This is not tracking to and on the website, which would allow tracking an individual in sessions, page visits, etc.).

*** The F&C process occasionally records private payment data on network drives: for reimbursements for speakers at events, and for declarations from members of the Scientific Council for the purpose of assessing proposals.