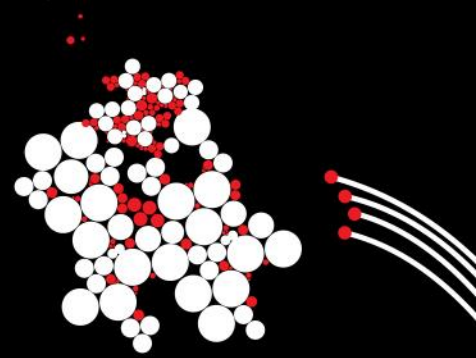
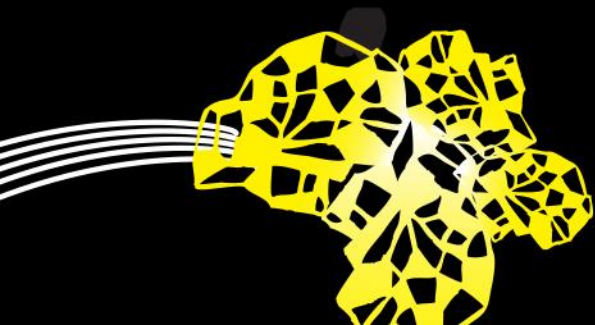


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GDPR



# PROCESSING PERSONAL DATA

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- GDPR is relevant in case you process personal data
  - Processing: any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as **collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction**

# PERSONAL DATA

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- Personal data: any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

# SPECIAL CATEGORIES OF PERSONAL DATA

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Personal data revealing:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Genetic data;
- Biometric data for purpose of uniquely identifying a natural person;
- Data concerning health;
- Data concerning sex life/sexual orientation

Processing special categories of personal data is prohibited, unless amongst others:

- Consent (or if data subject is physically or legally incapable of giving consent: protection of vital interests)
- Personal data which are made public by data subject;
- Scientific purposes.

# LEGAL GROUNDS

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- Processing of personal data should be based on a legal ground.



VITAL INTERESTS



CONTRACT



LEGAL OBLIGATION



PUBLIC TASK/  
GENERAL  
INTEREST



LEGITIMATE INTEREST



CONSENT

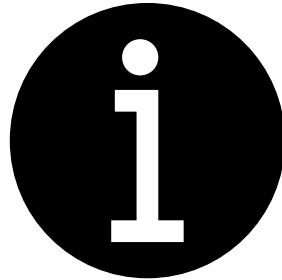
Consent may always be withdrawn  
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# INFORM DATA SUBJECTS

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Data subjects (the person whose data is processed) should be informed prior to that processing about

- **which** personal data is being processed;
- for **what purpose**; and
- whether personal data is **transferred** to other parties

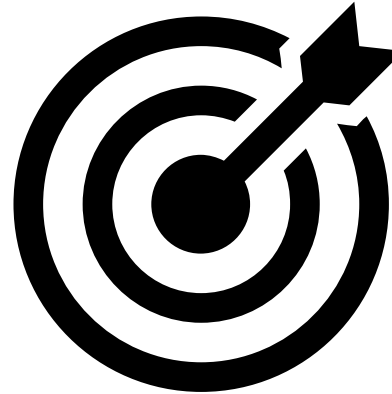


# PURPOSE LIMITATION

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## Purpose limitation

Collect personal data for specified, explicit and legitimate purposes and do not further process personal data in a manner that is incompatible with those purposes



# FURTHER PROCESSING

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In some cases it is allowed to process personal data for other purposes than initial purposes. Processing has to be compatible with initial purposes. Take into account

- any link between purposes initial & intended further processing;
- Context in which personal data have been collected;
- nature of personal data (special categories);
- Possible consequences of intended further processing;
- Existence of appropriate safeguards



# FURTHER PROCESSING

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Further processing for scientific research purposes shall not be considered to be incompatible with the initial purpose.

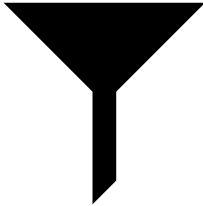


# DATA MINIMISATION

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## Data minimisation

Only process personal data limited to what is necessary in relation to purposes

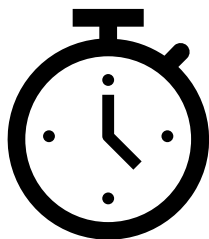


# RETENTION PERIODS

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You should not keep personal data longer than necessary for the purposes

- Determine retention period
- Delete personal data after retention period



## **Exception for scientific research:**

personal data may be stored for **longer periods** insofar as the personal data will be processed solely for archiving purposes in the public interest, **scientific** or historical **research purposes** or statistical purposes in accordance with Article 89 (1) subject to implementation of the **appropriate technical and organisational measures** required by this Regulation in order to safeguard the rights and freedoms of the data subject

# SECURITY

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## **Appropriate technical or organisational measures; protection against:**

- unauthorised or unlawful processing
- accidental loss, destruction or damage



## **Appropriate:**

- Taking into account the state of the art, costs of implementation and the nature, scope, context and purposes of processing as well as risk of varying likelihood and severity for rights and freedoms of natural persons

# SECURITY

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Harddisks must be encrypted! See <https://www.utwente.nl/en/lisa/ict/manuals/ut-workstation/driveencryption/>

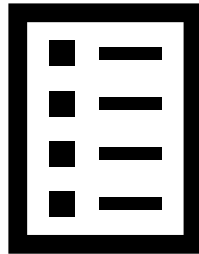
# REGISTER OF PROCESSING OPERATIONS

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GDPR states we must keep a register of all processing operations.

We have 2:

1. For one time processing operations, like research – see [utwente.nl/privacy](https://utwente.nl/privacy)
2. For recurring processing operations we have descriptions of those operations and we describe them in a separate register



# DATA BREACHES

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Breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed. Can be:

- Hack
- Loss/theft of a laptop, phone, USB
- Mail sent to wrong person
- Mail sent to receivers in CC instead of BCC
- Personal data visible to people it should not be visible to
- Personal data was not anonymized fully/correctly
- Etc.



# DATA BREACHES

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In case you notice a data breach or something else you don't trust, report it to CERT:

cert@utwente.nl

<https://www.utwente.nl/en/cyber-safety/incidenten/databreach/>





# QUESTIONS?

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Website:

<https://www.utwente.nl/en/cyber-safety/privacy/>

Contact:

**Privacy contact person**

See list at

<https://www.utwente.nl/en/cyber-safety/contact/>

**Data protection officer**

Meike van de Ven-Davids

Meike.Davids@utwente.nl