# INFORMATION NOTICE ON THE PROTECTION OF THE PERSONAL DATA OF UNIVERSITY STAFF MEMBERS

*Information required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data: General Data Protection Regulation, hereafter ‘GDPR’.*

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This notice provides information on how the Université Libre de Bruxelles—hereafter ‘the University’—, acting as the ‘data controller’, processes the personal data it collects from members of the University’s staff—hereafter ‘the Staff’. This also includes other workers in the University—as defined by the University’s statutes—, as well as staff members in retirement or early retirement.

This personal data are processed by the University in order to manage its Staff, on the basis of:

1. the performance of the contract between the University and its Staff;
2. the University’s legal obligations;
3. the University’s legitimate interests. In this context, the data will be processed for the following purposes:
	1. improve the quality of its teaching and research, by developing indicators and statistics;
	2. create and update an academic institutional bibliography for administrative management, institutional archiving, and communication to the public;
	3. manage the Staff’s participation in the University’s various bodies;
	4. enable the use of existing and new management systems or applications to which the University has subscribed;
	5. implement a diversity policy for all categories of Staff;
	6. allow the public to identify Staff;

The Staff’s personal data are processed in strict compliance with the GDPR. All necessary organisational and technical measures are taken to ensure data security. In addition, personal data are not retained longer than required for their processing according to their purpose.

# DATA CONTROLLER

The data controller is the Université Libre de Bruxelles, whose head office is located at 50 avenue Franklin Roosevelt, 1050 Brussels, registered with the Register of Legal Persons under number 0407.626.464.

# DATA PROCESSED, PURPOSE OF THE PROCESSING, AND LENGTH OF DATA RETENTION

The following data are collected for the purposes specified and retained for the lengths specified.

# IDENTIFICATION DATA

# 2.1.1 General identification data

* + 1. Surname
		2. First name
		3. Domicile and residence
		4. Telephone number
		5. Personal and ULB e-mail addresses
		6. Sex
		7. Date and place of birth
		8. Marital status
		9. Household composition
		10. Nationality
		11. National identification number
		12. Bank account number
		13. Mutual insurer
		14. Passport photograph
		15. ULB staff number, provided upon hiring

# Specific identification data of University Staff

1. Status, rank, function and mandates, structural entity (faculty / department / unit) in which they work;
2. Wage data (salary, bonuses, allowances, and benefits in kind) and any career event that may influence wages (salary scale changes, changes in responsibilities, absences, holidays, reduced hours, missions, notices);
3. List of social and salary benefits (e.g. health insurance, meal vouchers, or non-statutory pensions);
4. Specific data related to Staff in Belgium;
5. Results of medical examinations conducted upon hiring, at regular intervals, and upon returning to work (information on aptitude or inaptitude to carry out a given function; no medical or diagnosis data);
6. Decisions regarding preventative isolation;
7. If applicable, declaration of commitment to the principle of free inquiry and signature of the charter of University representatives, for functions that require these;
8. If applicable, list of public or private mandates for which the Staff member was elected or designated.

## Data referred to in sections 2.1.1 and 2.1.2 – Purpose of processing

The general and specific identification data are collected and processed for the general purposes of administering the Staff and managing the University, in order to:

1. guarantee that the Staff member is properly identified for the purposes of managing their case, and enable the production of official documents about them;
2. enable the University to contact the Staff member in order to manage its relationship with them;
3. pay salaries and other benefits;
4. enable the University to fulfil its statutory obligations towards its employees with regards to social security, including pensions, health and disability insurance, annual holidays, family allowances, occupational diseases, workplace accidents, and unemployment allowances;
5. enable the University to fulfil its statutory obligations towards its employees with regards to income tax and especially payment of payroll taxes;
6. enable the University to fulfil its contractual obligations towards its employees with regards to benefits such as supplementary pensions (group insurance) and hospital insurance;
7. manage the accounting for all of the University’s obligations;
8. guarantee that the Staff is included in the university community for the purposes of new or existing management systems or applications to which the University has subscribed, and enable Staff members to access them;
9. maintain voter registers and organise elections and trade union elections within the University;
10. administer decision-making and participatory bodies, including legal bodies;
11. resolve disputes;
12. manage buildings, offices, and campus safety;
13. ensure workplace safety;
14. enable students to physically identify Staff members in the online survey applications for teaching evaluations;
15. allow the public to identify Staff members;
16. implement a diversity policy for all categories of University Staff;
17. manage socio-cultural events;
18. other purposes specified in this notice.

## Data referred to in sections 2.1.1 and 2.1.2 – Length of retention

The general and specific identification data are retained for the following durations:

1. Staff member file: unlimited duration, in the University’s archives.
2. Pay slips and monthly pay statements, quarterly social security statements, annual tax statements, individual account statements, and other social security statements: unlimited duration.

These general and specific identification data are retained in order to:

* + ensure Staff members can receive the social benefits they are entitled to during their period of activity;
	+ ensure that Staff members receive their statutory pension and any non-statutory pension, from the end of their career to their passing;
	+ if applicable, ensure that the non-statutory pension is paid to the heirs of deceased Staff members.
1. Student contracts and related social security statements, and ‘occasional replacement’ contracts and related social security statements: five years.

# General and specific identification data related to specific categories of persons

General and specific identification data are collected and processed related to:

1. persons with only an institutional or specific mandate in the University;
2. staff members of entities linked to the University;
3. teachers from other institutions that collaborate with the University;
4. persons who must be granted access for reasons related to the University’s functioning.

## Data related to the categories of persons referred to in section 2.1.3 – Purpose of processing

* Enable the relevant persons to contribute to or take part in the University’s administration, teaching, or research activities, under the University’s supervision and based on the specifications it has laid down;
* Add the relevant persons to the University’s directories.

## Data related to the categories of persons referred to in section 2.1.3 – Length of retention

The data are retained for the duration of the relationship between the University and the data subject.

# DATA RELATED TO THE STAFF’S EDUCATIONAL, ACADEMIC, AND PROFESSIONAL BACKGROUNDS

# 2.2.1 General data

* + 1. Secondary and higher education diplomas and degrees, or degrees recognised as equivalent by the Wallonia-Brussels Federation;
		2. Certificates related to any other training that is required by or relevant to the Staff member’s function;
		3. Documents related to previous professional experience, including salary data;
		4. Internal training courses attended, and results of the related tests;
		5. Ranks, functions, and promotions granted within the University;
		6. Evaluation reports, commission opinions, decisions made by authorities related to the Staff member’s activities within the University and their career;
		7. Disciplinary sanctions, if any, and warnings issued prior to a disciplinary procedure;
		8. Correspondence, including e-mails between the University and the Staff member related to their career progression.

Any other information provided by Staff members in their resume or application letter, or during in-person interviews leading up to their hiring, is also included in their file.

## Data referred to in section 2.2.1 – Purpose of processing

* Ensure the optimal management and follow-up on the careers of Staff members.
* Manage quality by developing indicators and statistics.

## Data referred to in section 2.2.1 – Length of retention

The data are retained in Staff members’ files for an unlimited period, in order to:

1. keep records of Staff members’ careers within the University;
2. access previous information if a Staff member returns to work at the University after leaving, or in order to respond to requests from Staff members (for certificates or other data related to their past careers at the University);
3. keep records of past experience, in case references are needed;
4. meet statistical needs.

# 2.2.2 Specific data related to academic and scientific activities

Specific data related to Staff members’ academic and scientific activities may be collected and processed electronically or on paper: bibliography, list of scientific activities and publications, academic and scientific titles, awards and distinctions.

## Data referred to in section 2.2.2 – Purpose of processing

Create and update an academic institutional bibliography for administrative management, institutional archiving, and communication to the public;

## Data referred to in section 2.2.2 – Length of retention

The data are retained for an unlimited duration, in order to increase the University’s academic profile or justify its research activities.

# LEGAL DATA

Judgements and garnishments made in the University on amounts owed by a Staff member to a third party.

## Data referred to in section 2.3 – Purpose of processing

Enable the University to fulfil its statutory obligations as a garnishee.

## Data referred to in section 2.3 – Length of retention

The data are retained for an unlimited period.

# MEDICAL DATA

Results of mandatory medical examinations and any additional information collected by medical services during occasional procedures.

## Data referred to in section 2.4 – Purpose of processing

Create medical records for the Staff, either for examinations required by law or regulations or for medical consultations requested by Staff members.

The data are collected and processed by their recipients in accordance with specific legal and ethical requirements related to the management of medical data.

## Data referred to in section 2.4 – Length of retention

Data are retained in accordance with specific legal requirements related to medical data.

# SOCIAL DATA

Data related to social circumstances, collected by the Staff Welfare Office in order to process applications for social aid: household composition, tax assessment notice, pay slips, and any other financial or social document.

## Data referred to in section 2.5 – Purpose of processing

The data are collected and processed for the purpose of processing applications for social aid submitted by the Staff to the University, including in order to:

* objectively assess the Staff member’s status and decide whether to grant or deny their request, as appropriate;
* implement the decision made and, if applicable, make any necessary payments.

The data are processed exclusively by the Staff Welfare Office in accordance with ethical requirements that apply to social workers in charge of student files, including pseudonymisation. The data may also be sent to other members of the University’s staff, who will also be bound by professional secrecy, and only when this is necessary for the Staff member to receive their entitlement.

## Data referred to in section 2.5 – Length of retention

The data are retained for as long as the Staff member is employed at the University, plus two years.

# FURTHER PURPOSES

The data collected by the University and referred to in section 2 above may be processed for other purposes that must be compatible with those that initially justified collecting the data, such as using Staff members’ general identification data in order to send them useful information regarding:

* academic, scientific, cultural, and social activities and events hosted or supported by the University;
* the University’s offering of internal services.

In addition, the University may share certain data about the Staff with its researchers or academic research units, as a response to legitimate requests made in the context of scientific or statistical surveys, provided that the data be first anonymised or pseudonymised. If the data are pseudonymised, this must be done by a different entity than that in charge of processing the data. This entity may however be part of the University.

# SHARING DATA WITH THIRD PARTIES

As part of the University’s legal obligations, it may send Staff members’ personal data to Belgian public authorities.

In such an event, the University shall send the identification data (surname, given name, function or mandate, work address, and ULB e-mail address):

* of the members of the plenary assembly, to the Belgian Official Journal for publication;
* of its representatives in the executive bodies of entities linked to the University, to these entities.

The University also shares data with its subcontractors, strictly to the extent required for the running of management systems or applications to which the University has subscribed, whether new or existing. The list of third-party companies with which data is shared, as well as their area of activity, the type of data, the purpose of the sharing, and—if applicable—the country in which the data are stored, is provided in the appendix to this document. Certain subcontractors are based outside the European Union. In this case, data are only transferred if appropriate measures as laid down in the GDPR are taken.

Appendix 1 to the information notices regarding the protection of personal data provides a list of third-party companies with which data related to the Staff are shared.

# STAFF AUTHORISED TO ACCESS AND PROCESS DATA

The data referred to above are accessible only to University services and their staff members, strictly to the extent required to the accomplishment of their tasks, and to employees of third-party companies with which the data are shared as part of subcontracting agreements as mentioned in section 4 above.

All staff members are bound by confidentiality rules regarding all personal data processed by ULB.

This means:

* they must not access or attempt to access data that are not strictly required for the accomplishment of their tasks;
* they must not divulge the data they access, except as required by their function.

Employees of subcontractors, if applicable, are bound by the same rules.

# LENGTH OF DATA RETENTION

The data may be retained longer than the periods referred to in this notice—except in the case of unlimited data retention—in the event of a disagreement between the University and its staff regarding their respective obligations. In this case, the relevant data shall be retained until the disagreement is resolved.

# CONSENT FOR OTHER PURPOSES

Upon starting work at the University, Staff members are asked whether they consent to:

1. the use of their personal identification data by the University to inform them of commercial offerings directly related to their area of activity;
2. the sharing of their general identification data (surname, given name, private address, personal and ULB e-mail address, work phone number) with associations of University staff members or former staff members;
3. the sharing with researchers or third-party academic research departments, for the purposes of scientific or statistical studies of substantial value, of:
	* their general identification data (surname, given name, private address, private or ULB e-mail address);
	* data related to their academic record (faculty, year of studies, degrees earned, honours), provided this information is anonymised or pseudonymised.

Staff members are free to withdraw their consent at any time.

# STAFF MEMBERS’ RIGHTS AND RELEVANT CONTACT PERSON

Staff members are entitled, provided they show proof of their identity:

1. obtain a free copy of all their personal data processed by the University and, if applicable, all information available regarding its origin, destination, and purpose;
2. rectify, at no expense, any inaccuracy in their personal data, and add to any incomplete data;
3. have their personal data erased, at no expense and subject to regulatory requirements;
4. have the processing of their personal data restricted, at no expense and subject to regulatory requirements;
5. obtain, at no expense, a copy of their personal data they have provided to ULB, in a structured and commonly used format, provided the processing is based on consent or a contract and is carried out automatically;
6. oppose the processing of their personal data, at no expense, subject to regulatory requirements, and for reasons related to their particular situation;
7. appeal to the Data Protection Authority (<https://www.dataprotectionauthority.be/>, contact(at)apd-gba.be).

The conditions under which the rights referred to in paragraphs c, d, and f above may be exercised are described in Appendix 2.

These rights may be exercised by sending an e-mail or a signed and dated letter to the University’s Data Protection Officer, avenue Roosevelt 50, 1050 Brussels, CP 130, rgpd@ulb.ac.be. In accordance with the law, a response will be provided within 30 days of the request being made.

Appendix 2: rights subject to conditions

Right to erasure (article 17 of the GPDR)

A person may exercise their right to erase their personal data if:

* the personal data are no longer necessary in relation to the purposes for which they were collected;
* the data subject withdraws the consent on which the processing is based and there is no other legal ground for the processing;
* the data subject objects to the processing and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing for direct marketing purposes;
* the personal data have been unlawfully processed;
* the personal data must be erased for compliance with a legal obligation in Union or Belgian law;
* the personal data have been collected in relation to the offer of information society services.

Right to restriction (article 18 of the GPDR)

A person may exercise their right to restrict the processing of their personal data if:

* the accuracy of the personal data is contested by the data subject, for a period enabling the data controller to verify the accuracy of the personal data;
* the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
* the University no longer needs the personal data for the purposes of the processing, but they are still required by the data subject for the establishment, exercise, or defence of legal claims;
* the data subject has objected to processing pursuant, pending the verification whether the legitimate grounds of the University override those of the data subject.

Right to object (article 21 of the GPDR)

The data subject shall have the right to object, on grounds relating to their particular situation, to processing of personal data concerning them which is based on consent or legitimate interest, unless the University demonstrates compelling legitimate grounds for the processing which override the interests, rights, and freedoms of the data subject or for the establishment, exercise, or defence of legal claims.