

Records of processing activities

European privacy and data protection legislation (the *General Data Protection Regulation*, or *GDPR*), demands that records are kept of all the processing activities of personal data.

To see **whether or not it is necessary for you to fill in this document** to file the processing of personal data with these records of the VUB, depends on whether the activity meets the following conditions.

Am I using 'personal data'?

Information is considered 'personal data' whenever it relates to a living, "*identified or identifiable natural person*".

These include identifiers such as a name, address, telephone number, photograph, voice recording, social security number, an internal reference number, license plate, location data, online identifiers such as an IP-address etc.

Please be aware of the fact that this question regarding personal data has to be asked on an aggregate level. Even when certain types of data may not lead to a person being identified directly, as would be the case with names or biometric data, the question still has to be asked whether or not individuals are *identifiable* using this information.

Example: you may have a data set with information on VUB employees that does not contain names or addresses, but it does contain age, the department they work, and the type of contract they have. The combination of the latter three can lead to the identification of a person (e.g., there is only one 64-year old working on such a contract in this or that department). This means that this information relates to *identifiable* persons, thus making it personal data in the sense of the GDPR – the processing of which has to be filed with our processing records.

It is important to note that the extent to which identifiers are sufficient to achieve identification, is dependent on the context of the particular situation.

Personal data on people that are deceased, fall outside of the scope of the GDPR. Information regarding surviving relatives, however, does not.

Am I 'processing' data?

You are 'processing' personal data whenever you perform an operation or a set of operations on the data set, which, in the GDPR, is defined extremely broad. Operations such as collecting, consulting, structuring, storing, using, moving, or removing of data, whether or not by automated means, are all considered 'processing' of personal data.

If you **process personal data** as a part of your activities for the VUB, that you have to file this processing activity with the VUB processing records, using this document.

In order to comply with this privacy legislation, the following information is needed on every processing of personal data:

- Reason for processing the data
- Who is the controller? (The controller is whoever determines the purposes and means of the processing of personal data. Often times this will be the VUB)
 - Is it the VUB or another institution?
- Who is the processor?
 - Name of the service/department that is performing the processing on behalf of the controller
 - Naam and contact details of the person working at the processing service/department
- Who is procedurally responsible? (Who carries out the processing?)
 - Name of the service/department that is responsible for the processing
- In which information system is the processing executed?
 - Name of the information system
 - Location of data storage
- Wat are the purposes of the processing?
- What is the scale of the processing?
 - Processing on large or small scale?
- Whose personal data is being processed?
 - E.g. Employees, students, alumni, visitors etc.
 - Indicate whether or not personal data of vulnerable persons is being processed (e.g. children below the age of 16)
- What categories of information are being processed?
 - Mark the relevant categories and feel free to add further specifications

A. Identification data

B. Financial information

C. Personal features

D. Data on physical properties

E. Habits

F. Mental health

G. Family composition

H. Hobbies and interests

I. Memberships

N. Education

O. Occupation and employment

P. Social security numbers

Q. Racial or ethnic background

R. Information on sexual preferences or behaviour

S. Political orientation or opinion

T. Membership of trade union or affiliation

U. Philosophical or spiritual orientation

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| J. Judicial records | V. Video footage |
| K. Consumption patterns and habits | W. Audio records |
| L. Residence and the home | Z. Other, namely: |
| M. Information regarding health | |

- What is the data retention period?
- What is the legal basis for the processing activity?
 - **Obligation laid down by law:** there is a law or statute that obliges the personal data to be processed
 - **Contract:** the processing of personal data is warranted by a contractual relationship
 - **Consent:** the data subject has explicitly consented to the processing of his or her personal data
 - **Vital interest of the data subject:** the processing is necessary to protect the vital interests of the data subject
 - **Legitimate interests:** processing is necessary for the purposes of the legitimate interests of the controller (or a third party)
 - **processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller**
- What other partners/institutions is the personal data shared with?
 - Name of the institutions
 - **Is this information being shared with partners/institutions abroad?**
- Remarks
 - Please feel free to provide additional clarification, commentary, or remarks regarding the filing of this processing activity

We are happy to drop by and help you answer these questions in order to fill the records of processing activities on the VUB.

If you have any questions, please contact dpo@vub.be