

WHICH APPLICATIONS CAN I STILL USE?

The GDPR privacy regulations outline what you can and cannot do with personal data, e.g. within digital applications. With the steps below, you can quickly determine whether or not you can use a digital application.



Personal data pertain to or can be traced back to a person, e.g. their name, address, social security number, licence plate number or picture. Information entered into applications by staff or students, e.g. answers, choices, etcetera, are NOT classified as personal data as long as these data cannot be "connected" to any specific person.



DO YOU MAKE USE OF PERSONAL DATA WITHIN THE APPLICATION?

NO



YOU CAN USE THE APPLICATION

The GDPR only pertains to personal data.

YES

IS THE APPLICATION MADE AVAILABLE BY YOUR INSTITUTION?

YES



YOU MAY ASSUME THAT YOUR ORGANISATION HAS SIGNED AN AGREEMENT THAT ENSURES YOU CAN USE THE APPLICATION

NO

ARE USERS OF THE APPLICATION REQUIRED TO LOG IN OR CREATE AN ACCOUNT?

NO



YOU CAN USE THE APPLICATION. IF POSSIBLE, USE A NICKNAME OR A NUMBER INSTEAD OF YOUR REAL NAME

YES

BEFORE USING THE APPLICATION, CONTACT YOUR PRIVACY EXPERT TO HAVE THE APPLICATION'S PRIVACY AND SECURITY ASPECTS VETTED

A **processor agreement** between the supplier and the educational institution contains agreements about e.g. roles and responsibilities, liability, security, etcetera.



THE PRIVACY EXPERT DETERMINES WHICH AGREEMENT IS MOST SUITABLE FOR THIS APPLICATION AND INFORMS YOU IF AND WHEN YOU CAN USE THE APPLICATION

YOUR PRIVACY EXPERT WILL ASK YOU THE FOLLOWING QUESTIONS, AMONG OTHERS:

- What is the purpose for which you want to use the application?
- Which (of your or a student's) personal data are needed to use the application?
- Who can access the personal data within the application (only you, colleagues or external parties)?



IF YOU HAVE ANY QUESTIONS OR DOUBTS ABOUT WHAT IS (NOT) ALLOWED, always consult your internal privacy expert first!

