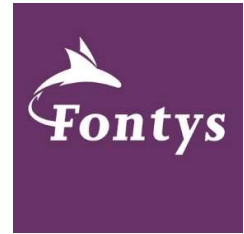


# Privacy statement OnStage 4 Business

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OnStage 4 Business (O4B) is the business portal available to Fontys work field partners. As a work field partner, you can maintain your own company profile and company supervisors here. You can also easily submit and manage internship, graduation and other assignments.

This specific privacy statement must be read in conjunction with the [general privacy statement of Fontys University of Applied Sciences](#).

With questions regarding OnStage 4 Business, please contact the internship and graduation offices of the institutes of Fontys University of Applied Sciences. They can be reached through the customer contact center: available weekdays from 8:30 a.m. to 5 p.m.

Phone: 088- 50 80 000

E-mail: [Klantcontactcentrum@fontys.nl](mailto:Klantcontactcentrum@fontys.nl)

## **1. Data privacy in OnStage 4 Business**

### **1.1 What is personal data?**

Personal data is information relating to an identified or identifiable natural person. In other words, any information that is about or can be traced to a specific individual.

### **1.2 What are the purposes of processing?**

OnStage 4 Business is the tracking and registration system for the work placement, internship and graduation programmes at Fontys University of Applied Sciences. The personal data we process within this system are for the following purposes:

1. To process submitted internship and graduate coursework.
2. To be able to contact you before, during and after the (graduation) internship regarding the (graduation) internship.
3. To be able to send invitations for any meetings regarding workplace learning with Fontys University of Applied Sciences.
4. To inform you about developments at Fontys University of Applied Sciences regarding workplace learning.
5. To be able to inquire about new placement, internship and graduation opportunities if necessary.
- 6.

### **1.3 What data is processed in OnStage Matching?**

- Function
- Gender
- Profile photo
- Username
- User Language
- Password
- Salutation
- Title
- Email

## 2. Why is Fontys University of Applied Sciences allowed to process this data?

Every use of data must have a basis. Often the basis is related to the purpose. The GDPR (AVG) lists several bases. Fontys uses the bases for this purpose: Execution of the agreement. The processing of personal data is a requirement within the work placement, internship and graduation process of Fontys University of Applied Sciences. Without this data, the work placement, internship and graduation processes cannot be carried out and no practical agreement between student, company and Fontys University of Applied Sciences can be achieved.

### 2.1 How long do we keep your personal data?

1. in order to process your submitted workplace, internship and graduation positions/vacancies;	Data is kept in our organizational file until - inaccuracies are identified in the data, or; - you actively approach us with a request to delete your data.
2. to be able to contact you in advance, during and after the (graduate) internship, about the (graduate) internship	Data is kept in our organizational file until - inaccuracies are identified in the data, or; - you actively approach us with a request to delete your data.
3. to be able to invite you to any meetings concerning workplace learning and (graduation) internships with Fontys University of Applied Sciences;	Data is kept in our organizational file until - inaccuracies are identified in the data, or; - you actively approach us with a request to delete your data.
4. to inform you of developments at Fontys University of Applied Sciences regarding workplace learning and (graduate) internships;	Data is kept in our organizational file until - inaccuracies are identified in the data, or; - you actively approach us with a request to delete your data.
5. to possibly contact you during subsequent internship and graduation periods about new internship and graduate opportunities	Data is kept in our organizational file until - inaccuracies are identified in the data, or; - you actively approach us with a request to delete your data.

### **3. Wie krijgen toegang tot jouw gegevens?**

#### **3.1 Internal access is given to:**

##### 3.1.1 Internship and graduation offices at Fontys University of Applied Sciences

For vacancy management, organization management and supporting the internship and graduation process in OnStage Matching.

##### 3.1.2 Internship and graduation coordinators at Fontys University of Applied Sciences

For relationship management and assisting students during their internship and graduate programs.

##### 3.1.3 Teacher supervisors at Fontys University of Applied Sciences

To properly guide their students during their internship and graduate programs.

##### 3.1.4 Students from Fontys University of Applied Sciences

To view internship vacancies and contact you if possible.

##### 3.1.5 Functional administrators at Fontys University of Applied Sciences

For the functional design and technical support of the system.

#### **3.2 External access is given to:**

##### 3.2.1 Yourself

In OnStage 4 Business, companies manage their own organizational data.

##### 3.2.2 Xebic, the provider of OnStage 4 Business

A processing agreement is in place with Xebic to properly protect your data under the GDPR law.

#### **Automated decision-making**

Automated decision-making means that decisions are made by computer programs or systems without a human interference. There is no automated decision-making in OnStage 4 Business.

#### **4. How do we secure your data?**

Using technical and organizational measures, we ensure proper security of personal data. We use modern technical IT facilities, such as disk encryption, two-factor authentication, and vulnerability scanning. Only users who are specifically authorized have access to personal data. Securing personal data is a permanent point of attention with Fontys. For example, there are annual risk analyses and programs to create more awareness of the subject. We never sell personal data to other parties.

#### **5. Contact, questions and rights**

With questions regarding OnStage 4 Business, please contact the internship and graduation offices of the institutes of Fontys University of Applied Sciences. They can be reached through the customer contact center:

Phone: 088- 50 80 000

E-mail: [Klantcontactcentrum@fontys.nl](mailto:Klantcontactcentrum@fontys.nl)

Available weekdays from 8:30 a.m. to 5 p.m.

They will then respond to your request in writing as soon as possible, but no later than four weeks.

#### **Data Protection Officer**

For independent supervision of the protection of personal data, we have a data protection officer. If you have complaints about how Fontys handles your personal data, you can contact the Data Protection Officer by e-mail: [ISP-office@fontys.nl](mailto:ISP-office@fontys.nl).

*This document is reviewed annually.*