



Privacy Statement

Privacy at the SOFIE Expertise Center

SOFIE is a joint venture amongst Dutch universities.¹ SOFIE provides advice and services in the area of cross-border employment (tax, social security, labor law, and immigration). In order to provide our services to you in the best possible way, we request personal data from you and your employees on our website www.vraagsofie.nl and in the Topdesk environment www.vraagsofie.topdesk.net

When carrying out its services, SOFIE complies with the applicable laws and regulations in the field of the protection of personal data, as laid down in the General Data Protection Regulation and the ensuing regulations. This means, among other things, that SOFIE treats your personal data and your employees' personal data confidentially, and that SOFIE takes measures to protect personal data. In this Privacy Statement, we tell you as clearly as possible how SOFIE handles your personal data and that of your employees.

What personal data does SOFIE collect? And what does SOFIE do with your personal data?

For SOFIE to perform its services, personal data will be processed that you have provided to SOFIE (directly or indirectly). SOFIE collects the following personal data:

- If you subscribe to the newsletter or register for the website, SOFIE processes the personal data that you yourself provide to us. It concerns your name, e-mail address, and the university for which you work. This information is required by SOFIE in order to deliver the newsletter or to make the information on the SOFIE website available.
- When you register for a seminar, SOFIE processes the personal data that you yourself provide to SOFIE. It concerns your name, e-mail address, and the university for which you work. SOFIE uses this data for the registration for, communication about, and organization the seminar.
- If you register as an applicant in the SelfService for the submission of applications for the 30% tax facility or the submission of helpdesk questions, SOFIE processes the personal data that you yourself provide to SOFIE when registering. This concerns your name, e-mail address, telephone number, and the (address details of the) university and unit for which you work. SOFIE uses these data for the performance of its services (assessing applications for the 30% tax facility, tax obligation, and/or obligation to pay contributions and the feedback thereof to you as the applicant).
- If an application for the 30% tax facility is submitted to SOFIE on your behalf, SOFIE will process the personal data that you yourself (via your employer) provide to SOFIE by means of the agreement for services. SOFIE processes data required to assess your application for the 30% tax facility. This concerns the information on the application form (such as your name, address, and BSN), your CV, plus a copy of your employment contract and passport.² If it is necessary for the assessment, the evidence provided by you of your domicile and/or residence, previous employment contracts, and a Master's degree or PhD will also be processed.
- If your employer asks SOFIE for the assessment of tax or social security obligations, SOFIE processes the data necessary for this advice and the assessment. These concern personal details you provide to SOFIE (via your employer). These are the details on the application form (such as your name, address, BSN, and nationality)³ and the details on your university's registration form (such as the duration and scope of your employment contract, job details, and the location where you will be performing your work).

With whom does SOFIE share your personal data?

SOFIE uses your personal data only for the performance of its services. The personal data that SOFIE receives from you or your employees will not be shared with third parties unless this is necessary for the performance of one of our services:

¹ Tilburg University is the institution in charge located at Warandelaan 2, 5037 AB Tilburg. The Data Protection Officer can be reached via fg@tilburguniversity.edu.

² The legal basis for the processing of the BSN and Passport is the Dutch Wages and Salaries Tax Act (*Wet op loonbelasting*) and the Dutch Wages and Salaries Tax (Implementation) Decree 1965 (*Uitvoeringsbesluit loonbelasting*), being the Tax and Customs Administration covenant holder.

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- If you have provided personal data to SOFIE in connection with participation in a seminar, SOFIE will provide your personal data (name, e-mail address, and university for which you work) to other participants of the seminar only if you have explicitly given permission for this at the time of your registration.
- If you have provided personal data to SOFIE via your employer in connection with an application for the 30% tax facility, SOFIE will provide the Tax and Customs Administration with the personal data required under the Work Agreements. Based on the personal data provided by SOFIE, the Tax and Customs Administration decides whether or not to grant the application of the 30% tax facility.
- If you have provided personal data to SOFIE via your employer in connection with an assessment of your social security and/or tax obligations, SOFIE will not provide your personal data to third parties. An exception to this rule applies if SOFIE is required to submit your case (and therefore your personal data) to the Tax and Customs Administration for a proper assessment of your obligations. SOFIE does not share your personal data with external consultant agencies.

It is self-evident that SOFIE does not provide more personal data than necessary to third parties. If SOFIE provides your personal data to third parties, this will always be done in accordance with this Privacy Statement, and prior agreements will be made with the external party about the provision of your personal data.

Where does SOFIE store your personal data and how are they protected?

SOFIE takes appropriate technical and organizational measures to protect your personal data. Your personal data is stored on secure servers. Your and your employees' personal data that are provided via SelfService are stored in the Topdesk database. Only SOFIE employees have access to these data.

How long does SOFIE store your personal data?

SOFIE does not store your personal data longer than necessary for the purpose for which they have been processed. SOFIE uses the following time limits:

- If you have subscribed to the newsletter or registered for the website, SOFIE will retain your personal data until you withdraw your consent. You can unsubscribe or deregister at any time. You can submit a request to this effect via info@vraagsofie.nl.
- If you are an applicant of a 30% tax facility or if an application has been submitted on your behalf, SOFIE will store your details:
 - If the Tax and Customs Administration decided to grant the application of the 30% tax facility, for seven years after the duration of the 30% tax facility in accordance with the Tax and Customs Administration Work Agreements.
 - If the Tax and Customs Administration issues a negative decision, up to five years after the date of issue of the negative decision.
 - If the application does not lead to an awarding or rejecting decision by the Tax and Customs Administration, during the period of the fictitious and potential duration of the 30% tax facility.
- If you are an applicant of social security and/or tax obligations or if an assessment of has been submitted on your behalf, SOFIE will store these data until three years after the last action in the file.

Rights of the data subject

Does SOFIE process your personal data? Then you have a number of rights. These are the right of access, the right of rectification, the right of erasure, the right restriction, the right to data portability, the right to object, and the right to lodge a complaint with a supervisory body. More information about these rights can be found on the website of the [Dutch Data Protection Authority](#). Do you wish to make use of these rights? Please contact us via info@vraagsofie.nl.

Contact SOFIE

Do you have any questions regarding this Privacy Statement? Please contact SOFIE via info@vraagsofie.nl.