

Formdesk and GDPR: key points to note

You can use Formdesk to create simple web forms, such as application forms, registration forms, order forms and feedback forms. If you plan to use Formdesk to process personal data, you will have to comply with the requirements of the General Data Protection Regulation (GDPR).

General guidelines:

- You can use Formdesk to obtain data that:
 - are not confidential,
 - do not contain any 'special' personal data and
 - are not already available in one of the University's systems for education, research or business operations.
- You must have a clear purpose for collecting the personal data.
- You must provide the data subject with clear information in advance about the purpose of processing the data.
- Do not ask for more personal data than you need for the specified purpose.
- Do not ask for any duplicate data.
- If you wish to process the data of children below the age of 16 years, you must always ask for the consent of their legal representative.
- You must not store the data for longer than necessary.

[More information about the GDPR](#)

Explanation

You should only use Formdesk for application forms, registration forms, order forms and feedback forms, and must always follow the guidelines shown above. If you are in any doubt, please contact the [privacy officer of your faculty or unit](#).

Do you have a clear purpose for collecting the personal data?

Personal data may only be collected for a clear purpose, such as registration for a conference. The collected data may only be used for the purpose for which they were initially collected.

Are you asking only for the data that you need?

You may only ask for the data that you need for the specified purpose, which means that you may not ask for more data than you actually require. For example, you must not ask for additional data for a purpose that may arise in the future, or because you think it might be handy to have those data sometime. Restrict your collection of the personal data to the minimum required. For example, you should not ask for both a date of birth and an address if you only need to know someone's age, or

ask for the person's department if you are organising an event for colleagues in the same department.

Have you informed the data subject in advance, using clear language?

Before any data are processed, you must inform the data subject in clear language about the purpose for which you need the data and what you are going to do with those data. You can do this by formulating a *privacy statement*.

[Read more about how to formulate a privacy notice or privacy statement](#)

Example of sentence to use in the form:

"We need these data so that we can keep in contact with you about the course."

Are you asking only for permitted data?

The GDPR makes a distinction between 'ordinary' and 'special' personal data. You must only use Formdesk for working with *ordinary* personal data; these are non-sensitive data, such as a name, address or email address. Special personal data are sensitive data, for which the legislation provides additional protection; it is never permissible to ask for these data via Formdesk.

Special personal data are:

- Citizen Service Number (BSN)
- Health status
- Religion or beliefs
- Trade union membership
- Political opinions
- Racial or ethnic origin
- Sex life or sexual orientation
- Criminal record

and any information relating to these.

How long are you planning to keep the data?

You must not store the data for longer than necessary. Precisely when the data must be deleted depends on the purpose for which you collect them. For example, data with a financial component must be retained for longer than data you collect for a one-off event. As soon as the data are no longer needed, they must be deleted.