

Leiden University Privacy Statement

How Leiden University deals with personal information

In the privacy statement we explain how the University handles personal information collected and used in the course of administrative processes. The statement applies to information that is used and stored in automated systems within the University. It deals chiefly with the personal information of students, staff and guests of the University. Leiden University processes personal information in accordance with the Personal Information Protection Act (WBP).

Personal information

For activities taking place within the University the following personal information can be collected: name, e-mail address, telephone number, home address, information regarding degree programme and prior degrees, academic progress and information regarding other student and staff affairs.

The information is provided by the person concerned, but can also come from source systems of third parties, such as the Tax Authority, Studielink, the Immigration and Naturalisation Service and the ABP pension fund.

Information can also be collected when it is posted on the website by interested parties in order to keep them informed about various university activities. This information is not provided to third parties. Information can also be processed in connection with student recruitment activities.

Use of information

As an institution of higher education and scholarly research and as an employer in the course of business operations, the University uses the information to properly carry out the corresponding tasks and legal duties.

Information concerning students is mainly used for providing and planning instruction, providing students with guidance, providing educational tools, collecting course fees, handling disputes, tracking academic progress, issuing diplomas, facilitating financial audits and maintaining contact with alumni.

Information regarding University staff is used for purposes that include handling personnel matters, determining salary claims, processing claims for public assistance due to termination of employment, internal reviews and financial audits and in connection with in-house medical care.

In addition to the groups mentioned so far, personal information can also be collected within the University in connection with scholarly research and teaching. This information is handled in accordance with the law and the *VSNU code of conduct for the use of personal information in scholarly research*. In this context it may happen that information concerning patients is also collected, such as in connection with instruction and research at LUMC and the Faculty of Social Sciences. In those cases, in addition to the aforementioned code of conduct, the corresponding professional codes of conduct also apply.

Providing information to third parties

Only in certain cases are third parties provided with personal information. These include when the law requires it, such as in connection with an Openness of Government Act (WOB) request, or when the person concerned has given permission to provide this information. Examples include Studielink, the Ministry of Education, Culture and Science, the ABP pension fund and the Immigration and Naturalisation Service (IND).

Information that cannot be traced back to individuals can be provided to third parties for statistical and historical purposes.

Access to information

Not everyone has access to the Information collected. Only employees and individuals conducting activities under the University's authority have access to the information when that is necessary for performing their job.

Authorised individuals gain access to the information using a name-and-password security scheme. All staff who have access are obliged to respect confidentiality in accordance with the Collective Labour Agreement for Dutch Universities.

Keeping information

Personal information is not kept for longer than the time necessary to fulfil the purpose for which it is collected and processed, unless that is necessary for historical, statistical or scholarly purposes, or on the basis of a legal regulation.

Securing information

The University considers securing personal information to be of great importance. The responsibility for arrangements of technical and organisational nature necessary for keeping personal information secure, for the loss thereof and for the prevention of unauthorised processing thereof rests with the Executive Board.

Inspecting and correcting information

In accordance with the relevant provisions in the Personal Information Protection Act, individuals whose information is processed by the University may be given the opportunity to inspect that information and, as appropriate, to request that it be amended. Those concerned can make an appointment for this purpose by addressing a request to inspect their information to the relevant entity.

For Students, this means that they can address their request to the student administration of their faculty.

Staff members can contact the relevant personnel department.

Anyone not belonging to the aforementioned groups should address their request to the Legal Affairs department of Administration and Central Services.