



Privacy Notice - Students

If you come to study at Leiden University, information about you will be collected and used to make it possible for you to study here. What data are collected and what we do with the data is set out below.

Who collects the data?

The data are collected and processed by Leiden University. You can find the visiting addresses and front desk phone numbers on the [website](#).

Why do we collect your data and what do we do with it?

We collect some of your personal data (name, address, bank account number) during registration and store these data throughout your programme. The data are needed to make your studies at Leiden University possible and to provide you with all the relevant facilities. For example, we use your personal data for such purposes as sending you your timetable and recording which books you borrow from the University Library, and we share your data with DUO so that you can make use of student grants. Your personal data are used in many different ways, all of which serve to support your studies at Leiden University.

If anything is done with your personal data, you will be informed and (if necessary) asked for permission.

What are the legal rules?

The university must have a valid legal reason for using your personal data; in other words, there must be legal grounds. For all facilities that are necessary to allow you to study, we make use of the “necessary for compliance with a legal obligation” principle. This means that the university processes your personal data in order to meet the agreement relating to your studies at Leiden University.

When your personal data are used by Leiden University, for example to process your student card access, this usage is based on the grounds of “legitimate interests of the organisation processing the data”. Safeguarding the security of the University is a justified interest, and to meet this requirement we take such measures as regulating access to the University Library and placing security cameras at different locations on our premises. Apart from those activities that are necessary, there are also other pleasant and useful facilities, such as the Leiden University app, which also uses information about you. For this, you will be asked to give your consent in advance, and you will be informed about your rights (including withdrawing your consent). You can assume that if you are not asked for permission, the university needs the data in order to make it possible for you to study here or to fulfil statutory obligations.



With whom will my personal data be shared?

If you come to study at Leiden University, your personal data will be forwarded to the following organisations:

- *Dienst Uitvoering Onderwijs* (“DUO”).
DUO is located in the Netherlands and data are provided to them, for example to pay you your student grants.
- If applicable: the Immigration and Naturalisation Service (*Immigratie- en Naturalisatiedienst*, “IND”).
Your personal data will only be shared with the IND if you are a non-Dutch student who requires a visa or residence permit to study in the Netherlands.
- Companies working for the university, such as a printing company (your personal details are provided so that the company can produce your student card or LU card) or a debt collection agency (such an agency will be called in if your tuition fees are not paid in full before the expiry date of a final demand).

How and how long are your personal data used and stored?

The personal data about you that are necessary to make your studies possible will be used throughout your study time at the university. The university stores your data securely via systems that are considered secure given the current state of technology. Clear agreements are made with suppliers of services and those who store your information with respect to storing your personal data safely. These agreements are set out in a contract (processor agreement).

After your studies, much of the personal information we hold on you will be deleted: it is, for example, no longer relevant to which buildings you had access with your student card. However, there are some data that are retained for longer, such as your diploma and study results. Pursuant to the Public Records Act, the university is required to store this information for a number of years. The length of time differs per data type and is stipulated in the Act.

What if you want access to your personal data?

If you, as a student, want to have access to your personal data, you can gain access by logging in to the Leiden University information system. In this system you can check whether most of your personal data are still up to date.

Once you have finished studying and no longer have access to uSis, you can submit a request to the Data Protection Officer via privacy@bb.leidenuniv.nl. The Data Protection Officer will then ask you to identify yourself in person. After this, the university will forward the data to you. This way you can also exercise your right to delete, correct or transfer your personal data.



**Universiteit
Leiden**

Any complaints?

If you have any complaints about how the university processes your personal data and the Data Protection Officer cannot resolve the issue, you can lodge a complaint with [the Dutch Data Protection Authority \("Autoriteit Persoonsgegevens"\)](#). You can also reach this authority by phone: 0900-2001201.