



Privacy Notice - Students

When you come to study at Leiden University, we collect and use your personal data to make it possible for you to study here. A description of what data are collected and what we do with the data is presented below.

Who collects the data?

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

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

We collect several items of your personal data (name, address, bank account number, etc.) when you register and during your study programme. These data are needed to enable your studies at Leiden University and to provide you with all the relevant facilities. For example, we use your personal data for the purpose of sending you your timetable, we keep a record of which books you borrow via the University Library, and we share your data with the Education Executive Agency (DUO) so that you can make use of student grants. Your data are also used in statistical summaries to enable us to improve our facilities and education. All of the ways in which data are used serve to support your studies here. If anything is done with your personal data, you will be informed and (if necessary) asked to give your consent.

What are the legal rules?

The University must have a valid legal reason for using your personal data; in other words, there must be a legal basis. For all the facilities that are needed to allow you to study, in the case of regular education we use the basis that the processing is “necessary for the performance of a task carried out in the public interest”; for other forms of education, the basis is “necessary for the performance of a contract”. These two legal bases allow the University to process data for the purpose of providing your study programme at Leiden University.

Another legal basis on which we process your personal data is the “legitimate interests of the controller”. Safeguarding the University’s security is an example of a legitimate interest, and to achieve this aim the University Library has an access control system and security cameras are installed in various places.

Leiden University sometimes has a legal obligation to process your data. For instance, we have an obligation under the Public Records Act (*Archiefwet*) to store a thesis in our archives.

In addition to all the processing activities that are necessary or obligatory, we also use data



for purposes that are interesting or useful, and that form an extension of your studies. One example is 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 therefore assume that if you are not asked to give your consent, all the personal data processing carried out by the University is really needed to enable you to study here or to comply with a legal obligation.

Leiden University takes photographs during events, and these photographs can be placed on the website for the purpose of reporting on these events. Leiden University has a legitimate interest in reporting on organised events in this way, and invokes the journalistic exemption provided by the GDPR. Before placing a photograph on the website, we will always weigh the interests carefully. If you are a participant in an event and do not agree to your photograph being on the website, please contact the Data Protection Officer (see below). Leiden University takes a flexible approach to removing such photographs.

The University may contact you by email to inform you about study programmes, information activities or other topics and events related to studying at Leiden University. In this email, you will be offered the opportunity to “opt out” of receiving this newsletter.

Finally, your contact details, study programme and graduation date will also be included in Leiden University’s alumni database. After you have graduated, the University continues to offer a wide range of meetings, activities and educational opportunities, so that you can keep your knowledge and your network up to date. The University wishes to offer these activities on a lifelong learning basis, and therefore does not set an end date for processing your alumni data. If you would prefer not to receive information about alumni activities, you can unsubscribe from this. Additional information about alumni data can be found in the Privacy Notice for Alumni.

With which organisations will my personal data be shared?

When you come to study at Leiden University, your personal data are passed on to the following organisations:

- The Education Executive Agency (*Dienst Uitvoering Onderwijs*, DUO). DUO is located in the Netherlands and we provide it with data for the purpose of, for example, paying your student grant.
- If applicable: DUWO, the student housing organisation. Leiden University discloses personal data to DUWO if your student accommodation is arranged by the University and managed by DUWO.
- 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 or debt collection agency.



Your personal data are supplied to a printing company so that it can produce and send your student card or LU card. A debt collection agency will be engaged if your tuition fees have not been paid in full before the expiry date of a final demand.

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

The personal data that we need to ensure the success of your studies will be used throughout your study time at the University. The University stores these data securely via systems that are secure and are constantly improved, taking account of the current state of the art. Clear agreements are made with suppliers of services and storage, with respect to storing your personal data securely. These agreements are set down in a contract (data processing agreement). After your studies, many of your personal data items will be deleted: for example, it is no longer relevant to know which buildings you could access with your student card. However, there are some items that are retained for longer, such as your diploma and study results. Under the Public Records Act (*Archiefwet*), the University is required to store these data for a number of years; the specific length of time differs per data type and is stipulated in the Act.

What if you want to access your personal data?

As a student, if you want to access your personal data, you can do this by logging in to the Leiden University information system (uSis). In this system you can check whether most of your personal data are still up to date.

After 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 which the University will send you a summary of the data. Using the same procedure, you can also exercise your rights to have your personal data deleted, corrected or transferred.

Any complaints?

If you have a complaint about how the University processes your personal data, please contact the Data Protection Officer via privacy@bb.leidenuniv.nl.

If you do not agree with the way in which Leiden University handles your complaint, you can then lodge a complaint with the [Dutch Data Protection Authority \(Autoriteit persoonsgegevens\)](https://autoriteitpersoonsgegevens.nl).