



Privacy Notice - Prospective Students

If you want to start a bachelor's or master's programme, it is important that you have the right information. Leiden University also wants to assist in making the right study choice, e.g. by informing you about programmes, organising information activities or other topics that are related to studying at Leiden University. In order to do so, we make use of your personal data.

What personal data are collected?

Data are collected from brochure requests and registrations for information activities. The following data may be collected:

- Name, address, place of residence, country
- Nationality
- Email address
- Phone number
- Date of birth
- Gender
- Language preference
- Subject profile choice, type of previous education and previous educational institution
- Expected start year
- Study choice information
- Online interaction data (see information about 'cookies')

Before Leiden University records your data, you will always be asked to give your consent first. This permission can be withdrawn at any given moment. You will then no longer receive information. You can withdraw your consent by sending an email to privacy@bb.leidenuniv.nl.

How long are your personal data used and stored?

If you have given permission to save your personal data: for a period of 7 years. During this period you will receive information about topics that relate to your study choice.

Access to personal data

If you want to know what data you have provided to Leiden University, you can submit a request to the Data Protection Officer: privacy@bb.leidenuniv.nl. The Officer will then ask you to identify yourself in person, after which the University can send you the information requested.

You can also exercise your right to delete, correct and/or transfer your personal data via the same procedure.



**Universiteit
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Data processing by other organisations

For processing data, Leiden University makes use of external suppliers who work on behalf of Leiden University. The University works, for example, with an external party to register applications for information events. You can also come into contact with Leiden University via various websites that help prospective students find the right study programme. These websites focus on prospective students looking for a programme abroad. Examples include masterstudies.com and Find a University.

Any complaints

If you have any complaints about how the university processes your personal data and the Data Protection Officer is unable to resolve the issue, you can lodge a complaint with the Dutch Data Protection Authority (“Autoriteit Persoonsgegevens”):

<https://autoriteitpersoonsgegevens.nl>. You can also reach this authority by phone: 0900-2001201.