

Privacy notice participants Teaching Excellence Training for Academic Staff

When you register as a participant for Teaching Excellence Training for Academic Staff at ISGA, Leiden University, your data will be used to facilitate your participation. A short and concise description of what data we collect and what we do with your data is set out below.

Who collects data?

The data are collected and processed by Leiden University, PO Box 9500, 2300 RA Leiden, isga@fgga.leidenuniv.nl.

The university employs a Data Protection Officer (DPO) who supervises the university's use of personal data. The DPO can be reached via email privacy@bb.leidenuniv.nl. Urgent questions with respect to privacy can be sent by email.

Why and for what purpose do we collect your data?

During registration and the Teaching Excellence Training for Academic Staff, some of your personal data are collected, such as your name, and e-mail address. These are personal data, just like your login name. These data are used in different ways, all in support of your participation to the training, for instance for providing you with access to the digital platform where Teaching Excellence Training for Academic Staff is held.

How and how long will the data used and stored?

The personal data that are necessary to make your participation to the training possible are used during your period as a training participant. The university stores these data in its systems. Clear agreements are made with suppliers of services and those who store your information, which are established in a processor agreement. If your account is deleted, the university saves your personal data for no longer than one year. After this period, data for which no relevant reason for registration are deleted.

What are the legal rules?

In order to use your data, the university needs a valid legal basis. For all services necessary to participate and provide you with access to the training, the "performance of a contract" and "legitimate interest" grounds apply.

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What if you want access to your personal data?

If you want access to your personal data, you can submit a request to the Data Protection Officer by email privacy@bb.leidenuniv.nl. The Officer will then ask you to identify yourself in person, after which we can send you the information within the specified period. You can also exercise the right to delete, correct and/or transfer your personal data by the same means.

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Questions about or objections to the processing of your personal data?

If you have any questions or complaints about how the university processes your personal data and the matter cannot be resolved with the University of the Data Protection Officer, you can lodge a complaint with the Dutch Data Protection Authority (“Autoriteit Persoonsgegevens”); their website is <https://autoriteitpersoonsgegevens.nl>. You can also reach the Authority by phone: 0900- 2001201.