



Universiteit
Leiden

Privacy Notice

Signing Up for the Honours College

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When you sign up for the Honours College, we are asking you for some data. Below you can find a short explanation of what we are doing with your personal data.

Who collects the data?

Data is collected and processed by employees of the Honours Academy and the Honours College at faculties of Leiden University. The visiting addresses and reception phone numbers can be found here: <https://www.universiteitleiden.nl/locaties>. You can get in touch with the Honours Academy via honourscollege@ha.leidenuniv.nl.

The University also has someone employed who monitors the use of personal data by the University. This is the Data Protection Officer (*Functionaris Gegevensbescherming* in Dutch). He can be reached via privacy@bb.leidenuniv.nl. In case you have an urgent question, which cannot be answered anywhere else, feel free to send the Data Protection Officer an e-mail.

Why is your personal data collected, and what is it done with?

If you share your data when requesting a booklet or when signing up for an open day, the University uses that data in the first place to send you the requested booklet and/or to sign you up for the open day.

If you share your data when signing up for the Honours College, the University uses that data to:

- Select students for the Honours College program
- Register students for the program
- Update students about relevant activities, such as registration for courses, summer courses, international competitions and community activities of the Honours Academy
- Calculate numbers and statistics of the program

What is the legal context?

To use personal data, the University is required to have a legally legitimate reason, also called a legal basis (*wettelijke grondslag* in Dutch). For all services which are required to inform you about the Honours program, the legal basis “necessary to fulfill a legal obligation” is used. This means that the processing of your personal data is necessary for us to meet our legal obligation to provide for education. In addition to what is required, there are also some things which are useful. For instance, getting in touch with you in case an activity takes place.

To whom is my personal data sent?

Your data is not sent to third parties.

How and how long is my data saved?

Your data is used and saved in so far as it is needed to fulfill the purpose for which the data was collected. The University saves data safely, in systems which are safe in light of the current state of technology. With suppliers of services and safes, clear agreements are concluded about safely saving your data, which are established in contracts, called processor agreements (*verwerkersovereenkomst* in Dutch).

What if you want to take a look at your data?

In case you did not consent to the storage of your data, then the University does not have data of you. If during signing up or after having signed up you wish to know about what data you provided to sign up, you can send a request to the Data Protection Officer. This can be done via privacy@bb.leidenuniv.nl. The Data Protection Officer will ask you to come by to identify yourself (to ensure you really are who you claim you are), after which we will send you the requested data. In this way, you can exercise your right to deletion, correction and transfer.

Do you have a complaint?

In case you have a complaint about the way in which the University deals with your personal data and you cannot settle this with the Data Protection Officer, you can send a complaint to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens in Dutch). This is the independent institution working together with the Ministry of Justice and Security which supervises the protection of data in the Netherlands. Their website is <https://autoriteitpersoonsgegevens.nl/en> and they can be reached through this phone number +31(0)900-2001201.

What are the consequences of not providing personal data?

You cannot sign up for the program if you do not provide your personal data. We need the latter for the selection procedure.

Are there automatic decisions taken about your personal data?

There are no automatic decisions taken based on your personal data.