

PRE and Privacy

Protecting your data is important to us.

The Pre-University College and the Pre-University Classes of the Honours Academy adhere to Dutch privacy laws and the privacy statement of Leiden University when processing your personal data, observing the following principles:

Processing, storage and retention period of data

The personal data you enter when you register are stored in a database. The Pre-University only processes the data necessary for the selection process, education, and graduation. Specifically, this includes names, date of birth, address details and contact information. The Pre-University stores confidential data only for as long as is necessary for the fulfilment of the intended purpose or for an additional period prescribed by law. After expiry of this purpose, and/or expiry of the necessity to continue processing your personal data, we will destroy your personal data. We will never retain your personal data longer than necessary to fulfil the purposes for which the data are processed, and in any case for as long as specific laws require. Insofar as we have a legal duty to keep the information, such as in the case of certification, we will retain this data and notify you of this.

Purpose of use and disclosure of personal data

Confidential data will be used only for purposes stated when it is provided, apparent from the circumstances or stipulated by law. Pre-University employees are obliged to maintain confidentiality and comply with privacy legislation. Any necessary provision of data to third parties will only take place with your express consent.

We collect and store your personal data for the following purposes:

- For the purpose of the selection process;
- Sending admission or rejection letters;
- Maintaining the student administration;
- Sending the Honours Academy newsletter;
- Sending e-mails with educational information;
- To organise and carry out teaching;
- Registering your study results;
- For the purpose of certification.

Should it occur that we use your personal data for another purpose, we will inform you beforehand about this other purpose and all relevant information. For more information on our goals, please contact us.

Images

The PRE regularly has photographs taken during teaching and events. These photos are sometimes used as visual material on the PRE website and in PRE leaflets. If you prefer not to be photographed, please let us know. If we would like to use a photo for the website or a leaflet that clearly shows you, we will ask for your written permission.

Data protection

The Pre-University takes appropriate technical and organisational measures to reliably protect your data against loss, corruption, falsification, manipulation, unauthorised copying, unauthorised access or other unlawful data processing.

Information and right of withdrawal

Upon request, we can inform you in writing whether, and if so, which of your personal data is stored with us. If, despite our efforts to ensure that the data is correct and up-to-date, incorrect data is stored, we will correct this upon request. You have the right to revoke your consent to the use of your personal data. From that moment on, we may no longer use your personal data without other reason. Until you withdraw your consent, we have been allowed to use your personal data.

Questions on data protection

Do you have any questions on the data protection explanations? If so, please contact the Honours Academy secretariat.

Contact details

Secretariat Honours Academy
Sterrenwachtlaan 11 2311 GW Leiden
Tel: 071-527 6594
E: info@ha.leidenuniv.nl