

## Privacy notice for Leiden University job applicants

### 1. Introduction

Leiden University places great importance on protecting your personal data. When you apply for a vacancy at our university, we process certain personal data from you. This privacy statement explains what data we collect, why we do it and what rights you have.

This statement applies to all applicants – both internal and external – for all positions within the university. The processing takes place via our application environment (SuccessFactors) and in accordance with the General Data Protection Regulation (GDPR) and the [NVP Code of Conduct for Recruitment & Selection](#).

Data controller:  
Leiden University  
Rapenburg 70  
2311 EZ  
Leiden  
Phone: 071-527 2727

### 2. What data do we process?

We process the following categories of personal data:

- Name and contact details (e-mail address, telephone number, city, country/region);
- Data from your application, such as CV, cover letter, any references and other documents;
- Login data for a user account in our application portal;
- Any additional information that you provide yourself;
- Publicly available data that is relevant to the application (e.g. via LinkedIn, with indication of the source);
- Technical data such as IP address (for functional operation of the portal).

Providing your data is necessary to be able to process your application. Without this information, we cannot assess your application.

### 3. For what purposes and on what basis do we use your data?

We use your personal data to enable a responsible, effective and efficient recruitment process.

Purposes:

- To assess your suitability for the position(s) you have applied for;
- Contacting you about the procedure;
- Informing you about other job opportunities, if you have given permission for this.

#### Legal basis:

- The processing is necessary for the implementation of pre-contractual measures at your request (Article 6 (1) (b) GDPR).
- We rely on your consent to store data for future vacancies or to send job alerts (Article 6 (1) (a) GDPR).

#### 4. Retention of applicant data

- During the procedure: your data will be kept for as long as the application procedure is ongoing.
- Not hired: data will be deleted no later than 28 days after completion of the procedure.
- With permission: your profile can be kept for a maximum of 1 year, or until you withdraw this permission.
- Job alerts: contact details are kept until you unsubscribe.

#### 5. Sharing of data

- Your data is only accessible to employees of HR and the relevant selection committee.
- Data will not be shared with third parties, unless this is required by law.
- For applications from outside the European Economic Area (EEA), we ensure appropriate safeguards for transfer.

#### 6. Your rights

You have the right to:

- access your data;
- correct incorrect data;
- have your data deleted;
- object to processing;
- restrict processing;
- transfer your data (data portability);
- withdraw previously given consent.

You can exercise these rights by contacting: [privacy@bb.leidenuniv.nl](mailto:privacy@bb.leidenuniv.nl)

#### 7. Questions or complaints

Do you have questions about this statement or about the processing of your data, or do you suspect that your data has been unlawfully processed? Please contact the university's Data Protection Officer via: [privacy@bb.leidenuniv.nl](mailto:privacy@bb.leidenuniv.nl).

Are you not satisfied after consultation with the Data Protection Officer? Then you can file a



Universiteit  
Leiden

complaint with the Dutch Data Protection Authority via:  
<https://autoriteitpersoonsgegevens.nl>.