



Privacy Notice - Guests

When you register as a guest at Leiden University, your data will be used to facilitate your visit to the university. 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. You can find the visiting addresses and front desk phone numbers [here](#).

The university employs a Data Protection Officer who supervises the university's use of personal data. The officer can be reached via email privacy@bb.leidenuniv.nl. You can send urgent questions with respect to privacy by email.

Why and for what purpose do we collect your data?

During registration and visits, some of your personal data are collected, such as your name, address and guest number. These are personal data, just like your login name. Naturally these data are used in many different ways, all of which are to support your visit, for instance providing you with access to the buildings and IT facilities.

What are the legal rules?

In order to use your data, the university needs a valid legal reason or legal grounds. For all services necessary to provide you with access to the university and its facilities, the "permission" and "legitimate interest" grounds apply.

How and how long are your personal data used and stored?

The personal data that are necessary to make your visit possible are used during your period as a guest of the university. 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 a maximum of one year. After this period, data for which no relevant reason for registration are deleted.

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.



**Universiteit
Leiden**

Do you have any complaints?

If you have any complaints about how the university processes your personal data and the matter cannot be resolved with 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.