



Privacy Notice - Job Applicants

Introduction

Leiden University considers the privacy of job applicants to be very important. When you apply for a job, the University receives certain information from you: personal details, your CV and your motivation letter. Your data are processed in accordance with the applicable legislation, and we also comply with [the NVP Code of Conduct for Recruitment & Selection](#).

This Privacy Notice is intended to inform you about the way in which Leiden University processes the data of job applicants.

Purposes

Personal data that you provide to Leiden University are used to enable a responsible, effective and efficient recruitment and selection process. Your data will only be used to assess your suitability for the position or positions for which you have applied, to contact you and/or to provide you with information about other vacancies, if you give your permission.

Data of job applicants

We collect and process your data directly or by means of forms and/or attached CVs that we receive via universiteitleiden.nl/vacatures or the e-Recruitment system.

The University also collects and processes data by means of personal contact with you, telephone conversations and/or e-mail. The procedure is sometimes handled by an external agency.

We may, with your permission, ask for references during the job application procedure.

In addition, we may also discuss publicly available, relevant information with you, in which case we will explicitly inform you of the source.

The University does not share any data of job applicants with third parties, unless it has a legal obligation to do so.

Retention of data of job applicants

Leiden University will retain your data during the recruitment and selection procedure. The data will be deleted when the procedure has been completed. You can give permission for your data to be retained for a longer period, for example in case a suitable position becomes available in the future.



Universiteit
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Questions and complaints

If you have any questions about the use of your personal data, please contact the HR adviser involved in the selection procedure. If you suspect that the University has violated any of the rules regarding privacy during the job application procedure, you can report this to the University's Data Protection Officer: privacy@bb.leidenuniv.nl. If, after consulting the Data Protection Officer, you still suspect that there has been a violation of the privacy rules, you can submit a complaint to the Dutch Data Protection Authority. The website of the Dutch Data Protection Authority is <https://autoriteitpersoonsgegevens.nl>.