Privacy Notice Student

If you are intending to study at Leiden University, information about you will be collected and used to make your programme possible. What data are collected and what we do with them 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 on the website.

Why do we collect your data and what do we do with it?
We collect some of your personal data (name, address, bank account number) during registration and store these data throughout your programme. The data are needed to make your programme at Leiden University possible and to provide you with all the relative services. We use your personal data, for instance, to send you your timetable and to register which books you borrow from the University Library, and we share your data with DUO so that you can make use of student grants. Naturally there are many ways in which your personal data are used; however, all of these serve to support your study programme.

If anything should happen with your personal data, you will be informed and (if necessary) asked for permission.

What are the legal rules?
The university must have a valid legal reason for using your personal data; in other words, there must be legal grounds. For all services that are necessary to allow you to study, we make use of the “necessary to fulfil statutory obligations” principle. This means that the university processes personal data to implement the agreement with respect to your programme at Leiden University.

In using your personal data that are necessary within Leiden University, so as to process, for instance, your student card access, we make use of the following grounds: “legitimate interests of the processing body”. Securing the University is a justified interest, and to ensure that security we maintain access control in the University Library and have security cameras on our premises. Apart from everything that is required, there are also nice and useful things, such as the Leiden University app, which also uses information about you. For this you will be asked to give consent first, and you will be informed about your rights (including withdrawing your consent). You can assume that if you are not asked for permission, the university needs the data in order to make your programme possible or to fulfil statutory obligations.
With whom will my personal data be shared?

If you are intending to study at Leiden University, your personal data are forwarded to the following organisations:

- Dienst Uitvoering Onderwijs ("DUO").
  DUO is situated in the Netherlands and data are provided to them e.g. to pay you your student grants.
- If applicable: the Immigration and Naturalisation Service (Immigratie- en Naturalisatiedienst, "IND").
  Your personal data will only be shared with the IND if you are a non-Dutch student who requires a visa or residence permit to study in the Netherlands.
- Companies working for the university, e.g. a printing company or debt collection agency.
  Your personal data are exchanged to create your college card or LU card. A collection agency will be called in if the term of the final reminder for payment of university fees expires.

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

The personal data about you that are necessary to make your programme possible will be used throughout your study time at the university. The university saves these data securely through systems considered safe with respect to the current state of technology. Clear agreements are made with suppliers of services and those who save your information with respect to storing your personal data safely. These agreements are established in a contract (processing agreement).

After your studies, a large part of your details will be deleted: it is no longer relevant to which buildings you had access with your student card. However, there are some data that are retain for longer, such as your diploma and study results. Pursuant to the Archive Act, the university is required to save this information for a number of years. How long differs per data type and is stipulated in the Act.

What if you want access to your personal data?

If you, as a student, want access to your personal data, you can do so by logging in to the Leiden University information systems. In that system you can check if your personal data are still up to date.

If you have finished studying and no longer have access to uSis, you can submit a request to the Data Protection Officer through privacy@bb.leidenuniv.nl. The Data Protection Officer will then ask you to identify yourself in person. Afterwards, the university will send you the data. Through this way it is also possible to execute the right to deletion, correction and transfer of your personal data.

Complaints?

May 2018
If you have any complaints about how the university processes your personal data and the Data Protection Officer cannot resolve the issue, you can lodge a complaint with the Dutch Data Protection Authority ("Autoriteit Persoonsgegevens"). You can also reach them by phone: 088 - 1805 250.