



Privacy Statement research participants

Leiden University (UL) processes personal data as part of the research it conducts. This privacy statement is intended for individuals participating in research carried out by Leiden University, and for individuals whose personal data are processed for research purposes. This privacy statement provides comprehensive general information about the processing of personal data for research. Each research project will provide separate information to you as a participant about the processing of personal data as is specific to that project.

Leiden University is committed to keeping your personal data safe. The General Data Protection Regulation, or GDPR (*Algemene Verordening Gegevensbescherming, AVG*, in Dutch) is the applicable legislation within the EU that serves as the basis for how Leiden University processes your personal data. This privacy statement provides you with information about the personal data we process, why we do so, what other parties we may share your data with, and what rights you have.

Why are data about you collected and what are they used for?

Scientific research at UL aims to answer research questions posited and to achieve research objectives. Research questions and objectives vary between research projects, and some may require processing your personal data. Further information about specific questions or objectives can be found in the consent form, the information letter, or other information you receive in the context of the specific research you take part in.

In some research it is necessary to contact research participants directly; as such we (UL) will process your contact details for this purpose.

If you consent to take part in research through a consent form, your name, signature, and date of signing are often processed. We process this data to demonstrate that you have given consent to the processing of your personal data (or your child's personal data) for that specific study.

Some studies provide participants with financial compensation for taking part and require us (UL) to process financial data. In cases where we make a bank transfer, we may process your full name, your address, place of residence, and your bank account number.

Which personal data does Leiden University process?

Leiden University carries out a wide variety of research. This privacy statement provides general information about the processing of personal data for research. The consent form, information letter, or other information provided in the context of the study will specify which personal data we process for that specific research project and for what purpose.

In many cases, this means we process your name, contact details, demographic data, and data needed to answer the research question. These may consist of e.g. data collected during interviews, questionnaires, or experiments.

Special categories of personal data

Where Leiden University processes special categories of personal data, such as (but not limited to) (mental) health data or data concerning political or religious beliefs of participants, the explicit consent of participants must be obtained. In some studies, seeking



consent may be impossible or would require a disproportionate effort to obtain. If this is the case and if such research serves the public interest, Leiden University is not required to obtain consent for the processing of data. In such cases where public interest is chosen as the legal ground for processing, the University will take appropriate safeguards and ensures that the privacy of participants is not disproportionately affected.

Why is Leiden University permitted to process your personal data?

Leiden University may only process your personal data based on one of the legal bases set out in the GDPR. Below, we explain the legal basis most commonly used at Leiden University for the processing of personal data for research:

Public interest

Leiden University conducts research aimed at advancing public knowledge. Under the Higher Education and Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW*), Leiden University has been assigned the public task of conducting research. Public interest constitutes the lawful ground for the processing of personal data in much of the research conducted at UL.

Consent

Participants may be asked for consent to the processing of their personal data for some research conducted at Leiden University. Consent provides the participant with additional control over their personal data, e.g. if a participant is quoted by name, or when using an image of that participant. We may also request consent for the publication of personal data or the reuse of personal data for future research.

Legitimate interest

Some studies are carried out on behalf of an external party or with a view to improving our processes, procedures, or education. In such cases, the research is not deemed to constitute research aimed at advancing public knowledge. There may instead be a legitimate interest on the basis of which Leiden University may process personal data. For these processes Leiden University identifies the legitimate interest and weighs it against the rights and interests of participants. Only if the interest of Leiden University outweighs the rights and interests of participants may we process their personal data. The legitimate interest process, in which we weigh rights and interests of participants, is duly documented.

With whom does Leiden University share your personal data?

Within Leiden University we share your personal data only with those who require them for the research, such as the researcher, their supervisor, and the doctoral committee.

The University sometimes collaborates with external parties such as other universities, research institutes, or archives. We enter into agreements with these parties to ensure that your personal data are processed in accordance with the GDPR.

The University may also outsource some parts or processes of research, e.g. we may transfer audio recordings to an external party to transcribe the audio, or transfer data to external parties through specialised tools for data analysis or collection. When we share data with external parties, we put data processing agreements or equivalent arrangements in place with these parties; these arrangements set out what responsibilities each party has in regard to the data and the handling of same.



In exceptional circumstances, Leiden University may be legally required to provide personal data, e.g. to the Dutch Data Protection Authority (*Persoonsgegevens*) as a part of its supervisory activities. In such and other cases we take appropriate organisational and technical measures to protect your data. Leiden University never sells your personal data.

Transfer of your personal data to a country outside the European Economic Area (EEA)

Third parties located outside the EEA may be involved in certain research projects at UL, such as external research partners or service providers.

Before Leiden University provides your personal data to a party in a country outside the EEA, we verify whether the level of protection in the relevant country is comparable and adequate when compared with EEA standards. Where this is not the case, additional safeguards are put in place to ensure the protection of your personal data.

Information about the research as presented in a consent form, information letter or other document will clearly indicate if and when your personal data will be shared with a party in a country outside the EEA, and which safeguards apply. This enables you to make an informed decision about your participation in research at UL.

How is your data used and stored?

Leiden University conducts research in accordance with the Code of Conduct for Research Integrity (*Gedragscode wetenschappelijke integriteit*). As part of our policy research data and associated personal data from research carried out in the public interest are stored for a minimum of 10 years following the last publication relating to the research. This retention period applies to most research studies performed at UL. It ensures that research is reproducible and that results can be verified in the interest of research integrity. We make a distinction between necessary data stored for these purposes, and unnecessary data. Unnecessary personal data are deleted or anonymised as soon as possible.

A shorter retention period may apply for certain research if, e.g. the sensitivity of the personal data necessitates a shorter retention period. A longer retention period may be appropriate for other research data if archiving of the research and its results is of primary importance.

We store your data only for as long as is necessary for the purpose of the research we perform for our own interests or those of external parties.

Consent forms are stored for the same duration as the rest of your personal data. When your personal data are anonymised, we also delete or destroy the consent form.

Information about the research as presented in a consent form, information letter or other document will clearly indicate the applicable retention period that applies for your personal data.

Your privacy rights

You have a number of rights with respect to your personal data as a participant in research performed at UL. It is our responsibility to inform you in a timely, clear, and comprehensive manner about the research and the processing of your personal data. This privacy statement and the specific information you receive in the context of the specific research project you



take part in are ways in which we provide that information and fulfil obligations in respect of that right. Your remaining rights under the well as the circumstances and manner in which you may exercise them, are set out here.

Right of access: You have the right to request access to information about the data being processed about you.

Right to rectification: You have the right to have personal data that we process about you corrected or amended if that data are inaccurate, incomplete, or no longer current.

Right to erasure: You have the right to request the deletion of your personal data.

Right to restriction of processing: You have the right to request that the processing of your data be restricted. Your data will be temporarily stored but not used for other purposes. This right is particularly relevant if, for example, you have used your right to rectification.

Right to withdraw consent: You have the right at any time to withdraw consent you have granted. You are not required to provide a reason for doing so. After you have withdrawn your consent, your data will no longer be processed by UL. Withdrawal of consent is no longer possible if your data has been anonymised, as in such cases the data no longer contains data that can be traced back to you.

If you wish to exercise any of your rights, please send your request to do so by email to the researcher at the email address stated in the consent form, information letter, or other information you have received for the specific research you participated in. A privacy officer will contact you if we (UL) are unable to comply with your request.

You may also address your request directly to the central Privacy Office of Leiden University at privacy@bb.leidenuniv.nl. Please include the specific research study you participated in, as well as the name of the PI or researcher. The Privacy Office will then contact the researcher or research team.

Questions and complaints

Questions about the processing of your personal data should be directed to your contact person (i.e. the researcher in charge) using the contact details provided in the consent form, information letter, or other information about the research provided to you. Alternatively, you can also contact the central Privacy Office of Leiden University at privacy@bb.leidenuniv.nl.

Leiden University has appointed a Data Protection Officer (*Functionaris Gegevensbescherming, FG*). The DPO is tasked with supervising GDPR compliance and safeguarding the processing of personal data at UL. If you have questions about the processing of personal data or wish to submit a complaint, please contact the DPO at dpo@bb.leidenuniv.nl.

In addition, you have the right to lodge a complaint with the supervisory authority, the Dutch Data Protection Authority, at <https://autoriteitpersoonsgegevens.nl>.

Version

This privacy statement was last amended on 5 February 2026.