

Privacy Statement

Continuing Education

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In this privacy statement, we explain how Utrecht University (UU) handles your personal data when you take part in a Continuing Education (CE) programme. It is important to us that you are well informed of this issue, and we recommend that you read through this privacy statement carefully.

What is Continuing Education?

Continuing Education is a range of education that specifically focuses on graduates (higher professional education to university education) from the age of 23 to retirement age who are interested in further/refresher training (compulsory or otherwise), personal professional development or degree-level education (Bachelor's and Master's).

Who is responsible for processing my personal data?

UU is the controller within the meaning of the GDPR. UU believes it is essential that the personal data of its students, researchers, employees and visitors are handled and protected with the utmost care. We also want to be open and transparent about the way in which we process your data. That is why we have explained this process in detail below. Our first priority is to comply with the requirements set out in the GDPR at all times.

Why does UU process your personal data?

The personal data that UU processes within the scope of CE are used exclusively for the following purposes:

- to assess whether participants comply with the admittance criteria for their study programme;
- to register participants for study programmes;
- to create a personal account for participants via which they can log in to the Osiris environment for CE;
- to enable participants to download and use study material;
- to award and present degrees or other certificates to participants who successfully complete a course;
- to send practical information to participants, for example, in the event a change to the programme becomes necessary due to unforeseen circumstances;
- to process payments.

UU processes personal data for the aforementioned purposes in order to *execute the agreement* we make with participants and also based on *legal obligations*. If UU wishes to process the data for purposes other than those described above, we will only fulfil this purpose provided we have obtained permission to do so or have a legitimate interest in doing so.

What personal data will be processed?

If you participate in a CE programme, the following data may be processed:

- first and last name;
- gender;
- date of birth;
- country of birth;
- place of birth (optional);
- nationality;
- email address;
- telephone number;
- street name and house number;
- postal code;
- place of residence;
- working language;
- student ID number;
- copy of your ID;
- invoice details;
- payment status, date of payment, amount paid, etc.;
- job title;
- educational attainment level;
- data necessary for admission;
- contents of correspondence.

How are my personal data protected?

To optimally protect your personal data against unauthorised access or unauthorised use, UU applies appropriate security technology. Any apparent or actual misuse of data will be reported to the relevant law enforcement authorities. In addition, UU takes organisational measures to protect your personal data against unauthorised access.

Will my data be shared with parties outside the EEA?

In principle, your personal data will not be passed on to recipients in countries outside the European Economic Area (EEA). In the event this does occur, we take appropriate measures such as contractual agreements in order to ensure that your data are adequately protected.

Will my data be shared with third parties?

Your personal data may be shared with third parties for one of the following reasons:

- We have hired them to process certain data.
- This is necessary in order to execute the agreement with you.
- We are legally obliged to do so (e.g. if the police demands this based on suspicion of a crime).

The following parties are commissioned by us to process personal data:

- ICT suppliers and service providers;
- online examination and assessment tools;
- payment providers;
- debt collection agencies.

UU makes contractual agreements with these data processors to ensure the confidential and careful handling of personal data.

What rights do I have under the GDPR and how can I exercise them?

You are entitled to submit an access or rectification request to UU. When making this request, please indicate clearly that this relates to an access or rectification request based on the GDPR. You may also request that your data be erased, although this is only possible insofar as this allows UU to continue to fulfil its legal obligations, such as the legal retention period. Please note that you may be asked to provide a copy of a valid ID so that your identity can be verified.

In order to exercise one of the aforementioned rights, please contact ubd.oo.privacy@uu.nl.

How long will my personal data be stored?

UU will not store your personal data for any longer than the mandatory retention period or, in the event no such statutory retention period applies, for any longer than is strictly necessary in order to fulfil the purposes for which your personal data were collected.

Questions

If you have any questions regarding how UU handles your personal data, you can contact us by sending an email to ubd.oo.privacy@uu.nl.

If you believe that UU has processed your personal data unlawfully or if you are not satisfied with an answer to a question or request, you can submit a complaint to the Dutch Data Protection Authority. More information about submitting a complaint can be found [here](#).