Privacy statement UU Welcome Week 2023

15-12-2022

In this pricavy statement, we'll explain what exactly happens with your personal data that is used for the UU Welcome Week. In this statement you can find, among other things, for what purposes we process your data, how you can exercise your rights and other information that can be relevant for participants and mentors of the UU Welcome Week 2023.

Who is responsible for the processing of my personal data?

Utrecht University (UU) is responsible in the sense of the GDPR. This means that the UU is responsible for what happening with your personal data. The UU thinks it is essential that personal data of participants of the UU Welcome Week is treated and protected with the highest possible carefulness. You can reach Utrecht University via welcomeweek@uu.nl.

For what purposes is my personal data processed?

The personal data that is collected from you, will be used by the UU to make participating in the Welcome Week possible. To participate in the Welcome Week, as a mentor or student, you first have to sign up. With the data, we make an account, that you can log into with the (user)name and self-selected password. The information about your study programme is use to make the optimal division of students in groups, to increase diversity and and a pleasant Welcome Week.

Your email address can also be used to send message before or during the Welcome Week, for example to communicate unforeseen changes in the programme. After the Welcome Week, we will use your email address to inform you of other activities and ask you to fill out an evaluation form. Would you rather now receive emails after the Welcome Week? Let us know via welcomeweek@uu.nl,

A photographer will be present during the UU Welcome Week. By registering for the event, you are giving permission to make photos. These photos will only be used for our own promotion and won't be shared with third parties. The material will be processed according to the GDPR, based on Legitimate Interest.

What personal data is processed?

The personal data we process from you, is dependent on whether you are participating as a student or mentor. Be aware that if the chat function in the app is used, these chats could also contain personal data.

If you participate in the UU Welcome Week as a student, the following data will be processed:

- First and last name;
- Email address;
- Study programme

When you participate as a mentor, the following personal data will be processed:

- First and last name;
- Email address;
- Study programme
- Availability during Welcome Week

You provide the personal data to us yourself.

What are the legal grounds?

We process your personal data based on consent. You can withdraw your consent at any time. Do you want to withdraw your consent? Send an email to welcomeweek@uu.nl.

It is also possible that the UU has a legal duty to process your personal data, for example when there is an incident during the Welcome Week in which the police is involved. It is also possible that your personal data is processed to protect your vital interests, for example in case of a medical emergency.

Is my data shared with third parties??

Your personal data will be shared with Tactile B.V.. Tactile B.V. provides the platform we use to offer the UU Welcome Week. The UU has binding agreements with Tactile B.V. to guarantee a reliable and careful handling of your data by Tactile. These agreements are contractually established in the socalled 'Processing agreements'. Tactile B.V. also uses service providers themselves to provide services to the UU. These providers are hosting services to make it possible to send emails.

Is my data shared with parties outside of the EER?

The UU does not have the intention to share your personal data with receivers outside of the European Economic Space (EER) or an international organisations.

Which right to I have according to the GDPR and how do I exercise them?

Je kunt een inzage- of correctieverzoek richten aan de UU. Geeft daarbij duidelijk aan dat het gaat om een inzage- of correctieverzoek op grond van de AVG. Je kunt ook verzoeken jouw gegevens te laten verwijderen, echter dit is slechts mogelijk voor zover de UU nog aan zijn wettelijke verplichtingen kan voldoen, zoals de wettelijke bewaartermijnen. Houdt u er rekening mee dat het verstrekken van een kopie van een legitimatiebewijs nodig kan zijn om jouw identiteit te controleren. Daarnaast heb je het recht jouw toestemming voor de verwerking van jouw persoonsgegeven op ieder moment in te trekken.

You can direct a request to access or correct your data to the UU. When you do this, make sure that it is clear your are requesting to see or correct your data based on the GDPR. You can also request that your data is deleted, but only insofar as this still allows the UU to comply to any legal requirements, like the legal retention period. Remember that providing a (copy of a) proof of identity might be necessary to verify your identity. Additionally, you also have the right to withdraw your consent at any time.

When you want to exercise any of the rights above, please contact the Welcome Week via welcomeweek@uu.nl.

You also have the right to file a complaint about the use of your personal data with the Authority Personal Data (Autoriteit Persoonsgegevens):

Autoriteit Persoonsgegevens
Bezuidenhoutseweg 30
2594 AV Den Haag
www.autoriteitpersoonsgegevens.nl
Tel. nr. +31 88 1805 250

How long will my data be stored?

The personal data we collect in the context of the UU Welcome Week will be deleted within a month after the end of the UU Welcome Week. An exception can be made for any visual material that is made during the UU Welcome Week.

The visual materials (photos as well as videos) will be deleted from our system no later than 2 years after the last day of the UU Welcome Week 2023.

Questions

Onze Functionaris van Gegevensbescherming is te bereiken via privacy@uu.nl.

If you have any questions about the way your personal data is processed, you can ask them via welcomeweek@uu.nl. Our Data Protection Officer can be reached via privacy@uu.nl.