

Privacy statement Utrecht University

Checking documents before the start of a PhD trajectory, guest research and/or sabbatical at the Faculty of Veterinary Medicine

The university aims for a careful treatment of the personal data of everyone who works, studies or participates in research here.

The Faculty of Veterinary Medicine of Utrecht University processes personal data when checking documents for starting a PhD trajectory, a guest research (up to 3 months or longer than 3 months) and/or a sabbatical at the Faculty of Veterinary Medicine.

In this Privacy Statement, we inform you about the purposes for which personal data are processed, how you can exercise your privacy-related rights and provide other information that may be of interest to you.

Emphasized, this Privacy Statement only relates to the processing of personal data during the verification of the documents that must be provided in order to follow the aforementioned processes and not to the processing that takes place when actually going through those processes.

1. Responsible party and responsibility

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 your data is processed by us. That is why we

have explained this process in detail below. Our first priority is to comply at all times with the requirements set out in the GDPR.

2. For what purposes does the UU process your personal data?

When checking the documentaries before the start of a PhD trajectory, guest research and/or sabbatical at the Faculty of Veterinary Medicine the personal data collected from you will be used by the UU for:

- drawing up an invitation letter or a conditional letter of acceptance.
- checking the data to assess whether they meet the requirements that apply to starting a PhD programme at the Faculty of Veterinary Medicine or temporarily visiting the Faculty of Veterinary Medicine as a guest researcher or for a sabbatical.

3. Whose personal data is collected by UU?

The Faculty of Veterinary Medicine of the UU collects data from individuals:

- who want to start a PhD at the Faculty of Veterinary Medicine of Utrecht University, or
- who wish to make a temporary visit to the Faculty of Veterinary Medicine of Utrecht University as a visiting researcher or
- who want to pay a temporary visit to the Faculty of Veterinary Medicine of Utrecht University as part of a sabbatical.

4. What kind of personal data does UU collect?

The following personal data is collected:

- Name and address details (name, address, place of residence);

- date of birth;
- gender;
- e-mail address;
- Diplomas;
- Cv;
- Copy of passport;
- Stock exchange declaration
- Financial statement

The UU collects (personal) data directly from you.

5. Legal basis

Your data may only be processed if that processing can be based on a legal basis mentioned in the General Data Protection Regulation (GDPR). Your data will be processed on the legal basis:

- Legal obligation
- Legitimate interest

How does the UU ensure confidential handling of personal data?

The UU treats personal data confidentially. The UU takes appropriate technical and organisational measures to ensure that personal data is protected. The UU only shares personal data in accordance with this Privacy Statement and only with third parties when this is permitted and done carefully.

6. Data sharing with third parties

We do not share your data with third parties.

7. Transfer of your data outside the EU

No data is shared outside the EU.

8. How long is data stored?

The personal data that are processed for the control of the application for a PhD trajectory will be deleted as soon as a candidate has registered in MyPhD. If no PhD programme is ultimately started, the applicant's personal data will be deleted within 4 weeks after it has become apparent that no PhD programme is being started, except for the scholarship statement. This document is kept for the entire period of the PhD programme. If the person concerned is a candidate who is going to conduct a guest research or who visits the Faculty of Veterinary Medicine in the context of a sabbatical, the personal data will be deleted within 3 months after the candidate has arrived in the Netherlands.

9. How can you access, rectify or erase your data?

You are entitled to submit an access or rectification request to the 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.

You can easily make a secure copy of your ID using the '[Id copy](#) external link' app provided by the government, which can be downloaded from the app store.

Send your request to the email address privacy@uu.nl, clearly mentioning the type of request in the subject line of your mail.

You may also submit a complaint to the Dutch Data Protection Authority regarding the use of your data.

10. Technical security

To optimally protect your personal data against unauthorized access or unauthorized 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 organizational measures to protect personal data against unauthorized access.

11. Questions

Do you have any specific questions or comments about our Privacy Statement as a result of this information? Please feel free to contact us. You can use the contact form on the website or send a message to privacy@uu.nl. The Data Protection Officer (DPO) of the UU can also be reached via this email address.

Privacy statement - version

This Privacy Statement has been drawn up on 9 December 2021. The UU reserves the right, where necessary, to make changes to the privacy statement. In that case, the change date will be included in this privacy statement.