



Privacy notice [title research project]

When you participate in a research project at Leiden University, your data will be used. A short and concise description of what data we collect and what we do with your data is set out below.

Who collects data?

The data are collected and processed by ICLON, Leiden University. You can find the visiting addresses and front desk phone numbers at

<https://www.universiteitleiden.nl/en/iclon/contact>

The university employs a Data Protection Officer who supervises the university's use of personal data. The officer can be reached via email privacy@bb.leidenuniv.nl. You can send urgent questions with respect to privacy by email.

Why and for what purpose do we collect your data?

The collected data are used exclusively for the research project. All data you submit will be used confidentially. Others will not receive research data that can be traced back to you as a person. Furthermore, the results of the research will be anonymized and will not be traceable to you personally.

What are the legal rules?

In order to use your data, the university needs a valid legal reason or legal grounds. For this research project "permission" applies.

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

The personal data that are necessary for your participation in the research project are used during your participation.

Clear agreements are made with suppliers of services and those who store your information, which are established in a processor agreement.

The university saves your personal data for as long as is necessary for the research project. Anonymized research data are subject to a minimal storage period of 10 years after the completion of the research project.



What if you want access to your personal data?

If you want access to your personal data, you can submit a request to the Privacy Officer at ICLON by email privacy@iclon.leidenuniv.nl. The Officer will then ask you to identify yourself in person, after which we can send you the information within the specified period. You can also exercise the right to delete, correct and/or transfer your personal data by the same means.

The anonymized research data are not personal data. These are not subject to the right to access and the right to erasure.

Any complaints?

If you have any complaints about how the university processes your personal data and the matter cannot be resolved with the Data Protection Officer, you can lodge a complaint with the Dutch Data Protection Authority (“Autoriteit Persoonsgegevens”); their website is <https://autoriteitpersoonsgegevens.nl>. You can also reach the Authority by phone: 0900-2001201.