



Privacy Notice for interested parties

When registering at Leiden University Libraries (UBL) as an interested party, personal data is used to facilitate your involvement with activities organised by the UBL. Below is a brief and concise description of what personal data are collected and what happens with them.

Who collects the data?

The data are collected and processed by the UBL. Visiting addresses and reception phone number are available via <https://www.universiteitleiden.nl/en/locations>.

Leiden University employs a Data Privacy Officer, who supervises the use of personal data by the university and related institutes. The Data Privacy Officer can be contacted via privacy@bb.leidenuniv.nl. If you have urgent questions about privacy, you can ask your question by e-mail.

Why and for what purpose do we collect your data?

When registering or visiting the UBL, specific data about you are collected: your name, gender, professional title, e-mail address and area(s) of interest. These are personal data. The data are specifically collected to facilitate your visit to events and activities at the UBL. The data are used to invite you to activities within your indicated area(s) of interest, for larger events organised by the UBL and to verify registration for events.

What are the legal rules?

To use your data, the university needs a valid legal reason or legal grounds. For all services necessary to invite you to events organised by the UBL, or for you to use UBL facilities, only the legal ground 'consent' is used.

How and for how long are my personal data used and stored?

When registering as an interested party, only the personal data needed to facilitate your participation in activities organised by the UBL are used. The UBL stores these data in her systems. If you have not opened any e-mails sent by the UBL for two years, your personal data will be removed from the UBL systems. Furthermore, every invitation provides you with the possibility to withdraw your consent for the storage of your personal data, automatically removing all data stored from the UBL systems.

Leiden University has made clear agreements with suppliers of services and storage about the safe handling and storage of your personal data. These agreements have been recorded in a processor agreement.



What if I want to view my data?

If you would like to review your personal data, you can send a request to the Data Protection Officer of Leiden University via privacy@bb.leidenuniv.nl. The Data Protection Officer will ask you to visit Leiden University and to identify yourself, after which the university will send you a summary of your data within the legally allotted timeframe. You can use this same method to exercise your legal rights to removal, correction, and transfer.

Do you have a complaint?

If you have a complaint about how Leiden University handles your personal data and cannot reach an agreement with the Data Protection Officer, you can send a complaint to the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*). The *Autoriteit Persoonsgegevens*' website is <https://autoriteitpersoonsgegevens.nl/en>.