

Privacy statement: Study Abroad – outgoing students

Student- & Onderwijszaken: International Office

Date: August 12 2019

The Vrije Universiteit Amsterdam (VU) finds privacy important. In this privacy statement, we describe how we deal with your personal data and how your privacy is safeguarded if you are going to study at a partner university abroad via the VU.

1. Who is responsible for the processing of my personal data?

Stichting VU, which owns and operates the VU, is responsible for the data processing that is described in this privacy statement. Stichting VU is located at the Boelelaan 1105, 1081 HV, Amsterdam.

Stichting VU has the statutory obligation of ensuring that your personal data are processed in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR).

2. What (categories of) personal data will be processed?

If you are going to study at a partner university abroad via VU, we process the following personal data from you. Be aware that the VU will pass on your personal data to the partner university if you accept your exchange spot.

In all cases we will process the following personal data:

- a. Your full name;
- b. Your VU e-mail address;
- c. Study programme at the VU;
- d. Which semester you would like to study in;

Some partner universities may also ask VU for:

- e. Your date of birth;
- f. Your gender;
- g. Your degree programme and level (Bachelor's / Master's);
- h. An alternative e-mail address;
- i. Your nationality;
- j. Your passport number;
- k. [A protected copy](#) of your passport;
- l. Transcript of records;
- m. Grade average.

3. For which purposes are my personal data processed, and on the basis of which legal grounds?

The personal data will only be used for the following purposes:

- a. Support and guidance of students in their studies at a partner university abroad. This includes, for example, registration at the partner university.;
- b. Internal control and business security;
- c. The implementation or application of legislation.

We process your personal data on the basis of the following legal grounds:

- a. The processing is necessary for the purpose of pursuing our legitimate interests. These legitimate interests consist of stimulating and supporting the international mobility of students and promoting the VU as an international university; and/or
- b. If you choose a partner university outside the EEA, in a country that the European Commission has not designated as a country with an appropriate level of data protection, your personal data will be transferred to the partner university based on your consent.

In that case you have the right to withdraw your consent at any time by contacting us via the contact details below. If your personal data has already been passed on to the partner university, this can no longer be reversed.

4. Who has access to my personal data?

The personal data will only be accessed by employees of the Vrije Universiteit Amsterdam who by reason of their function have a role in the processing of your personal data for the abovementioned purposes and for whom it is necessary that they have access to the personal data.

5. Will my personal data be shared with third parties?

We may share your personal data with third parties, such as the suppliers of IT systems that we use for the processing of your personal data. In addition, the VU Amsterdam provides your personal details to the partner university when you accept your nomination.

If we share your personal data with third parties that process your personal data on our instructions, we enter into a data processing agreement with them in order to ensure that your personal data are processed carefully, securely and in accordance with the GDPR. We continue to be the data controller in respect of this processing.

It is possible that we share your personal data with other parties, such as public bodies, if this is for example necessary in order to comply with a legal obligation or a court order.

6. Will my personal data be transferred to countries outside of the European Economic Area?

Yes, it is possible that your personal data will be transferred to countries outside of the European Economic Area (EEA). The EEA includes all EU countries plus Norway, Liechtenstein and Iceland. Additional requirements apply to the transfer of personal data outside these countries on the basis of the GDPR. We will only transfer your personal data outside these countries if the transfer is subject to appropriate safeguards on the basis of the GDPR. You can request a copy of the document stipulating these appropriate safeguards via the contact details below.

If you choose a partner university outside the EEA, in a country that the European Commission has [designated](#) as a country with an appropriate level of data protection, your personal data will be transferred based on the applicable adequacy decision (in accordance with Article 45 (1) of the GDPR).

If you choose a partner university outside the EEA, in a country that the European Commission has [not designated](#) as a country with an appropriate level of data protection, your personal data will be passed on based on your consent (in accordance with Article 49 (1) of the GDPR).

7. For how long will my personal data be retained?

Unless a specific retention period is prescribed by law, we will retain your personal data for as long as this is necessary in order to accomplish the abovementioned purposes.

The personal data as mentioned under question 2 will be retained for two years after your deregistration from the VU as a student.

8. How will my personal data be secured?

The VU takes appropriate technical and organizational measures to protect your personal data against loss and any form of unlawful processing.

9. Who can I contact with questions about the processing of my personal data?

You can ask questions about how we process your personal data via outgoing@vu.nl.

10. How can I exercise my privacy rights?

On the basis of the GDPR you have the right – under certain conditions – to access your personal data that we process, to correct your personal data if it contains factual inaccuracies, to delete your personal data, to limit the processing of your personal data, to portability of your personal data and to object to the processing of your personal data.

If you wish to exercise any of these privacy rights, you can contact the Data Protection Officer of VU Amsterdam via:

Data Protection Officer
De Boelelaan 1105
1081 HV AMSTERDAM
functionarisgegevensbescherming@vu.nl

To be able to deal with your request, you will be asked to provide proof of identity. In this way it will be verified that the request has been made by the right person. If you are not satisfied with the way in which we deal with your personal data, you have the right to submit a complaint with a supervisory authority.