Privacy statement: Example research project

Date: 15 April 2025

The Vrije Universiteit Amsterdam (hereinafter: "**VU"**), University of Amsterdam (hereinafter: Uva), and Leiden University (hereinafter: LU) attaches great importance to the protection of your privacy and the security of your personal data. In this privacy statement we describe how we handle your personal data [describe the project/process]. We process your personal data in accordance with applicable privacy legislation, including the General Data Protection Act (hereinafter: "**GDPR "**) and the General Data Protection Implementation Act.

# Who is responsible for the processing of my personal data?

Stichting (VU) is conducting this study in collaboration with the University of Amsterdam (UvA) and Leiden University (LU). VU, UvA and LU are jointly responsible for the data processing operations described in this privacy statement.

* VU maintains the Vrije Universiteit Amsterdam as a privately run university in accordance with the Higher Education and Research Act of The Netherlands (‘*Wet op het hoger onderwijs en wetenschappelijk onderzoek’).* Stichting VU has its registered office at De Boelelaan 1105 in (1081 HV) Amsterdam and is registered with the Chamber of Commerce under number 53815211.
* UvA maintains the University of Amsterdam as a publicly funded university in accordance with the Higher Education and Research Act of The Netherlands (‘Wet op het hoger onderwijs en wetenschappelijk onderzoek’). Stichting UvA has its registered office at Spui 21 in (1012 WX) Amsterdam and is registered with the Chamber of Commerce under number 412183587.
* LU maintains Leiden University (Universiteit Leiden) as a publicly funded university in accordance with the Higher Education and Research Act of The Netherlands (‘Wet op het hoger onderwijs en wetenschappelijk onderzoek’). Stichting Universiteit Leiden has its registered office at Rapenburg 70, 2311 EZ Leiden, and is registered with the Chamber of Commerce under number 27336873.

# What (categories of) personal data will be processed?

We will process the following personal data:

1. **Survey Data**: responses about their workplace experiences, perceptions of hierarchy, and the role of age in professional settings.
	* Demographic information such as name, e-mail address, age, job position, years of experience, and workplace sector. However, no sensitive personal data (e.g., ethnicity, political views, or health information) will be gathered.
2. **Interview Data** (if selected): recorded interviews discussing their workplace experiences in more detail.
	* **Audio Recordings**: audio recordings of interviews

# 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:

1. To investigate the influence of age on hierarchical relationships in the workplace and career progression.
2. (Optional, see informed consent) Future research in a similar research area (workplace relationships, organisational psychology, human resource management)

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

* You have given consent to the processing of your personal data. In that case you have the right to withdraw your consent at any time by contacting us via the contact details below.

# Who has access to my personal data?

The personal data will only be accessed by employees of the VU, UvA and LU 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.

# Will my personal data be shared with third parties?

When processing your personal data, we may use service providers (processors) who process your personal data on behalf of and under the responsibility of the VU. The VU concludes processing agreements with these service providers to ensure that your personal data is processed carefully, securely and in accordance with the General Data Protection Regulation (GDPR). We remain solely responsible for these processing activities.

Your personal data will not be shared with other parties. Should this be the case at any time, we will inform you of this. We only disclose personal data to third parties to the extent permitted by privacy law, for example because you have given your prior consent or we are legally obliged to do so.

When processing your personal data, we may make use of service providers (processors) who process your personal data on behalf of and under the responsibility of the VU, UvA, and LU. The VU, UvA, and LU concludes processing agreements with these service providers to ensure that your personal data is processed carefully, securely and in accordance with the General Data Protection Regulation (GDPR). We remain solely responsible for these processing activities.

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

No, your personal data will not be transferred to international organisations or countries outside the European Economic Area (EEA). The EEA includes all EU countries plus Norway, Liechtenstein and Iceland. Transfers of personal data between these countries are not subject to additional rules under the General Data Protection Regulation (GDPR).

# For how long will my personal data be retained?

We will not retain your personal data for longer than is necessary to achieve the predetermined purposes or as long as required by law.

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| **Categories of personal data** | **Retention period** |
| Survey Data (responses about their workplace experiences, perceptions of hierarchy, and the role of age in professional settings) | 10 years after publishing |
| Name, email address, age, job position, years of experience, and workplace sector | 10 years after publishing |
| Interview data [if selected] (audio recordings) | Destroyed after transcription |
| Interview data [if selected] (transcripts) | 10 years after publishing |

# How will my personal data be secured?

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

* Multifactor authentication will be required to access the data storage location.
* Data minimization: only data which is necessary for the evaluation will be requested from the organizations, if data is not required it will be deleted permanently.
* Secure Data storage: data will only be stored/ transferred using secure data storage locations which are evaluated and approved by VU IT security.
* Access management: data will only be accessible by those who require access to perform their duties. Access management will be regularly evaluated and updated if necessary.
* Splitting data: Identifiable information (municipality name) will be removed from the dataset and replaced with a random ID, the file linking these IDs to municipality will be stored in a separate location to the remainder of the research data.
* A clear process for identifying and reporting data breaches is in place, all members of the research group are informed of the process which should occurs in the event of a data breach.
* Any processors which will act of behalf of the VU have entered into a data processing agreement with the VU which ensures the data will only be processed for the purposes outlined by the researcher.
* Researchers working with the data have an employment contract with the VU, in the event that a student assistant is hired for the project, they will sign a confidentiality agreement and be informed on how to handle data safely.

# 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 J.jaanson@vu.nl or 061010101.

# 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 may be asked to identify yourself on the basis of additional personal data that the VU has of you. If this method of identification is not possible, you may be asked to identify yourself with an identification card. 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 always have the right to submit a complaint with a supervisory authority.

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