

Privacy Statement Research Projects

University of Humanistic Studies

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Your privacy is important to the University of Humanistic Studies (hereinafter referred to as UHS). This privacy statement explains why your personal data is collected and processed when you participate in one of the UHS research projects. It also provides information about how your data is processed and what your rights are.

Data controller

The University of Humanistic Studies is responsible for the processing of your data. The UHS is located at Kromme Nieuwegracht 29 in Utrecht. The Chamber of Commerce registration number is 41182028.

Participation in research projects

Your participation in a research project is always voluntary and without obligation. Your consent will always be requested, and you have the right to withdraw your consent at any time.

As a participant in the research project, you grant the researchers affiliated with the UHS the right to process your personal data for research purposes, in accordance with this privacy statement and the consent form you have signed.

In addition, there is a possibility that data may be reused for other research and/or research purposes. If this is the case, you will be informed in advance by means of the information letter and your consent will be requested. Reuse is only possible if you have given your explicit consent.

Personal data

You will be informed in advance and during the study about the specific personal data that will be collected and processed using the consent form and other (additional) documents. In most cases, this concerns your name and address details and research data provided by you and collected about you.¹

¹ Personal data is data that directly or indirectly refers to you as an individual. Not all data we collect about you is personal data. When data about you can no longer be traced back to you in any way, we refer to this as (anonymised) research data.

Purposes and legal bases

We process the personal data you provide or research data collected about you for research purposes, which are specified and explained in more detail in the consent form and other (additional) documents. The legal basis for this processing is your consent.

We process your name and address details in order to communicate with you or inform you about the results of the research project in which you participated, if applicable. The basis for this processing is your consent.

Sharing data

Your personal data will only be shared with the following persons or organisations:

- Researchers at the UHS who are involved in the research project for which your data has been collected and is being processed.
- Partners with whom the UHS collaborates on the research project in question. Your data will only be transferred for research purposes and will be limited to only those data that are necessary for conducting and/or managing the research.
- In addition, we use (specialised) external suppliers who carry out certain processing operations for us, such as computer or IT services (including the management of the computer infrastructure). Written agreements have been made with these suppliers to guarantee that your personal data will be processed securely and will not be used for other purposes.²

Where is data stored and processed?

As a rule, your data will only be stored and processed within the European Economic Area (EEA). Only in exceptional cases and when strictly necessary for the research project (e.g. in the case of international research involving non-European partners) may your personal data be processed outside the EEA. In such cases, we will ensure that your data is protected in the same way as if it were being processed within the EEA. Should such a situation arise, we will inform you accordingly.

² An overview of suppliers and processing agreements can be requested via privacyofficer@uvh.nl.

Retention period

Your personal data will not be retained for longer than necessary. After the retention period has expired, your personal data will be deleted or anonymised. The UHS applies the following principles in this regard:

- Research data will be retained for at least ten years after completion of the research. This research data will be stripped of any information that could be used to identify you (see below under Security).
- Your name and address details will be destroyed after completion of the research, unless it concerns so-called longitudinal research in which you will be asked to participate in the research again. In that case, this will be specified in the consent form signed by you.
- After completion of the study, the consent form will be stored in a separate location for ten years so that it cannot be linked to the research data.

Security

The UHS takes appropriate technical and organisational measures to protect your personal data against destruction, loss, accidental alteration, damage, accidental or unlawful access, or any other unauthorised processing.

Unless otherwise agreed with you, your data will be pseudonymised as quickly as possible during processing by removing the directly identifying data (such as your name and address details) from the data files and replacing it with a number or pseudonym. The original data and numbers are linked to each other in a so-called key file that is stored in a separate, well-secured location. By destroying the key file upon completion of the project, the research data can no longer be traced back to you as a person.

Rights of data subjects

With regard to the collection and processing of your personal data, you have the following rights:

- You have the right to access your personal data and receive a copy of the personal data we process about you.
- You have the right to request us to correct and/or supplement any inaccurate or incomplete personal data.
- You have the right to withdraw your previously given consent at any time. However, this does not apply to any interim processing. After all, anonymised research data can no longer be traced back to you, even by the researcher.

In specific cases, you have the right to have your personal data deleted. This only applies to data that can be traced back to you and not to anonymised research data.

You have the right not to be subjected to a decision based solely on automated processing, including profiling.

Exercising your right to access, rectify, restrict the processing and erase your personal data may be refused in certain circumstances under the law. This is the case if the personal data is used solely and exclusively for statistical or scientific purposes.

If these circumstances arise, there is a chance that the UHS will this option, and you will be informed accordingly. If you wish to exercise any of the above rights, please address your request to the UHS Privacy Officer. They can be reached at: privacyofficer@uvh.nl

Complaints

If you wish to submit a complaint about the use of your personal data, please contact the Data Protection Officer at the UHS. They can be reached at: FG@privaty.nl The Data Protection Officer is independent and supervises compliance with the GDPR on behalf of the UHS.

If you are not satisfied with the way in which the UHS handles your complaint, or if you prefer not to submit your complaint to the UHS, you can also submit it to the Dutch Data Protection Authority via their website.

General Privacy Statement

The university's general Privacy Statement regarding the use and processing of personal data can be found at [Privacy statement - University of Humanistic Studies](#)