



# General Privacy Statement of the University of Groningen

## 1. Introduction

The University of Groningen (UG) aims to handle your personal data with the utmost care at all times. The UG is legally responsible in this respect and takes this responsibility seriously.

Every student, every staff member, every research participant, and everyone else must be able to trust that their personal data will be lawfully processed and adequately protected by the UG.

Personal data that are processed within the UG will be handled carefully and properly at all times.

persoonsgegevens die de universiteit verwerkt. Compliance with the applicable privacy laws and regulations enables the UG to provide a consistent, high level of protection of

the rights and freedoms of individuals.

The UG is therefore transparent about what it does with personal data and will assume responsibility, including when mistakes are made. The UG enables individuals to inspect and correct

their data. Their questions and possible complaints will be taken seriously and will be properly dealt with.

This privacy statement is designed to inform you about how the UG processes information about you and about your rights. This Privacy Statement has been drawn up in conjunction with the [privacy policy of the UG](#).

## 2. Contact information of responsible party

If you have any questions or requests regarding the processing of your personal data, please contact:

### University of Groningen

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands

for the attention of the Central Privacy Desk

Email: [privacy@rug.nl](mailto:privacy@rug.nl)

Your message will always be shared with the Data Protection Officer (DPO) of the UG. You can also reach the DPO directly at [fg@rug.nl](mailto:fg@rug.nl).

## 3. Status of this Privacy Statement

This document relates to the General Privacy Statement of the UG. This Privacy Statement outlines what kind of personal data the UG processes and for what purposes. The UG keeps a central register of the data that it processes. This enables the UG to respond to inform you more specifically about the processing of your personal data. The register can be consulted via [www.rug.nl/privacy](http://www.rug.nl/privacy).

In some cases, you must be informed in advance about the processing of your personal data. In such cases, a separate privacy statement will be submitted with reference to this General Privacy Statement.

#### **4. Purpose of processing personal data**

This General Privacy Statement outlines the purposes for which your data will be processed. The UG is committed to providing an overview that is as complete as possible.

The UG processes personal data in the context of teaching activities, academic research, the business operations of the organization, and to support teaching and research. More specifically, the UG processes personal data for the following purposes:

01. determining the identity of persons
02. informing prospective and registered students about degree programmes at the UG
03. recruiting new students and promoting the University
04. administering the registration and calculating, recording, and collecting tuition and examination fees
05. assessing prior qualifications and operating a ballot system, matching, and selection
06. enrolling students for course units
07. registering attendance
08. recording and presenting lectures
09. receiving and assessing student assignments
10. assessing study performance and awarding ECTS credit points
11. recording study results, examination results, and final assessment results
12. organizing teaching and examinations
13. providing and supplying teaching resources, IT facilities for teaching and/or catering facilities to students, and facilitating remote collaboration
14. supporting students with functional impairments or students in extraordinary circumstances
15. identifying and taking measures in response to cheating during examinations
16. appointing study advisors or psychologists to provide support and guidance to students
17. measuring and improving the quality of teaching and teaching facilities
18. preparing policy decisions in the fields of teaching, research, and business operations, and creating management information for the governing bodies within the University
19. conducting research in preparation for policy decisions
20. organizing and providing information about supplementary teaching, placements/internships and host organizations, career preparation, and other extracurricular activities
21. organizing and implementing exchange programmes
22. organizing and conducting elections for consultative participation bodies and facilitating consultative participation
23. providing lists of marks, approving course units, statements, and degree certificates
24. providing support, including financial support, and advice to students and/or staff
25. assessing special circumstances related to binding (negative) study advice



26. dealing with questions, requests, and complaints
27. handling objection and appeal cases and reports of unacceptable behaviour, personnel problems, and misconduct
28. registering graduates for alumni associations
29. raising funds among alumni and handling donations and bequests
30. maintaining contacts with alumni
31. securing, maintaining, and operating the University buildings
32. securing information and the proper functioning of IT facilities
33. applying for, registering, and paying out student grants and research grants
34. organizing and registering a (visa and) residence permit for students, staff, and/or external parties
35. archiving documents and information
36. promoting student accommodation and students' social life
37. recruiting, selecting, and appointing new staff, external staff, and PhD students
38. providing development opportunities and assessing staff members
39. providing and delivering facilities such as a work station, equipment, software, professional and other literature, and / catering facilities
40. implementing agreed terms of employment, complying with obligations under labour and tax legislation, and paying wages and expense allowances
41. registering working hours, absenteeism and leave, and implementing the relevant regulations
42. implementing occupational health and safety and environmental legislation, and assessing incapacity for work and carrying out reintegration processes
43. providing information that is relevant to the work or study situation of staff members and students
44. measuring staff and student satisfaction and the quality of staff and teaching facilities
45. keeping financial records, managing finances, drawing up prognoses, budgets, and annual reports and having them approved, and preventing financial fraud (including financial integrity fraud)
46. implementing project administration and assessing grant spending
47. completing University accreditation and certification procedures
48. complying with obligations arising from pension schemes and other collective labour agreements
49. offering and delivering products and services to consumers
50. purchasing products and services and managing contracts
51. informing contact persons of students and staff in case of emergency
52. Compiling user statistics regarding facilities of the UG
53. purchasing and organizing products and services
54. calculating and distributing teaching load
55. organizing internal and external consultation and collaboration
56. recruiting and selecting members for committees within the faculty or service unit, and paying out their expense claims
57. organizing, administering, and communicating about conferences and events
58. organizing internal and external secondment of staff members
59. setting up and conducting academic research
60. supervising, supporting, and managing PhD students
61. arranging gifts for special occasions (illness, anniversary, birthday, etc.), and awarding prizes
62. processing and sending mail items
63. organizing travel and accommodation



64. maintaining relationships
65. organizing research-related business operations, including registration of research output and monitoring academic integrity
66. hiring, supporting and supervising PhD students.
67. dealing with legal issues, achieving compliance, and protecting the legal position of the University

## **5. Legal bases underlying the processing of data**

The legal bases underlying the processing of data for the purposes described above are diverse. Primarily, the processing of data supports the UG in the performance of its public duties, i.e. providing academic teaching and research. These tasks are stipulated in the Higher Education and Research Act. Processing of data may also take place on the basis or for the purpose of:

- Executing an agreement made with you
- Protecting your or other people's vital health interests
- Complying with a legal obligation to which the UG is subject
- A legitimate interest of the UG or another party to process the data (only insofar as the processing does not take place as part of the exercise of the UG's public duty)
- The permission to process data granted by you.

If you have given the UG permission to process your personal data, you have the option to withdraw your permission.

## **6. Further processing, reuse for academic research**

It may happen that the UG processes personal data for purposes other than those for which they were collected. In such a case, the impact this processing may have on you as a data subject is weighed against the purpose for which the UG processes the data. The question of whether you can reasonably expect, at the time and within the framework of the data collection, that your data may be processed for this purpose will also be taken into account. The UG will always observe the statutory regulations in this respect.

Personal data will only be further processed in a way that is compatible with the purposes for which they were obtained. The UG will carefully assess whether there is compatibility.

The UG may decide that personal data that was collected for another purpose may be reused for academic research. Further processing of personal data for historical, statistical, and academic purposes will generally be considered compatible with the original purposes of processing. If required, you will be informed about this in more detail.

## **7. Categories of personal data**

Personal data are all data by which you can be identified (directly or indirectly). This General Privacy Statement outlines which categories of personal data are processed by the UG. The UG is committed to providing an overview that is as complete as possible. The UG processes the following categories of personal data:

1. Name data, such as surname and initials.
2. Contact information, such as address or email address.
3. Information regarding relationship such as civil status.



4. Information on gender.
5. Data related to birth and death.
6. Residence and visa information.
7. Financial data
8. Account details, metadata and location data
9. Personal identification numbers
10. Information about application, registration, or deregistration
11. Information about study progress, monitoring, and graduation
12. Employment details
13. Research data
14. Biometric data
15. Health data
16. Information relating to religion or ideology
17. Data that reveal membership of a trade union or professional association
18. Information about an individual's sex life
19. Information about an individual's political persuasion
20. Data on racial or ethnic origins.

This may involve personal data that the UG has obtained from you or a third party, or data that the UG has collected itself.

## **8. People handling your personal data**

Within the UG organization, your personal data will only be processed by individuals who need access to your data in the context of fulfilling their professional duties.

For the implementation of its processes, the UG uses various parties that process personal data for the UG (e.g. IT suppliers or research agencies). Written agreements are always made with these 'processors', ensuring that your personal data are treated carefully and securely.

The UG also exchanges personal data with government agencies, universities (national and international) and other third parties. It may also happen that the UG and another party are jointly responsible for the processing of your personal data. If your personal data are made available to a third party by the UG, it is possible that this party will pass on the data to another party. When in the eyes of the law, the UG is responsible for passing on the data to a third party, measures will be taken to ensure the careful and safe handling of your personal data.

The UG is allowed to pass on personal data that it possesses to a third party for the purpose of academic research. The conditions for reuse of personal data for academic research will apply accordingly in this context.

## **9. External sources of data**

In most cases, the UG obtains the personal data it processes from you. In some cases, the data may be obtained from an external source. Where possible, you will be specifically informed about this in advance. You may request further information from the UG at any time.



## 10. International processing

It is possible that your personal data will be processed outside the European Economic Area - where European privacy legislation does not apply - for a certain purpose under the responsibility of the UG. In that case, the UG will see to it that measures are taken to ensure the careful and safe handling of your personal data.

## 11. Retention periods

The UG will not retain your personal data longer than is necessary for achieving the processing objectives. The [Selectielijst Universiteiten en Universitair medische centra 2020](#) serves as a guiding principle for this purpose. Personal data may be kept longer if required for historical, statistical, or academic purposes.

## 12. Automated decision-making

The UG may make use of profiling in the context of providing suitable education or in the context of research. If the UG decides to use automated decision-making on the basis of personal data, it will inform the relevant data subject about this and observe the applicable statutory regulations. Access will be provided about the logic behind the decision-making if this is also automated.

## 13. Your rights

You have various rights under privacy legislation. If you want to exercise your rights, please contact the UG at [privacy@rug.nl](mailto:privacy@rug.nl). Your request will be assessed and processed within one month of receipt. If your request deals with a complicated issue or if you submit many requests, this period may be extended to a maximum of three months.

In order to be taken into consideration, it must first be established whether the request has been submitted by an authorized person and whether the request is legitimate. This is why you may be asked for your ID before the request is taken into consideration.

You have the right to ask the UG for an overview of all of the personal data that has been collected concerning you, how it has been processed and how long it will be stored for. If you feel that your personal data are incorrect or if you no longer want your data to be processed, you can submit a request to change these data or to stop processing your personal data and to delete them.

You have the right to request a copy of your personal data in a usable format. if the data are processed on the basis of an agreement with you or on the basis of your permission. This right only applies to personal data that are processed automatically.

If you have given permission for the processing of your data, you also have the right to revoke this permission. In order to assess and process your request, your personal data will naturally be processed.

#### **14. Complaints**

If you are of the opinion that the provisions of this Privacy Statement are not being complied with or if you have another reason to complain about the handling of your personal data, please file a complaint with the Central Reporting Office for Privacy Matters (*Centraal meldpunt privacy*) of the UG by email: [privacy@rug.nl](mailto:privacy@rug.nl).

The provisions of the Central Portal for the Legal Protection of Student Rights, the General Complaints Regulations of the University of Groningen and the General Administrative Law Act may apply to the handling of your complaint. You will be informed of this when your complaint is handled.

In addition to the right to address questions, requests, and complaints to the UG, you have the right to file a complaint with the supervisory authority. For the Netherlands, this is the *Autoriteit Persoonsgegevens* (Dutch Data Protection Authority).

#### **15. Amendments to this Privacy Statement**

The first version of this Privacy Statement was adopted by the Board of the University on 23 April 2018 and was subsequently published on the UG's public website, taking effect as of that date. The UG is authorized to change this privacy statement. Possible reasons for changing the statement may include amendment(s) to laws and regulations or new laws and regulations, changes to the General Privacy Policy of the UG, and advances in technology. Naturally, you will be informed of this.

Latest modification: 15 April 2024.