Privacy Statement VU online matching activity

Vrije Universiteit Amsterdam (VU) offers prospective students the opportunity to reflect on the chosen bachelor’s programme: is it the right programme for you? More information about the goals of matching can be found on our website.

Your privacy is important to us. This Privacy Statement explains what personal data the VU collects and how the VU uses it.

VU Matching has two steps: a digital questionnaire in the student portal VUnet and matching activity. Some programmes offer an online matching activity. This privacy statement concerns online matching activities. It applies to all prospective VU students who participate in an online matching activity. Most online matching activities will be offered in Canvas, the Learning Management System of VU Amsterdam.

Please also read the Privacy Policy regarding the use of Canvas and/or the Student personal data processing regulations.

Scope
When you participate in an online matching activity⁠¹, we will collect and process various personal data of you. This Privacy Statement informs you on our privacy practices and outlines the way we deal with your personal data. The statement addresses the following topics:

1. Which personal data do we collect?
2. For what purposes do we collect your personal data?
3. How long do we keep your personal data?
4. How do we protect your personal data?
5. Will my personal data be transferred to countries outside the European Economic Area?
6. Who do I contact when I have a question or a complaint?

1. Which personal data do we collect?
The personal data we may collect and process may include your name, email address as provided in Studielink, chosen programme and student number. When participating in the activity we may collect and process user statistics, uploaded assignments, comments and quiz results.

2. For what purposes do we collect your personal data?
We use your personal data for the following purposes:
   a. give you access to the online matching activity of your programme
   b. invite you for the online matching activity and if necessary, send you a reminder to participate
   c. registration of your participation in the matching activity
   d. provide advice, feedback, answer questions or handle complaints
   e. compiling user statistics to evaluate and improve the matching activity
   f. internal control and organizational security of the VU;
   g. the compliance with a legal obligation to which the VU is subject;

3. How long do we keep your personal data?
Your personal data shall not be kept for longer than is necessary for the purposes as stated in this Privacy Statement, unless you have submitted a request to delete your personal data. Any personal comments or documents uploaded by you in the matching activity will be removed within four months after the deadline of completed registration for bachelor programmes.

4. How do we protect your personal data?
We have implemented appropriate technical and organizational measures to safeguard your personal data. These measures include, among others:

   ² For some programmes, participating in (online) matching is compulsory, for others it is recommended but not required. The requirements for each programme can be found via the programme websites of the VU.
a. measures to ensure that personal data is only accessible to authorized staff on a need-to-know basis (teachers and administrative personnel) and only used for the purposes listed above; 
b. measures to protect the personal data against unintentional or unlawful destruction, unintentional loss or revision and unauthorized or unlawful storage, processing, access or disclosure; 
c. measures to identify weak links in the personal data processing systems.

We may also instruct trusted third parties to perform services in respect of processing your personal data on our behalf (for example the supplier of Canvas). With such service providers we have concluded data processing agreements in order to secure the processing of your personal data. Personal data will not be shared with any other third parties, except where required to do so by law.

5. Will my personal data be transferred to countries outside the European Economic Area?
Yes, it is possible that your personal data will be transferred to countries outside the European Economic Area (EEA). All EU countries belong to the EEA in addition to Norway, Liechtenstein and Iceland. The General Data Protection Regulation (GDPR) imposes additional rules on transfers of personal data outside these countries. We will only transfer your personal data to countries outside the EEA if the transfer is subject to appropriate safeguards.

The usage of Canvas makes it possible that your personal data will be transferred to the United Kingdom and / or the United States. The supplier of Canvas is certified under the EU-U.S. Privacy Shield and has signed standard contractual clauses with the VU.

6. Who can I contact when I have a question or want to exercise my rights?
Please contact the matching coordinator of your programme. You can find the contact details in the invitation for the online matching activity. If this information is not available to you, please mail to contact@vu.nl. This address can also be used for requests regarding access to and removal of personal data.

On the basis of the GDPR you have - subject to certain conditions - the right to access your personal data that is processed, the right to rectify your personal data if these contain factual inaccuracies, the right to erase your personal data, the right to restrict the processing of your personal data, the right to transfer your personal data and the right to object to the processing of your personal data.

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

Data Protection Officer (Functionaris Gegevensbescherming)
De Boelelaan 1105
1081 HV AMSTERDAM
functionarisgegevensbescherming@vu.nl

In order to process your request, you will be asked to identify yourself. This to ensure that the request is made by the right person. If you are not satisfied with the way we handle your personal data, you have the right to file a complaint with the Dutch Data Protection Authority.

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