

# Privacy statement UvA Exchange programmes

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Privacy is a highly important topic for the University of Amsterdam (UvA), and therefore the UvA handles your personal data with care. In this Privacy Statement we describe how personal data is processed and how the privacy of all **students** applying for one of the **exchange programmes** offered by the **UvA** is protected.

## Who is responsible for processing my personal data?

The UvA is the party responsible for processing your personal data within the meaning of the General Data Protection Regulation ('GDPR'). The UvA is located at Spui 21, 1012 WX Amsterdam. Our postal address is PO Box 19268, 1000 WX Amsterdam.

Any questions you might have can be emailed to [avg@uva.nl](mailto:avg@uva.nl). The UvA has appointed a Data Protection Officer ('DPO'). The DPO's email address is [fg@uva.nl](mailto:fg@uva.nl).

## Which (categories) of personal data are processed?

After completing the application process for one of the **exchange programmes** offered by the **UvA**, the following personal data of **students** will be processed:

- Full name
- Student number (UvAnetID)
- Faculty
- Study programme
- Bachelor/Master
- Study programme start date
- Number of ECTS credits obtained
- Estimated number of ECTS credits upon start exchange programme
- Previously participated in an exchange programme via the UvA
- Desired exchange period and semester(s)
- Motivation question
- Top 5 destinations, including courses you wish to take at this university
- If applicable: language requirement

Only if applicable: If you are requested to complete the *Additional Information* form, the following additional data will be processed:

- Full name (as in passport) and preferred/chosen name
- Email address and phone number
- Sex (as in passport) and pronouns
- Date of birth
- Country and place of birth
- Nationality

- Requested area of study at host university
- Emergency contact: full name, relationship, phone number, and email address

### **For what purpose will my personal data be processed?**

The UvA will process your personal data for the following purposes:

- To verify your information using the SIS-system. Specifically: GPA, current number of ECTS credits obtained, study programme, study programme start date, and nationality.
- To give the International Offices of the faculties access to your application, allowing them to determine which of your top 5 destinations you qualify for.
- To retrieve additional data from the SIS-system once you have accepted your offer at a partner university. Specifically: date of birth, place and country of birth, gender, and email address.
- To nominate you at the partner university. Some partner universities require additional information. In such cases, the *Additional Information* form must be completed, and the relevant personal data listed above will be processed accordingly.
- To check if you have previously participated in an exchange programme via the UvA.
- To evaluate our services.

### **What is the legal basis for the processing of this data?**

The UvA processes your personal data based on agreement.

### **Will my personal data be shared with third parties?**

The UvA will only share your personal data with the International Offices of the faculties. The UvA ensures that appropriate agreements and security measures are in place to protect your personal data.

### **Will my personal data be transferred to countries outside the European Union?**

The processing and transfer of your personal data depend on the location of the partner university. If the partner university is located within the European Union (EU), your data will remain within the EU. If the partner university is outside the EU, your data will be shared with that university and thus processed outside the EU.

### **How will my personal data be secured?**

The UvA takes appropriate technical and organizational measures to protect your personal data against unauthorized access, loss and any form of unlawful processing. For example, access to personal data is restricted to authorized personnel, and encryption measures are applied where applicable.

### **How long will my personal data be stored?**

We will not keep your personal data for longer than is necessary for the purposes for which we use it. We are required by law to keep some data for a certain period of time. Where possible we will pseudonymize or anonymize the data.

## How can I exercise my privacy rights?

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

If you wish to exercise any of these privacy rights, you can contact [avg@uva.nl](mailto:avg@uva.nl).

If you are not satisfied with how the UvA dealt with your personal data, you can submit a complaint with the Data Protection Officer of the UvA, at [fg@uva.nl](mailto:fg@uva.nl).

## Contact details

If you have questions regarding the exchange programmes offered by UvA and how your personal data will be processed, you can reach out to the UvA for privacy-related questions at [privacy-sts@uva.nl](mailto:privacy-sts@uva.nl).