

Privacy statement UvA Student Guidance Autism Spectrum Disorder (ASD)

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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** using the **Student Guidance service for Autism Spectrum Disorder (ASD) support** 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. The UvA has appointed a Data Protection Officer ('DPO'). The DPO's email address is fg@uva.nl.

Which (categories) of personal data are processed?

When registering for the **Student Guidance service for ASD support**, the following personal data of **students** will be collected:

- Full name
- Student number (UvAnetID)
- Email address
- Study programme
- Current year of study
- Number of ECTS credits obtained each year

Additionally, depending on the topic of the conversation, additional information may be requested, such as:

- Previous higher education enrolment and program
- Secondary education or vocational education
- Part-time job, income sources, housing situation
- GP contact details
- ASD diagnosis

For what purpose will my personal data be processed?

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

- To register you for the Student Guidance service and assign a fixed guide for academic support.
- To develop a study plan and provide assistance with communication if needed.
- To offer personalized support for your academic success.

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

The UvA processes your personal data based on consent.

Will my personal data be shared with third parties?

The UvA will only share your personal data with Student Assistants (buddies) to support the guidance process. Your data will not be shared with third parties outside of the UvA.

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

No, your personal data will not be transferred to countries outside the European Union.

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. Your data is stored securely in the SIS system, and access is limited to authorized personnel. Additionally, data is also stored locally in a secure system for operational purposes.

How long will my personal data be stored?

Your personal data will be stored in SIS for a period of 15 years. Locally stored data is reviewed and cleared every two years.

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.

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.

Contact details

If you have questions regarding the Student Guidance service for Autism Spectrum Disorder (ASD) support and how your personal data will be processed, you can contact the Student Guidance team via studiebegeleiding-sts@uva.nl. For general privacy-related questions, you can reach out to the UvA at privacy-sts@uva.nl.