

Privacy statement: Teaching evaluations using Evalytics

Date: 10 December 2021

Vrije Universiteit Amsterdam (hereinafter: “**VU**”) is committed to protecting your privacy and keeping your personal data secure. In this privacy statement, we describe how we process personal data when evaluating teaching using Evalytics. VU Amsterdam processes your personal data in line with the applicable privacy legislation, including the General Data Protection Regulation (GDPR) and the General Data Protection Regulation (Implementation) Act.

1. Who is responsible for processing my personal data?

Stichting VU is responsible for the data processing described in this privacy statement. VU is maintained by Stichting VU in its capacity as a special institution within the meaning of the Higher Education and Research Act (WHW).

Stichting VU has its registered office at De Boelelaan 1105, 1081 HV Amsterdam, and is registered with the Chamber of Commerce under number 53815211.

2. Which (categories of) personal data are processed?

VU processes the following personal data:

- a. lecturer's name (initials and surname);
- b. lecturer's email address;
- c. lecturer's VUnetID;
- d. student's email address;
- e. student's VUnetID / student number;
- f. student's participation in a particular course; and
- g. a student's opinion about a course in which he/she has participated.

The evaluation given by a student is not linked to his/her name, email address or VUnetID. This means the evaluation is in any event not directly traceable to a particular student.

- However, it is possible that a student's answers to open questions can be directly or indirectly traceable to them. These answers can be seen by the faculties.
- Students who want to avoid this are advised to be mindful of this fact when filling in certain questions or to refrain from filling in certain questions.

3. For what purpose will my personal data be processed and on what legal basis?

Your personal data will only be used for the following purposes:

- facilitating the technical and organisational functioning of the teaching evaluation process, with the aim of improving the quality of the teaching; and
- carrying out statistical research into the teaching evaluations (and into adjustments to the policy for teaching evaluations) and validation of the instrument for conducting teaching evaluations

We will process your personal data on the legal basis of necessary, legitimate interest (Article 6.1(f) GDPR). The legitimate interest is in (further) improving the teaching quality and in conducting statistical research into teaching evaluations. The privacy interests of the lecturers and students are adequately safeguarded in this context, since participation by students is voluntary, the results of the teaching evaluations contain no directly identifying details and the data are securely protected.

4. Who can access my personal data?

The personal data are only accessible to employees of VU who, by virtue of their position, have a role in the processing of your personal data for the purposes referred to above and for whom it is necessary that they can access the personal data.

- The faculties receive only the weighted scores of the answers to the closed questions. These cannot be traced back to individual students.
- The faculties receive the answers to the open questions from every student, without name, email address or VUnetID. These answers are not directly traceable to a particular student, therefore. The answers may, however, be indirectly traceable to a particular student. For example, if the student mentions a specific incident or says something that makes it possible to identify him/her. These answers can be seen by the faculties. Students who want to avoid this traceability are advised to be alert to this fact when filling in certain questions or to refrain from filling in certain questions.

5. Will my personal data be shared with third parties?

When processing your personal data, we may use service providers (processors) who will process your personal data on behalf of and under the responsibility of VU. VU will enter into a data processing agreement with each of these service providers to ensure that your personal data is processed carefully, securely and in accordance with the General Data Protection Regulation (GDPR). As the controller, we remain responsible for the processing of this data.

Your personal data are not shared with other parties.

6. Will my personal data be transferred to international organisations or countries outside the European Economic Area (EEA)?

No, your personal data will not be shared with international organisations or countries outside the European Economic Area (EEA).

7. How long will my personal data be stored?

We will keep your personal data for no longer than is necessary to achieve the purposes determined in advance or for as long as the law specifies. A statutory retention period applies for the results of course evaluations and curriculum evaluations: 7 years (List of retention periods for education, 2020)

8. How will my personal data be secured?

VU will take appropriate technical and organisational measures to protect your personal data against loss and any kind of unlawful processing. Access to the application and data is provided exclusively via multi-factor authentication (MFA). This makes use of an authorisation matrix based on roles and permissions.

9. Who should I contact if I have questions about the processing of my personal data?

You can ask questions about the processing of your personal data by emailing Student & Educational Affairs - Educational Policy and Advice: onderwijsevaluaties.dsz@vu.nl.

10. How do I exercise my privacy rights?

The General Data Protection Regulation (GDPR) provides you with the right to access your processed personal data and under certain conditions with the right to rectify your personal data if it contains factual errors, the right to erase your personal data, the right to restrict the processing of your personal data, the right to portability of 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 notify the Data Protection Officer (DPO) of VU at the following address:

Data Protection Officer De Boelelaan 1105
1081 HV Amsterdam
functionarisgegevensbescherming@vu.nl

In order to process your request, you may be asked to identify yourself by means of additional personal data that VU will process. If this method is not possible, you may be asked to identify yourself by means of a valid identity document. This is to verify that the request has been submitted by the right person.

If you are not satisfied with how we handle your personal data, you also have the right, at all times, to submit a complaint to the Dutch Data Protection Authority (Dutch DPA).
