

Privacy Statement

‘VU Education Lab AI Assistant’

Date: February 4, 2026

Vrije Universiteit Amsterdam has chosen to support online and blended education with specific tools that help teachers provide effective and engaging education.

Vrije Universiteit Amsterdam attaches great importance to protecting your privacy and the security of your personal data. In this privacy statement, we describe how we handle your personal data for the AI Assistant for Teachers. We process your personal data in accordance with applicable privacy legislation, including the General Data Protection Regulation (GDPR) and the General Data Protection Regulation Implementation Act (UAVG).

The AI Assistant for Teachers is a system that allows *teachers or staff* to use an extension in Chrome to read information on a web page and have it processed by generative AI. For example, to create quiz questions or get lesson ideas. The teacher can then copy the information to use in other applications on his or her computer.

1. Who is responsible for processing my personal data?

Stichting VU (hereinafter: **VU**) is responsible for the data processing described in this privacy statement. As a special institution within the meaning of the Higher Education and Scientific Research Act (WHW), Stichting VU maintains the VU. Stichting VU is located at De Boelelaan 1105 in (1081 HV) Amsterdam and is registered in the Chamber of Commerce register under number 53815211.

The VU Foundation has a legal obligation to ensure that your personal data is processed in accordance with applicable privacy legislation, including the General Data Protection Regulation (GDPR).

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

We process the following personal data about you if you are *a lecturer* at VU Amsterdam or AUMC:

- a. Name;
- b. Email address;
- c. Your IP address.

During interaction with the system:

- d. Your prompts and the LLM's response.

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

The personal data is used exclusively to grant access to the system. After that, the teacher is free to use the system at their own discretion.

We process your personal data on the basis of a 'legitimate interest' (Article 6(1)(f) of the GDPR). This means that the processing is necessary for the purposes of the legitimate interests pursued by VU Amsterdam.

4. Who has access to my personal data?

The personal data and interactions can only be viewed by VU employees who act as *administrators*. However, data is not stored. Log files only show the prompts initiated and response moments, not the content of the prompts and responses.

3. Is my personal data shared with third parties?

The personal data collected within the framework of the objectives (see question 3) is processed on secure servers belonging to VU Amsterdam via its contract with Microsoft and its subcontractors (sub-processors). Your personal data will not be shared with other third parties, unless VU Amsterdam is obliged to do so on the basis of the law or a court order.

The VU has entered into a processing agreement with Microsoft to ensure that your personal data is processed carefully, securely, and in accordance with the GDPR. This agreement stipulates that the VU may only process personal data for the purposes mentioned under 3.

4. Will my personal data be transferred to international organizations or countries outside the European Economic Area?

No, your data will only be processed within the EEA.

5. How long will my personal data be stored?

We do not retain your personal data and interactions.

6. How is my personal data protected?

VU Amsterdam takes appropriate technical and organizational measures to protect your personal data against loss and any form of unlawful processing.

7. Who can I contact if I have questions about the processing of my personal data?

You can send any questions you may have about how your personal data is processed to silvester.draaijer@vu.nl.

8. How can I exercise my privacy rights?

Under the GDPR, you have the right—under certain conditions—to access the personal data that is being processed about you, to correct your personal data if it contains factual inaccuracies, to erase your personal data, to restrict the processing of your personal data, to transfer your personal data, and to object to the processing of your personal data.

If you wish to exercise these privacy rights, please notify the Data Protection Officer of VU Amsterdam via:

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

In order to process your request, you will be asked to provide proof of identity. This is to verify that the request has been made by the correct person. If you are not satisfied with the way in which we handle your personal data, you have the right to lodge a complaint with the Dutch Data Protection Authority.
