



## **DISCLAIMER**

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CES does not warrant that the website or the servers that make this website available, are free from viruses or any other harmful elements.

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The information provided on the website may only be used, copied or distributed in unmodified form for informational personal purposes.

### **Questions/remarks**

For questions and remarks about this website, send a message to the [Center for European Studies](#).



## PRIVACY STATEMENT

Your privacy is important to Maastricht University (UM) and UM therefore handles your (personal) data with great care. UM is responsible for guaranteeing the security of your personal data. How UM secures your data is stipulated below in this privacy statement.

This privacy statement relates specifically to the work of the Center for European Studies (CES). CES processes personal data of students attending the UM for a specific period but not for an exchange programme. This privacy statement applies strictly to the processing of personal data by CES.

The UM also has a general privacy statement which you may find on [www.maastrichtuniversity.nl](http://www.maastrichtuniversity.nl). This general privacy statement covers all processing of data not specifically mentioned in CES' privacy statement. Throughout this document, references will be made to the general UM privacy statement where applicable.

### Contact Details

Do you have any questions about this privacy statement, would you like to receive more information about how the UM handles personal data or do you have a complaint? Please reach out to:

Universiteit Maastricht  
T.a.v. Functionaris voor gegevensbescherming  
Postbus 616  
6200 MD Maastricht  
[privacy@maastrichtuniversity.nl](mailto:privacy@maastrichtuniversity.nl)

You can also reach out to the UM data protection officer directly via [fg@maastrichtuniversity.nl](mailto:fg@maastrichtuniversity.nl).

### Personal data processed by the UM

In the context of work performed by CES, the UM may require the following personal data:

- First name;
- Last name;
- Sex;
- Address;
- E-mail address;
- Phone number;
- UM number;
- Nationality;
- Date of birth and age;
- Place of birth;
- Bank account number;
- Copy of passport or certain data on passport;
- Name home university or college;
- Photograph;
- Study level;
- Major and/or minor;
- Language proficiency;
- Results English proof of language or proficiency;
- Motivation letter;
- Transcript of study results;

- Diplomas completed education;
- Study progress, grades, (completed) study programme, assessments, student ID, study advice, incident registration;
- Dietary restrictions and wishes;
- Emergency contact details;
- Possible study restrictions such as medical conditions.

The UM will obtain the required data directly from the student.

### **Sensitive data**

Examples of sensitive data are data showing your ethnicity, political views, religion or beliefs, trade union membership or sexual orientation. In addition, data about your health and genetic or biometric data that may be used to identify you (e.g. fingerprints) are also considered to be sensitive personal data.

The UM only processes sensitive data when this is legally permitted and you have either made this data public or have given explicit permission to process this personal data.

In the context of work performed by CES, the UM generally does not require sensitive data to be collected. Incidentally sensitive data may be required, for example if you require special provisions or accommodations, use specific medication that must be taken into account or follow a specific diet. The UM handles all sensitive data with great care.

### **Purposes**

The UM processes the personal data mentioned above with the following purposes:

- Making it possible for students to attend the UM for a specific period of time. This includes verifying if the student meets the requirements of the UM, arranging registration, processing payments, taking measures in the event of medical conditions, and reporting eventual calamities to the emergency contacts.
- Sending the CES newsletter to all registered parties.

### **Legal basis for the processing of personal data**

When the UM processes your personal data, it does so with a legal basis for processing. A legal basis for processing is the ground for processing personal data. UM processes your personal data primarily for the fulfilment of its public duties in the field of providing academic education and research.

UM may also request your permission to process some personal data. The legal basis in this case is the student's consent.

### **Retention Period**

Personal data is not kept longer than is necessary to achieve the purpose of processing or to comply with a legal obligation. Most retention periods are stated in the 'Basisselectiedocument Wetenschappelijk Onderwijs 1985'. On the basis of this document, the institutions for scientific education implement the Archive Act.

Most of the data belonging to short stay students is kept by the UM for the same period as regular students. A student's file is kept for 30 years after their studies have ended at the UM. Correspondence with regard to short stay and exchange students is kept for seven years.

At the end of the retention period, the data is made anonymous and solely used for quality purposes. Data that cannot be anonymised will be deleted unless otherwise specified in the 'Basisselectiedocument'.

### **Recipients of personal data**

Within the UM, measures have been taken to ensure that only persons responsible for processing your personal data have access to it. Your personal data will not be shared with third parties, with the exception of parties that enable UM to perform the work of CES. UM has made written agreements with these parties about the processing and security of personal data. Third parties who enable CES to perform their work are DreamApply, EleUM, SAP and Online Betaalplatform.

### **Your rights**

The privacy law gives you a number of rights with regard to your personal data. These rights are listed below. You will find more information about each of these rights and how you can exercise these rights in the general privacy statement on [www.maastrichtuniversity.nl](http://www.maastrichtuniversity.nl).

You have the right to view, correct and delete your personal data. In addition, you have the right to limit the processing and transfer of your personal data to another party, and the right to object when the processing is based on a justified interest.

If you wish to exercise one of these rights, you can contact [privacy@maastrichtuniversity.nl](mailto:privacy@maastrichtuniversity.nl) or reach out to the UM data protection officer directly via [fg@maastrichtuniversity.nl](mailto:fg@maastrichtuniversity.nl).

These email addresses may also be used in the event that you have a complaint about the processing of your personal data by UM. You also have the right to submit the complaint to the Dutch Data Protection Authority. You can find more information on the Dutch Data Protection Authority website about this process.

### **Alterations**

The Center for European Studies has reserved the right to alter any information on this website instantly without any (preceding) notice. This privacy statement will regularly be updated to reflect any changes in the way we handle your personal data or any changes in applicable laws. This privacy statement was last updated on March 12, 2020.