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Privacy Policy

Utrechtse Introductie Tijd 2025

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Privacy Policy

In this privacy statement, we explain what personal data we process for which purposes, how you can exercise your privacy rights, and other information that may be relevant to you as a student or volunteer participating in the Utrecht Introduction Week (UIT).

Who is responsible for processing my personal data?

Utrecht University (UU) is the data controller in the sense of the General Data Protection Regulation (GDPR). UU considers it essential to handle and secure the personal data of its students, researchers, staff, and visitors with the utmost care. We also want to be transparent about how your data is processed. Therefore, we explain this below. Above all, we comply with the requirements set by the GDPR in all cases.

For what purposes is my personal data processed?

The personal data collected from you is used by UU to enable your participation in the UIT 2025. To participate in the UIT 2025, whether as a volunteer or an (incoming) student, you must first register. This creates an account, allowing you to log in with your username and self-chosen password.

The data retrieved from Surfconnect (name, surname, and birthdate) is processed to verify your age, in combination with the identity check at the event itself.

During the registration process, you may also provide certain preferences. These preferences are used to optimally divide students into groups where fun and camaraderie are central, and to accommodate specific dietary preferences. For volunteers specifically, we process personal data to provide the correct clothing and to schedule the volunteer roster.

Your personal data may also be used to communicate with you before and during UIT 2025, for example, if unforeseen circumstances cause changes to the program. We would also like to know who to contact in case of an emergency.

Finally, your personal data may be processed when our staff take photos and videos during the UIT days. This visual material is used solely for promotional purposes, such as a promotional video for future UIT events or content for our social media channels. If you want a photo or video in which you appear to be removed, please send an email to privacy@utrechtseintroductietijd.nl.

What personal data is processed?

The personal data we process depends on whether you are participating in UIT as a student or a volunteer.

When you participate in the UIT days, the following personal data is processed:

- First and last name
- Date of birth
- Email address
- Phone number
- Allergies or dietary preferences
- Preferred mentor group
- Interests

- Bank account number
- Emergency contact
- Language preference
- Educational institution
- Study

When you volunteer for UIT, the following personal data is processed:

- First and last name
- Date of birth
- Email address
- Phone number
- Driving license (yes/no)
- Clothing size
- Interests
- Availability of the volunteer
- Possible: student organization

When you log in via Surfconnect, we retrieve your first and last name and birthdate so that you don't have to fill them in yourself. The other personal data is collected based on what you provided during the registration process. Additionally, we receive your personal data from third parties we have engaged to enable participation in UIT for students and volunteers (see under the heading 'Is my data shared with third parties?').

What is the legal basis?

We process your personal data for participation registration based on your consent, which you provide during the registration process. If you do not fill in the required fields in the registration form on the UIT website, you unfortunately cannot participate in the UIT. Data retrieved from Surfconnect is processed based on legitimate interest. It is in the interest of both the UIT and the participant that this data is correctly registered.

The preferences and interests you specify during registration are processed based on your consent. You can always withdraw your consent by emailing privacy@utrechtseintroductietijd.nl.

Finally, UU may also have a legal obligation to process your personal data, for example, if an incident occurs during the UIT days that involves the police. It may also be necessary for UU to process your data to protect your vital interests, for example, in the case of a medical emergency.

How is my personal data secured?

UU implements technical and organizational measures to protect your personal data. Examples of measures taken to prevent unauthorized access to or use of personal data and the equipment used for processing include:

- Access to your personal data is granted based on the need-to-know principle.
- Personal data sent to third parties is encrypted.
- Those who have access to your personal data are bound by strict confidentiality.

Is my data shared with third parties?

Your personal data is shared with third parties to enable participation in UIT 2025 and its various activities. This includes the provider of the online registration form or the payment provider, which allows you to make purchases during UIT. UU makes agreements with these processors to ensure the confidential and careful handling of personal data. These agreements are contractually established in so-called 'processor agreements.'

UU provides personal data to enforcement authorities or anti-fraud organizations when necessary to comply with a legal obligation, such as the Tax Authorities.

Is my data shared with parties outside the EEA?

Your personal data is generally not transferred to recipients in countries outside the European Economic Area (EEA). If this does happen, we take appropriate measures, such as contractual agreements, to ensure that your data is adequately protected.

What rights do I have under the GDPR and how can I exercise them?

You can submit a request for access or correction to UU. Please indicate clearly that the request is for access or correction under the GDPR. You can also request the deletion of your data, but this is only possible as long as UU can still meet its legal obligations, such as legal retention periods. Please note that providing a copy of an ID may be necessary to verify your identity.

If you want to exercise any of the above rights, you can contact privacy@utrechtseintroductietijd.nl.

How long is my personal data retained?

UU does not retain personal data longer than necessary to achieve the purpose of processing or to comply with a legal obligation. The personal data we collect for UIT will be deleted by 01/10/2025 at the latest. Exceptions to this are certain payment data and visual material created during the UIT days. Payment data required for tax retention obligations will be retained for 7 years. Visual material (both photos and videos) will be deleted from our systems 5 years after the last UIT day of 2025. Visual material posted on online platforms will remain online for promotional purposes. If a person is visible in the visual material, they may request for the images to be removed at any time.

Questions

If you have any questions about how your personal data is processed, you can ask them via privacy@utrechtseintroductietijd.nl.