

Privacy statement Skills Lab

Skills Lab is committed to look after the personal data of everyone who participates at activity's performed by Skills Lab. This does not include participation in training courses by others that we refer to on our site (the provider of the training is always indicated). We attach great importance to the privacy of our participants. In this privacy statement we therefore inform you how we handle your data and what rights you have in this regard.

Who is responsible for processing my personal data?

The UU is the controller within the meaning of the General Data Protection Regulation (GDPR) and is responsible for the processing of the personal data described in this privacy statement. The UU is a legal entity under public law pursuant to Article 1.8 of the Higher Education and Scientific Research Act and is located at Heidelberglaan 8, (3584 CS) Utrecht. The UU has a legal obligation to process your personal data carefully. The UU believes it is essential that the personal data of its employees is treated and secured with the utmost care. The most important thing is that we strive to comply with the requirements of the GDPR in all cases.

Which personal data are processed?

Skills Lab does not process more personal data than is necessary to participate at activity's performed by Skills Lab. These are as follows:

- First and last name;
- UU email address;
- Student number;
- Details about your education;
- Wishes and goals regarding the coaching sessions and/or participation in events;
- Report of the coaching sessions.

For what purposes are my personal data processed?

Your personal data will only be processed for a specific purpose. In this case it is to be able to participate in Skills Lab, so that our coaches can offer you coaching sessions and to participate in our events. If you want to use our sessions and attempt to our events, it is necessary for you to provide us with your personal data. The ultimate goal of Skills Lab is to help you as a student, motivate you and give you confidence in and with your academic skills.

What is the legal basis?

Your personal data will only be processed if there is a legal basis for this. The basis for processing in the context of participation in Skills Lab is *legitimate interest*. The mutual interest here is to provide you with better learning and writing skills and so that you can achieve better results and performance. In order to offer you these coaching sessions and to participate in events, it is therefore necessary to process your personal data. No more personal data is processed than necessary. There are appropriate technical and organizational security measures to protect your rights and freedoms during the processing of your personal data.

With whom will my personal data be shared

Your personal data will only be shared with the following parties for a specific purpose:

- Onlineafspraken.nl: to schedule an appointment with a coach;
- Formdesk: to leave your information and wishes behind regarding the coaching sessions and registration for events.

Data processing agreements have been concluded with all of the above parties. Your personal data will not be transferred outside the European Economic Area.

How long will Skills Lab keep my personal data?

Skills Lab does not store your personal data longer than necessary. The following retention periods are used:

- Your personal data will be deleted every six months for the coaching sessions from the Formdesk system where you can register and leave your details and preferences.
- To participate in our events, you also register via the Formdesk system. Your personal data will be deleted two weeks after the event.
- After each academic year, your personal data will be deleted from the Onlineafspraken.nl appointment system.

Automated decision making

No automated decisions are made in any way without any human intervention.

What rights under the GDPR do I have?

When processing your personal data, you have a number of rights, such as the right of access, the right to rectification and the right to restrict processing. You can also request to have your data deleted. And finally, in some cases you have the right to have an entire set of data that we have about you transferred to another organization. This is called the right to portability. For more information about your GDPR rights, please refer to the [general privacy statement for students](#).

You can submit your request to exercise your rights via the following form: [Privacy request form \(uu.nl\)](#). When submitting your request, we may ask you some questions to determine your identity.

Contact and complaint options

Do you have any specific questions or comments about our Privacy Statement based on this information? Please feel free to contact us. You can send us an e-mail via privacy@uu.nl. If you want to file a complaint, you can send an e-mail to our Data Protection Officer via fg@uu.nl. You also have the right to file a complaint with the Dutch Data Protection Authority about the use of your personal data. This can be done via the following link: <https://www.autoriteitpersoonsgegevens.nl/een-tip-of-klacht-indienen-bij-de-ap>.

This Privacy Statement was last changed on April the 15th, 2024. The UU reserves the right to make changes to this Privacy Statement where necessary.