

# PRIVACY STATEMENT STUDENTS ODISEE

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This is the Privacy Statement of:

Odisee vzw  
Warmoesberg 26  
1000 Brussel  
KBO-nr.: 0408.429.584

This Privacy Statement explains which personal data we collect from you, why we do this, with whom we share this information, what your rights are and how you can make use of them.

## What personal data do we collect and for what purpose?

Firstly, there are data that we must request to be able to register you, to fulfill our legal obligations and role as a university college and to be able to apply the education and examination regulations. For example, we must provide you with education, guide you, provide you study advice, provide you with learning resources and experiences, ensure your safety and monitor quality. To do this, we need to inform you and communicate with you.

Furthermore, we also request your personal data for other, permission-bound, purposes. We will only process these personal data if you have given the permission to do so.

<b>1. Personal data we process in order to comply with legal obligations, to fulfill our role as a university college and to implement the registration agreement.</b>
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In order to be able to provide you with education, to guide you, to provide you study advice, to provide you with learning resources and experiences, to ensure your safety and to monitor quality and to inform you about this, we mainly process the following data from you:

- first name, last name, gender, date of birth, country of birth, place of birth, nationality, national registration number, address of domicile and possibly address of residence, telephone number, email address (hereafter: 'contact details') a copy of your identity card or a print-out of your e-ID
- a passport-size photograph
- information regarding your study history and study choice (including the name of previous school (s), the name of the study programs you have followed, the date of registration at this school, your study career, your study results, your proof of diploma, the name of the institution that awarded this diploma, where this diploma was obtained, the proof of passing certain tests

if this is imposed as a condition to start the chosen program, the of type of contract that you want to enter into, ...)

- information regarding your study performance
- the details of a contact person in case of emergencies: first name, last name, telephone number and your relation to this contact person (optionally you can also provide the email address of this contact person )
- relevant financial data for the calculating, recording and collecting of tuition fees and contributions or fees for learning materials and (extracurricular) activities.

Your e-mail address and telephone number can only be passed on to staff members of the institution, fellow students and others to contact you in urgent situations or for study purposes or activities within the framework of your studies (such as group work, project work, internships etc.).

Your passport photo is used when creating your student card and is processed in Odisee's systems for the sole purpose of identifying you on the Odisee premises and during the exams.

## **2. Personal data we process for permission-bound purposes**

If we use your personal data for permission-bound purposes, we will only process these data if you have given the permission to do so. The following purposes can be considered:

### Data we process for scientific research:

Sometimes we request personal data to carry out scientific research. In such cases, personal data can only be processed if you have given your permission to do so.

During the registration process, for example, social data are requested to be able to conduct research into background characteristics of students in order to tailor the education and services to the different needs and requirements of students and in this way improve the study progress as well as the social integration of students, in particular of disadvantaged groups. More specifically, the following information is requested:

- your marital status
- the nationality of your (grand)parents
- the level of education of your parents
- the language that is spoken at your home
- your employment status

If you wish to participate in this research and give us the permission, the fact whether or not you belong to a disadvantaged group will be communicated to the Flemish government. This assessment is based on the abovementioned data, but the data itself will not be communicated.

### Data we process to inform your former school of secondary education of your study results

If you obtained your diploma within the Flemish community and gave us the permission, your data will be processed to inform your former school of secondary education of your study results.

If we wish to use your personal data for other permission-bound purposes, we will always ask you for your permission.

## **To whom do we pass on your personal data?**

We only pass on your personal data to others if this is necessary to achieve our objectives or if we are obliged to do so by certain legislation. Others may never decide themselves to transfer your data onwards or use them for other purposes

Your name, first name and email address will be communicated to a software supplier chosen by Odisee to obtain a student email address and to enable you to work with the applications offered by and via Odisee for the purpose of educational activities.

Your personal data will be passed on to the "Databank Hoger Onderwijs".

If you submit documents to us in order to obtain certain rights, we can have them checked for authenticity and veracity by the issuing agencies. Conversely, we can also confirm to others the authenticity and veracity of the documents issued by us when they request this.

If you gave us the permission to do so, your study results will be passed on to your secondary school if you have obtained your diploma of secondary education within the Flemish Community.

If you gave us the permission to do so, the Flemish government will be informed of whether or not you belong to a disadvantaged group. This assessment is based on your background data, but the background data itself is not passed on to the Flemish government.

## **What are your rights related to your personal data?**

During the registration process, the data you enter will be saved so that, if you prefer to spread your registration over several moments, you don't need to restart completely and can continue where you left off. You can view, change and/or supplement your own (partial) registration by logging in with your email address and password.

Once you have registered, you can still view, change or delete certain data you have filled in or withdraw the permission to use your data by using 'My Admin' on the student portal.

Insofar as it would not be possible to view, amend or delete your data yourself or to withdraw your permission for further use of your data and as far as you can prove your identity, you have the right to request this via [sa@odisee.be](mailto:sa@odisee.be).

You also have the right to file a complaint against the processing of your personal data by Odisee with the Data Protection Authority.

## **Where can you go with questions about privacy?**

If you have questions about this Privacy Statement, you can send an email to the Odisee data protection officer via [privacy@odisee.be](mailto:privacy@odisee.be).

This Privacy Statement was last updated on 30 August 2018.