

# PRIVACY

Leiden University Sport Centre (USC) - Privacy Statement

## Introduction

By becoming a member of the USC, customers grant the USC permission to process their personal data. The data in question is:

- Name and address details;
- Date of birth;
- E-mail address
- Telephone number;
- Information used to determine the customer's memberships category (student, staff member etc.);
- A code, created on the basis of a finger print scan (see biometrics statement);
- A photo
- Records of visits to the USC.

The USC processes the above-mentioned data for the purpose of membership administration, entrance checks and control, and communication. Different tariffs are applicable to each category of membership. The entrance system is automated. The way in which the USC processes data has been communicated to the Dutch Data Protection Authority.

When becoming members, all customers are provided with a leaflet that contains information on the working of the automated entrance system, including the use of fingerprint scanning.

The data that you provide to the USC is treated with the utmost confidentiality. It is not provided to third parties, except for the purposes mentioned in this privacy statement. This is with the exception of situations in which the data is required for the delivery of services or products that you have ordered, or if you have granted express permission for us to do so.

The data you provide is protected to make sure it is not available to third parties. The same applies to the backups of our data files.

The data you provide is accessible to USC employees who need to make use of it for their professional duties (reception desk staff, instructors, administrative staff and supervisors).

USC staff members can only access the data by making use of log-in codes.

The data that you provide is kept on file for a period of one year after your membership has expired or been cancelled, after which time it is destroyed. Customers wishing to make use of the USC's facilities after this period of one year will be required to register and provide their data once again.

Customers may request that the USC deletes their data at any point in time. However this will result in any active memberships being cancelled with immediate effect. If the customer's memberships has already been cancelled the deletion of data will void the registration.

Your personal data may be used by the University Sport Centre to provide you with information, by post, telephone or email, about changes to opening times, new sporting activities and courses, special offers, product information, news and so forth.

When collecting and processing personal data we adhere to the laws and regulations governing the protection of personal data.

### **Sharing and publication of personal data**

Leiden University Sport Centre will not sell or loan your personal data to other parties. The database with all our information is hosted by a third party with which the Leiden University Sport Centre has a Processors Agreement.

You will only receive emails directly from Leiden University Sport Centre.

In addition, Leiden University Sport Centre will only provide your personal details to other organisation in the following situations:

- You have given express permission for us to provide the information;
- We are obliged to do so in order to meet a legal request, for example a writ, a request from a court of law or a judicial process.

Leiden University Sport Centre will always act as the responsible party, in the sense of the Law on Data Protection (GDPR) in cases of third party involvement, and shall enter into an Processors agreement with said third parties, in which it is stated that the third party acts as processor, in the sense of the Law on Data Protection (GDPR), and that the third party will not process personal data independently and without the permission of Leiden University Sport Centre and will protect the data sufficiently.

### **Accessing, improving and blocking your personal data**

If you would like to know what personal data Leiden University Sport Centre has on record about you, or if you would like to appeal against the processing of your personal data, please send an email to: [sportcentrum@usc.leidenuniv.nl](mailto:sportcentrum@usc.leidenuniv.nl), or send a written request to Leiden University Sport Centre, for the attention of the Head of the Sport Centre, Einsteinweg 6, 2333CC, Leiden.

If you no longer wish to receive emails from Leiden University Sports Centre you can remove yourself from the mailing list at any point in time via the link found at the bottom of all email correspondence. You can also do so by sending an email to [sportcentrum@usc.leidenuniv.nl](mailto:sportcentrum@usc.leidenuniv.nl).

### **Changes**

Leiden University Sport Centre retains the right to amend this Privacy Statement, therefore please check it from time to time for updates. If you have any questions about the Privacy Statement please contact:

Leiden University Sport Centre  
Einsteinweg 6

2333CC Leiden

Tel: 071 – 527 4610  
[sportcentrum@usc.leidenuniv.nl](mailto:sportcentrum@usc.leidenuniv.nl)  
[www.uscleiden.nl](http://www.uscleiden.nl)

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