

Privacy Statement – Study Smart project

This privacy statement was last updated on September 25th 2019.

Your privacy is very important to us. In this privacy statement we explain what we (the Study Smart project team) do with information that we process about you.

We ensure that the personal data that we process is treated as confidential and will therefore only process your personal data in accordance with privacy legislation. Amongst other things, this means that:

- we **make it clear** for **what purposes** we process personal data. We do this through this privacy statement;
- we **only collect such personal data** as is necessary for legitimate purposes;
- we **ask you for your express consent** before processing your personal data in cases where your consent is required;
- we **take appropriate security measures** to protect your personal data and require partners that process personal data on our behalf to do so too;
- we respect your right **to ask us to grant you access to, correct or erase your personal data.**

In this privacy statement we explain what personal data we collect and use and for what purpose. We recommend that you read this policy carefully.

Study Smart

If you have a question, remark, or any other reason to contact us, we will ask you to fill in our contact form. In this form, the data included are: first name, last name, email address, subject and message. This data is included so that we can get in touch with you. We will use the data for the purpose of contacting you to reply to your question or comment, as well as possibly using the information in your message to improve our training or to use quotes in our training or on our website.

Security

We adopt security measures to limit the misuse of and unauthorized access to personal data. We will not forward your personal data to any third party, the information will remain within the Study Smart team (as introduced on the website, www.studysmartpbl.com/contact).

Retention periods

We will keep the personal data that we process in the context of the Study Smart project for five years.

Changes to this privacy statement

If the way we work changes, clearly we will have to adjust this privacy statement accordingly. You should therefore always check the date above and regularly check for new versions.

Your rights

If you have a query or want to know what personal data we hold on you, you can contact us at any time via email: s.schreurs@maastrichtuniversity.nl.

You have the following rights for which you can submit a request:

- access to the personal data that we process on you
- correction of errors
- erasure of out-of-date personal data

If you have any further queries about the use of your personal data you can send us an email via: s.schreurs@maastrichtuniversity.nl.