

# UNIVERSITEIT TWENTE.

## PRIVACY STATEMENT

Archive and Collection System Atlantis

Enschede, 30 May 2022

# 1 INTRODUCTION

This privacy statement describes how the University of Twente (UT) handles your personal data in the application Atlantis

## 2 PROCESSING PERSONAL DATA

Within Atlantis, the following personal data is processed:

**personal data:**

Name  
Address  
Postal Code  
City  
Telephone number  
Email address

**data subjects:** everyone who registers for a useraccount

**Purpose of data processing** To be able to identify users of the Services of Archive, among which the consulting and use of records. By registration users can apply for records

**Legal basis:** Legitimate interest The UT has to know who uses or borrows archival records

**Retention period:** The data will be deleted not later than one year after use or returning of archival records/files. (following process 128 of Selectielijst Universiteiten en Universitair Medische Centra 2020)

## 3 COLLECTING PERSONAL DATA

Personal data is being collected upon registering for a user account.

## 4 TRANSFER OF PERSONAL DATA

No personal data is being shared with other UT departments or external parties.

## 5 YOUR RIGHTS

The UT processes your personal data, but as a data subject, you have several rights to keep control over your personal data. You will find more information on these rights below. In case you have any questions or you wish to exercise these rights, please contact the Data Protection Officer ([dpo@utwente.nl](mailto:dpo@utwente.nl)).

### 5.1 Right to access personal data

You have the right to receive, amongst others, a copy of your personal data which is being processed.

### **5.2 Right to erasure**

The right to be forgotten. It is not always possible to erase all personal data.

### **5.3 Right to rectification**

The right to have inaccurate personal data rectified, or completed if it is incomplete.

### **5.4 right to data portability**

This right allows the data subject to obtain and reuse their personal data for their own purposes across different services.

### **5.5 Right to restrict processing**

Under certain circumstances, you have the right to have less personal data being processed.

### **5.6 Right to object**

In certain circumstances, you have the right to object to processing.

## **6 COMPLAINTS**

In case you have a complaint about the way the UT handles your personal data, you can contact the Dutch Privacy Authority (Autoriteit Persoonsgegevens).

## **7 CONTACT**

For questions about Atlantis, please contact [archive@utwente.nl](mailto:archive@utwente.nl) .

For questions regarding your personal data and privacy, please contact the Data Protection Officer: [dpo@utwente.nl](mailto:dpo@utwente.nl).

UT employees and students: please contact the privacy contact person of your faculty or service department (see <https://www.utwente.nl/en/cyber-safety/contact/#privacy-contact-persons>).