

Privacy Statement AgendaLabs FHML

Who are we?

AgendaLabs FHML is a web-based registration system for the laboratories and equipment within the faculty of Health medicine and Lifesciences (FHML) of the University of Maastricht (UM). Within this registration system, each department or central research facility has its own calendar for reserving and logging rooms and equipment. Users gain access to the calendars/equipment through the lab managers.

Your privacy is important to us, and we handle your data with care. FHML is the data controller for your personal data. How your privacy is safeguarded is outlined in this privacy statement. This privacy statement specifically pertains to the use of the AgendaLabs FHML application.

What personal data do we process?

For administering the AgendaLabs FHML application, such as creating export files for administrative purposes, we process the following data:

- Name
- Email address
- Name of Supervisor
- Department
- Employee number

Special Categories of Personal Data

Special categories of personal data are sensitive data, such as information revealing your race or ethnic origin, political opinions, religion or beliefs, trade union membership, or sexual orientation. It also includes data concerning your health, genetic data, or biometric data that can identify you (such as a fingerprint).

The AgendaLabs FHML application does **not** collect or process special categories of personal data.

Purposes

The AgendaLabs FHML application processes the before mentioned personal data for the following purposes:

- Monitoring laboratory and equipment occupancy.
- Administration of reservations made.
- Calculation of fee and finances based on reservations.
- Recording and monitoring GMO registration.

Legal Basis for Processing

When the AgendaLabs FHML application processes your personal data, this processing is based on Legitimate interest/

Retention Periods

Personal data is not retained longer than necessary to achieve the purpose of the processing or to comply with a legal obligation. The data will be saved for at least three years.

Recipients of Personal Data

Within the AgendaLabs FHML application, measures have been taken to ensure that only individuals who need to process your personal data have access to it. Your personal data will not be shared with any other third parties nor outside the EU/EER.

Within UM an export of the data from Agendalabs will be shared with other departments in order to comply with health and safety requirements, financial obligations and evaluation of efficiency.

Your Rights

Privacy legislation grants you several rights concerning your personal data. These rights are briefly outlined below:

You have various rights to maintain control over your personal data:

- Right of access: the right to obtain, among other things, a copy of the personal data we process about you.
- Right to be forgotten: the right to request the deletion of your personal data.
- Right to rectification and supplementation: the right to have your personal data modified.
- Data portability: the right to transfer your personal data to another party.
- Right to restriction of processing: the right to limit the processing of your data.
- Right related to automated decision-making and profiling: the right to have decisions made with a human review.
- Right to object: the right to object to the processing of your personal data.

If you wish to exercise any of the rights mentioned above, you can contact the data protection officer in writing at fg@maastrichtuniversity.nl.

Complaints

If you have any complaints about the way we handle your data, you can contact us via fg@maastrichtuniversity.nl. If you are not satisfied with our handling, you have the right to file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

Contact

For general questions regarding the use of Agendalabs, please contact us via:

P. Debyeplein 1
6229 HA Maastricht
e: servicedesk-memic@maastrichtuniversity.nl