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## Privacy Statement - Leiden University Student Psychologists Team

Leiden University's student psychologists are committed to the careful processing of your personal data. In this privacy statement we explain how we handle your data.

### Your file

The law (BIG) requires (student) psychologists to create a (digital) file. This file contains the data required to provide good care and/or to conduct thorough research. We are required by law to keep appointment reports and any documents included in your file, such as treatment-related emails or questionnaires, for a period of 20 years from the date on which the last changes were made to your file. Data concerning the appointments you made in our online appointment system will be retained for a period of one year.

Your file is kept securely and can only be viewed and modified by staff of the student psychologists team, i.e. the psychologists themselves and the secretariat. All staff members with access to files must sign a so-called non-disclosure agreement at the commencement of their employment period, by which they agree to treat all student data with the utmost confidentiality.

### Your rights

As a client, you have the right to inspect or receive a copy of all the information contained within your file. You are the only person entitled to receive a copy of your file. Please be aware that your file has been compiled for treatment and counselling purposes only and that a copy or transcript cannot be issued for other purposes. Should you find any factual inaccuracies in your file, you may ask us to correct or supplement the information. Changes or corrections to our professional opinion as expressed in your file are not possible.

### What if you want to change or remove information from your file?

If you disagree with any of the information contained within your file, you can provide us with a statement (your own opinion) to be added to your file. You also have the right to request the (partial) destruction of your file. For requests of this nature, please contact our secretariat by calling +31 (0)71 5278026 or sending an email to [psychologen@sea.leidenuniv.nl](mailto:psychologen@sea.leidenuniv.nl). Before processing your request we will always first verify your identity. In principle, we will agree to all requests that fall within your rights. However, in exceptional cases when we are unable to do so, we will let you know why.

### Who do we share information with?

As psychologists, we have a duty of confidentiality. This means that we may only share information with third parties with your explicit permission. Only in special cases does the law allow us to provide information without your permission, for example if we believe this to be in the interest of your safety or that of the people around you. We also adhere to the [Protocol for reporting domestic violence and child abuse](#). In all such cases, we will contact you first to discuss the information and keep you informed.



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**More information**

For more information about the student psychologists team's privacy statement and exercising your rights, please call +31 (0)71 5278026 or send an email to [psychologen@sea.leidenuniv.nl](mailto:psychologen@sea.leidenuniv.nl). For more information about privacy and data protection within the university, please contact the privacy officer via [privacy@bb.leidenuniv.nl](mailto:privacy@bb.leidenuniv.nl).