

University of Liège

Privacy Notice

(Ver. 2.1 – 19/12/2018)

Personal data communicated by the student to the University of Liège upon registration is collected and processed by the University in compliance with the regulations relating to the protection of privacy and the processing of personal data.

Data communicated by the student will be processed by the University for the sole purposes hereafter described. The University of Liège commits itself in implementing security measures designed to protect the personal data the student has communicated.

Processing Controller

In order to comply with legal obligations, University of Liège's Processing Controller for personal data is identified as : University of Liège, Place du 20 Août, 7, 4000 Liège, duly represented by its legal representative, Mr Rector.

Purposes of the Processing

The University collects and processes the student's personal data in order to manage its relations (administrative and with the Faculty) with the student. It may also communicate them to third parties (administrations, other institutions, associate universities in the case of partnerships or co-diplomation, etc.) in the cases provided for by law and/or to the extent necessary for the concerned person's pursuit of education. The legal basis for these processing operations are based on the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Moreover, the University, in order to offer optimal tuition to its students, also processes these personal data for statistical purposes.

Retention period

The administrative file relating to the enrolment of an admitted student will be kept, in accordance with the regulations in force, for 75 years from the student's date of birth.

Recipients of Personal Data

Personal data collected by the University is used internally, both by the administrative services and faculties, and within limited access to what is necessary in relation to the purpose for which they are processed.

The University of Liège also provides certain personal data to external organisations (including, in particular, CRef) for the purpose of producing annual statistics on the student population and on academic, scientific, administrative, technical and management staff. The data are treated in complete confidentiality and are pseudonymised or anonymised before the statistics are published.

With the exception of outlined cases, data will not be disclosed to any third party without the prior consent of the student. In any case, they will never be communicated to third parties for direct marketing purposes.

Rights of the data subject

As provided for in the GDPR (Art. 15 to 23), each person concerned by the processing of data may, by proving her or his identity, exercise a series of rights:

- to obtain, free of charge, a copy of the personal data concerning her or him processed by ULiège and, where applicable, any available information on their purpose, origin and destination;
- to obtain, free of charge, the rectification of any inaccurate personal data relating to her or him and to have incomplete data completed;
- to obtain, subject to the conditions provided for by the regulations (see below) and free of charge, the erasure of personal data concerning her or him;
- to obtain, subject to the conditions provided for by the regulations and free of charge, the limitation of the processing of personal data concerning her or him;
- to obtain, free of charge, the portability of the personal data concerning her or him and that he or she has provided to the University, i.e. to receive, free of charge, the data in a commonly used and structured format, provided that the processing is based on consent or a contract and that it is carried out using automated processes;
- to object, subject to the conditions provided for by the regulations and free of charge, for reasons relating to its particular situation, to the processing of personal data concerning her or him;
- to lodge a complaint with the Data Protection Authority (<https://www.dataprotectionauthority.be>, contact@apd-gba.be).

Conditions for exercising rights

Some of these rights are subject to conditions.

Right to delete (Article 17 of the GDPR)

The deletion of personal data concerning her or him may be carried out by a person:

- if these data are no longer necessary for the purposes for which they were collected;
- if the data subject withdraws the consent on which the processing is based and there is no other legal basis for the processing;
- if the data subject objects to the processing and there are no compelling legitimate grounds for the processing or if the data subject objects to processing for the purpose of prospecting;
- if the personal data have been unlawfully processed;
- if personal data must be erased in order to comply with a legal obligation under Union law or Belgian law;
- if personal data have been collected in the context of the information society services.

Right of limitation (Article 18 of the GDPR)

The limitation of the processing of personal data concerning her or him may be exercised by a person:

- if the data subject disputes its accuracy, during the time allowing the controller to verify the accuracy of the personal data;
- if the processing is unlawful and the data subject objects to the deletion of the data and instead demands that their use be limited;
- if ULiège no longer needs the personal data for the purposes of processing, but they are still necessary for the data subject to establish, exercise or defend legal rights;
- if the data subject has objected to the processing operation, during the check as to whether the legitimate grounds pursued by the controller take precedence over those of the data subject.

Right of objection (Article 21 of the GDPR)

The right of opposition may be exercised by the data subject for reasons relating to his or her particular situation, with regard to the processing of personal data relating to him or her based on consent or legitimate interest, unless ULiège demonstrates that there are legitimate and imperative grounds for the processing

which prevail over the interests and rights and freedoms of the data subject, or for the establishment, exercise or defense of legal rights.

Contact Information

If you have any questions about the privacy policy of the University of Liège or wish to exercise these rights, you may contact the University's Data Protection Officer either by e-mail (dpo@uliege.be) or by letter dated and signed at the following address:

University of Liège
The Data Protection Officer,
Bât. B9 Cellule "GDPR",
Quartier Village 3,
Boulevard de Colonster 2,
4000 Liège, Belgique.