

Terms and conditions course portal PhD Course Centre

The PhD Course Centre of the Graduate School of Life Sciences, Utrecht University, processes personal data for the course portal phdcoursecentre.opleidingsportaal.nl.

In these Terms and conditions, we inform you about our policy regarding **cancellation and no-show** at courses, and the purposes for which **personal data** are processed.

1. Cancellation and no-show policy

We are happy to offer courses for free to all GSLS PhD candidates. However: free of charge does not mean free of responsibility. Once you have signed up for a course, we expect you to attend. For every late cancellation or no-show we have had to disappoint others who would have liked to attend. This is our policy:

- You may cancel free of charge up to 4 weeks before the start of the course. After this date you can only cancel if you have a GSLS PhD candidate to replace you in the course. Send the name and contact information of your replacement to pcc@uu.nl, at least 2 working days before the start of the course;
- We expect that you actively attend the full course, but at least 80%. It is mandatory to attend the first session. If you are absent the first session you cannot follow the remaining of the course;
- Not meeting the above requirements means you will be charged a no-show fee (50% of the course fee; the course pages at our [website](#) show the amount of the no-show fee). We will send the invoice after the course has ended. We are unable to make any exceptions, unless you have a valid reason (i.e., illness or death in the family 1st/2nd degree or partner). Your supervisor has to send an e-mail to pcc@uu.nl indicating the reason.

2. What kind of personal data does the PhD Course Centre collect?

We collect the personal data that you provide in the registration form to request a login. We collect data that is coming only directly from you. We do not receive data from third parties. The courses that you follow are added to your personal data.

3. For what purposes does the PhD Course Centre process your personal data?

The personal data collected from you are used by the PhD Course Centre for operational processes. Your personal data are essential to organize courses. Examples are sending e-mails regarding course registration, certificates and evaluations. The trainer of a course receives the following personal data of the course participants from the PhD Course Centre: first name, surname and email address. We do not provide personal data to any other third parties.

Furthermore, we use anonymized data for management reports. Examples are number of individuals per institute that follow courses and percentages per PhD programme that follow courses.

The trainer will remove your data one year after the end of the course at the latest.

4. How long are the data stored?

The PhD Course Centre stores your personal data in accordance with the General Data Protection Regulation (GDPR). This is, the data will not be stored longer than is necessary to achieve the purposes

for which the data have been collected. We will remove your data one year after your PhD ceremony at the latest.

5. Where will the data be stored?

The PhD Course Centre stores your personal data in the course administration software Coachview (www.coachview.net). The provider meets the safety requirements set by the UMC Utrecht and can demonstrate this by means of relevant certificates.

6. How can you access, rectify or erase your data?

You are entitled to submit an access or rectification request of your own personal data to the PhD Course Centre. You may also request that your data be erased, although we will initially anonymize your data for the maximum of one year to be able to fulfil our obligation to provide management reports. After that time period your data will be erased completely. After your request to erase your data, we are not able to offer you any courses at the PhD Course Centre anymore.

Send your request to the email address pcc@uu.nl, clearly mentioning the type of request in the subject line of your mail.

Terms and conditions - version

This document was last modified on 31 May 2021. The PhD Course Centre reserves the right, where necessary, to make changes to the Terms and conditions. Users of the course portal will be notified by e-mail when changes are made.