

Privacy Policy

The staff of 4TU.ResearchData (“we” “us”, or “our”) respect your privacy and are committed to protecting your personal data. Please read this Privacy Policy carefully – it describes why and how we collect and use personal data in the context of the Repository and provides information about your rights.

About us

4TU.ResearchData is operated by the TU Delft Library on behalf of the [4TU.ResearchData Consortium](#), and is part of the legal entity of TU Delft.

4TU.ResearchData is aware of its responsibility when processing personal data. Personal data, or personal information, means any information relating to an identified or identifiable natural person (directly or indirectly).

4TU.ResearchData processes personal data in accordance with the General Data Protection Regulation (GDPR) and the privacy rules arising from it.

Personal data that we collect about you

There are two levels at which 4TU.ResearchData may store personal data: administrative; and catalogue metadata.

At the administrative level, 4TU.ResearchData collects and stores your name and contact details. From this information we derive university/departmental affiliations. A log is kept of email correspondence, and an additional log is made of the times you have accessed the service and uploaded data or metadata records.

At the metadata catalogue level, the names and affiliations of people involved in the creation, editing, processing, and transformation of datasets stored in the data repository are made publicly available via harvestable metadata records in order to permit the accurate citation of data and enable due credit to be taken for involvement in the creation of the data.

Please be aware that this policy DOES NOT COVER personal data stored within files uploaded to the 4TU.ResearchData repository by users. These personal data will always be processed for scientific purposes only and be placed under restricted access, with the exception of data for which the data subject has given permission for broader reuse.

How we process your personal data

Most commonly, we will process your personal data for the following purposes. Your personal data is only used and stored for this purpose.

- To register you as a user and to manage our relationship with you
- To help with any enquiries you might have relating to the service
- To manage access to stored research data
- To email you information about changes to the service, service interruptions or performance issues, or other messages directly relating to your use of the service
- To give you due credit for your involvement in the creation of research data added to the data repository

We may also use anonymised data, meaning data from which you cannot be identified, for the purposes of:

- Service evaluation
- Service reporting and management information
- Education and research
- Promotional purposes

Legal basis for the processing

We will only process your personal data if there is a legitimate basis for doing so. Depending on the purpose, personal data are processed because:

- you give your consent for this to be done
- it is essential for implementing an agreement that has been made with you
- it is essential in order to fulfil a legal obligation
- it is essential in order to protect your vital interests
- a public interest task is concerned
- 4TU.ResearchData has a legitimate interest in doing so

Who we share your personal data with

Your personal data will be collected and processed by our staff. Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job.

When you apply an embargo period or restricted access for your dataset, your personal data will be shown to the depositor together with your application. This is necessary for the depositor to gain insight into who you are in order to be able to make a careful assessment of how to grant access.

International transfers

4TU.ResearchData does not transfer your personal data outside the European Economic Area (EEA).

Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Retention period for your personal data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Third-party websites

This statement is not applicable to websites of third parties that are connected to our website by means of links. 4TU.ResearchData advises you to go through the privacy policy of these third parties thoroughly.

Exercising your privacy rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data
- Right to request correction of your personal data
- Right to request erasure of your personal data
- Right to request restriction of the processing of your personal data
- Right to request the transfer of your personal data
- Right to object to the processing of your personal data
- Right to withdraw consent

If you wish to exercise any of these rights, please contact us at: researchdata@4tu.nl

Complaints

This Privacy Policy has been developed in consultation with TU Delft Legal Services and the Data Protection Officer.

If you wish to complain about our use of personal data, please send an email with the details of your complaint to us at researchdata@4tu.nl so that we can look into the issue and respond to you.

You also have the right under the GDPR to submit a complaint to the Dutch Data Protection Authority. For further information, please contact the Dutch DPA [website](#).

Changes to this privacy statement

4TU.ResearchData may change this privacy policy. Changes made to this privacy policy will never be in violation of the GDPR and the privacy rules arising from it.

Contact us

Please contact us at researchdata@4tu.nl

Entry into force

This privacy policy entered into force on 1 March 2023.