

LimeSurvey Privacy Statement

This privacy statement explains how LimeSurvey handles personal data and what rights you have regarding your personal data.

What personal data do we collect?

In LimeSurvey, we may collect the following categories of personal data:

- **Identification data:** name, email address, user ID.
- **General contact details:** institute, department.
- **Usage data:** IP address, browser information, and usage patterns within the application.
- **Other data:** Researchers may optionally store participants' contact details if necessary to send a personalised email containing a questionnaire. Other data that may be processed cannot be specified in advance. Researchers from the Faculty of Social and Behavioural Sciences (FSBS) who intend to use this tool must always submit their research for mandatory review by the Faculty Ethics Review Board, with particular attention to the research-specific data protection aspects.

Purposes of processing

We process your personal data for the following purposes:

- **Operation of the application:** Identification and contact details are required to create accounts. Institute and department information is used to determine a person's roles and permissions within the application.
- **Improvement of the application:** Usage data is stored to ensure the security and reliability of the service. Specifically, we record login attempts, changes to user accounts, modifications to survey results, and other relevant system actions so that security incidents can be detected and investigated, misuse and unauthorised access can be identified and prevented, and technical problems can be analysed and resolved.

Legal basis for processing

The processing of personal data through LimeSurvey is based on:

- **Consent:** Consent is explicitly requested the first time you log in to the application.
- **Performance of a contract:** An account is required to create a questionnaire. The application does not allow anonymous users to create questionnaires.

How long do we retain your data?

We retain your personal data no longer than necessary for the purposes stated above.

The specific retention periods are:

- Identification and contact details are retained for as long as the account remains active.
- Usage data is retained for two months.

Sharing personal data with third parties

We do not share personal data with third parties.

Location of data stored by the application

The server hosting the data stored by the application is located in Almere, The Netherlands.

Security of your personal data

We take appropriate technical and organisational measures to protect your personal data against loss, misuse, unauthorised access, or disclosure. In doing so, we follow Utrecht University's internal security guidelines. These measures include:

- ***Restricted and authorised access to the environment (role-based access control);***
- ***Secure connections and encrypted communication;***
- ***Logging and monitoring of relevant activities;***
- ***Regular backups and system updates;***

Your rights

You have several rights regarding the personal data we process about you. These rights include:

- **Right of access:** You may request access to your personal data.
- **Right to rectification:** You may request that your data be corrected if it is inaccurate or incomplete.
- **Right to erasure:** You may request the deletion of your personal data under certain conditions.
- **Right to restriction of processing:** You may request that the processing of your personal data be restricted under certain conditions.
- **Right to object:** You may object to the processing of your personal data.

You can exercise your rights by contacting us at privacy-fsw@uu.nl.

Contact information

If you have any questions about this privacy statement or your personal data, please contact us using the details below:

- **Email address:** privacy-fsw@uu.nl
- **Postal address:** Faculty of Social and Behavioural Sciences, Utrecht University, Heidelberglaan 1, 3584 CS Utrecht, the Netherlands