

Data Protection Policy

Brussels Laboratory for Data Protection & Privacy Impact Assessments (d.pia.lab) Research Group on Law, Science, Technology & Society (LSTS)

Version 2.0 – Last update: 29/09/2026

The Brussels Laboratory for Data Protection & Privacy Impact Assessments (d.pia.lab) at the Research Group on Law, Science, Technology & Society (LSTS) funded by and part of the Vrije Universiteit Brussel (VUB). Like other academic organisations, VUB processes personal data and is data controller. This data protection statement explains our guidelines for handling personal data, the questions and services you can request from us, and further information regarding privacy and data protection at the d.pia.lab according to the principles stipulated by the new European General Data Protection Regulation (GDPR) that was enforced on 25 May 2018.

Guarantees for Processing Personal Data

The Vrije Universiteit Brussel, with registered offices at Pleinlaan 2, 1050 Elsene (KBO 0449.012.406), is responsible for processing personal data from students, researchers and staff, alumni, third-party experts and visitors. We process this data for different reasons, which we explain in detail in the “purpose and legal basis” section.

Your personal data is always treated in accordance with the applicable data protection regulations. The processing of personal data is limited to the intended objectives. Personal data will not be disclosed to third parties and will not be used for direct marketing unless you have agreed to this yourself via an 'opt-in'.

The VUB takes the best possible security measures to prevent third parties from misusing your personal data.

Data, Purpose, Legal Basis, Transfer and Retention Time

We will not use your personal data for commercial purposes or other purposes than the ones described below. Nor will we share your data with any other organizations.

- Contact list for future empirical studies on digital regulations

Data: email address

Purpose: Contacting individuals interested in participating in future empirical studies on data protection.

Legal basis: consent (art. 6.1.a GDPR)

Transfer: your data may be transferred to external parties that constitute the VUB digital environment (Microsoft Office services ecosystem, i.e., Teams, SharePoint).

Retention time: your data are stored indefinitely until the subject has opted out, or it will be considered as outdated.

- Informing about the next d.pia.lab-related events and activities (like new publications, recruitments, new projects, seminars, etc.)

Data: email address

Purpose: sending out information to those interested

Legal basis: consent (art. 6.1.a GDPR)

Transfer: your data are not transferred to third parties

Retention time: your data are stored indefinitely until the subject has opted out.

Storage of Your Personal Data

The VUB securely stores your personal data throughout the indicated retention time. For storage, we apply the following protection and security measures:

- Data are sent encrypted via https to dedicated servers that are secured in line with the market.
- Data are treated confidentially.
- VUB has appointed a DPO.

Data subjects' rights

The VUB would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- **right to access** – You have the right to request the VUB for copies of your personal data.
- **right to rectification** – You have the right to request that the VUB corrects any information you believe is inaccurate. You also have the right to request the VUB to complete the information you believe is incomplete.
- **right to object** – Whenever a certain processing operation is based on our legitimate interest, you may object against such processing operation, unless we have compelling reasons not to discontinue the processing of your data.
- **right to erasure** – You have the right to request that the VUB deletes your personal data under the conditions determined by law.
- **right to restrict processing** – You have the right to request that the VUB restricts the processing of your personal data, under certain conditions.
- **right to data portability** – You have the right to request that the VUB transfers the data that we have collected to another organization, or directly to you, under certain conditions and as far as it is technically possible.

When our processing activity is based on your prior consent (art. 6.1.a GDPR), withdrawal of such given consent is always possible without this affecting the lawfulness of the processing of personal data as this is based on the permission previously granted.

To exercise your rights as a concerned party, it suffices to send your request to dpo@vub.be or send a written request to Pleinlaan 2, 1050 Brussels – Building M – Office 508. In both cases, add a copy of

your identity card that only shows the front side, your name and your ID picture. If you do not wish to share a scan of your ID documentation, please provide us with other information by which we can verify the legitimacy of your request; or give us a call.

Accountability and processing – data protection officer

The Vrije Universiteit Brussel values your right to privacy. The Vrije Universiteit Brussel, with a registered office at Pleinlaan 2, 1050 Brussel, represented by its rector is responsible for processing your personal data. In case you have specific questions about your rights concerning the processing of your data, you can contact the university's data protection officer, by email at dpo@vub.be.

Complaints

Finally, should you wish to file a complaint about how your information is treated, you can contact the Belgian Data Protection Authority who is responsible for upholding the law on data protection: Data Protection Authority (GBA), Drukpersstraat 35, 1000 Brussel, +32 2 274 48 00, contact@apd-gba.be, www.gegevensbeschermingsautoriteit.be

Complaints filed with the GBA do not limit your right to lodge legal proceedings before the competent court in any way; nor does it limit the possibility to request compensation for damage suffered.