

PERMISSION TO RECORD EXAM

Student (first name + surname):

Enrolment number:

Study programme:

Faculty:

The student grants permission for the following exam(s) to be recorded:

- Programme component:

Holder:

Date of exam:

The recording will be made for the following purposes:

- Programme component:

Holder:

Date of exam:

The recording will be made for the following purposes:

The recording of the exam constitutes a processing of personal data. The Free University Brussels (Pleinlaan 2, 1050 Brussels) is responsible for processing these data. Should you have any questions about the recording of a specific exam, please contact the titular of the programme component concerned. For specific questions about the protection of personal data, please contact the VUB Data Protection Officer (dpo@vub.be).

Should the VUB wish to process these data for purposes other than those above-mentioned, then we will contact you before carrying out such processing. You will be informed about the amendment and you will be given the opportunity to consent to it or not. In case you refuse to grant permission for the amendment, we will not process your personal data for the new purpose.

This data processing takes place on the basis of your permission. You have the right at all times to revoke this permission. However, revocation of your permission has no effect on the legitimacy of any processing which has already taken place on the basis of permission previously given.

The recording may be viewed by the education team of the programme component to which the exam is related, by the student who took the exam, by the dean of the faculty which set up the programme component, and by the members of the Appeal Commission.

Such recordings will be protected by being stored on a secure SharePoint (or other well-secured online platform). These platforms have strong security and strict conditions of access. Your data will therefore not be stored on a personal computer or a USB stick.

The recording will be stored up to three months after the end of the academic year in which the exam was taken.

You have the right to request to view and correct personal data. In certain cases, you also have the right to have personal data removed or transferred or to have the processing of personal data restricted. Any questions you may have about this can be addressed at the DPO.

Finally, you have the right to file a complaint about the way in which your data are treated. You can file a complaint with the Belgian regulatory authority responsible for implementing the legislation on data protection. (Gegevensbeschermingsautoriteit (GBA), Drukpersstraat 35, 1000 Brussel, Tel. +32 2 274 48 00, e-mail: contact@apd-gba.be, website: www.gegevensbeschermingsautoriteit.be)

Permission granted at on

Signature of student (preceded by 'Read an approved')