

# FELIX Laboratory Privacy Policy

## Introduction

This privacy policy sets out how we use and protect any information that you give to us when you submit a proposal to FELIX Laboratory or subscribe for the newsletter.

FELIX is part of the Radboud University and follows the privacy statement of the Radboud University (<https://www.ru.nl/english/vaste-onderdelen/privacy-statement-radboud-university/>).

Below we have summarized the most important parts, in case you submit an application to FELIX Laboratory.

We are committed to ensuring that your privacy is protected and we will never release your personal details to any third party without your express consent. When you complete a proposal submission application to gain access to FELIX Laboratory certain personal information is collected from you (for example: your name, email address, gender, work address, date of birth etc.). You can be assured that it will only be used in accordance with this privacy statement.

## What we collect

We may collect the information you fill out during the proposal submission procedure:

Name and surname, Date of Birth, Affiliation, Work Address, Phone numbers, Email address, Gender, proposal application, publications etc.

## What we do with the information we gather

We require this information to administer your proposal submission and to be able to provide statistics and be accountable to our stakeholders including funding agencies. It allows us to inform you about the outcome of the calls and inform you about events taking place. It allows FELIX to offer you a better service for the proposal submission procedure.

## Internal record keeping.

It is possible to subscribe and unsubscribe for our newsletters and information e-mails via the FELIX website. Unsubscribing is also possible by sending a mail to [felix-users-leave@science.ru.nl](mailto:felix-users-leave@science.ru.nl), this e-mail address is included in the footer of every information e-mail.

FELIX will contact you with relevant correspondence, concerning developments at FELIX, if you have subscribed to receive our information e-mails.

FELIX will retain your personal information linked to the proposal submission, to be accountable to our stakeholders and funding agencies.

We take your privacy seriously and all such information is held on secure servers. FELIX complies with all applicable Data Protection Regulations. We may change this policy from time to time by updating this policy and will notify you accordingly.

This policy is effective from 01/10/2018

*Under General Data Protection Regulations you have the right to complain to the Information Commissioner's Office (<https://autoriteitpersoonsgegevens.nl/en>) if you think there is a problem in the way your data is being handled.*