**How do we deal with your personal information?**

In this document you can read how we, employees of Career & Counselling Services deal with your personal data. Within Career & Counseling Services, Student Counsellors, Student Psychologists, Career Counsellors and a Study Choice Advisor are employed.

1. Within Career & Counselling Services we make notes of our contact with you as a student in our client database.

2. Within Career & Counseling Services various expert groups exist: Student Psychologists, Student Counsellors, Career Counsellors and any supporter(s) of this expert group. In principle, the specialists in the expert group of Student Psychologists and, apart from this, in the group of Student Counsellors plus Career Counsellors, do have access to your digital file if collegial consultation is necessary and so that, in the absence of the employee with whom you have contact, the guidance can be continued.

3. Consultation with a Lecturer, Academic Counsellor, Student Psychologist, Student Counsellor, Career Counsellor and / or Study Choice Advisor is not allowed. We will ask you for permission orally and make a note of this in our client database.

4. Medical information may only be viewed and stored in your digital file with your permission. You can withdraw this permission at any time.

1. You have a right of access to your digital file.
2. Your digital file at Career & Counseling Services will be destroyed ten years after the last contact with Career & Counseling Services. If you want your digital file to be destroyed earlier, please contact Career & Counseling Services.
3. If you do not want us to create a digital file of our contact with you in the client database, please let us know. In that case transferring your file will not possible.

If you have any questions about this, please contact us via careerandcounsellingservices@tudelft.nl.