

Privacy Notice

At Közép-európai Egyetem (address: 1051 Budapest, Nádor u. 9.) (hereinafter as “CEU” or the “University”) we place great emphasis on the protection of your personal information and compliance with the EU General Data Protection Regulation (GDPR)*. This Privacy Notice relates to the collection, use, transfer, and retention of your personal data in connection with the **CEU Budapest Socrates Project**.

**Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.*

1. Who are we and what do we do?

The Community Engagement Office at CEU coordinates, assists in, and initiate broader civic engagement projects intended to benefit the larger Budapest and Hungarian community. To learn more about our projects and activities please visit our website at: <https://www.ceu.edu/about/community-engagement>.

2. Contact details of the Data Controller

Közép-európai Egyetem

1051 Budapest
Nádor u. 9.
Phone: + 36 1 3273000

3. Contact details of the Data Protection Officer

Irisz Szel Data Protection Officer
Közép-európai Egyetem

1051 Budapest
Nádor u. 9.
Telefon: + 36 1 327-3000
E-mail: privacy@ceu.edu

4. What is the purpose of processing your data?

The CEU Budapest Socrates Project intends to repeat the experience of the Clemente Course here in Budapest. The Clemente Course has taken over 13,000 people across the world locked out of university education by poverty and disadvantage, and given them university-level classes in philosophy, literature, history, art history, and academic writing.

In 2019 the CEU Socrates Project will offer a pilot course, taught by professors and instructors from CEU and Eötvös Loránd University, who will be volunteering their time, in order to demonstrate the viability of the project here in Hungary.

During the selection process personal data collected in the application form will be used to select the participants, communicate with them about the information and interview sessions and interview them. The applications will be shared with the persons responsible for the selection and participating in the interviews (employees of CEU, the program coordinator). The course participants' name and e-mail address will be shared with the professors delivering the courses.

Additionally, we would like to send information to the applicants about similar future events.

The data received on the application form will be anonymized for the purpose of making statistical records of the applicants' and participants' age, gender, residence, level of education and financial status. The principles of data protection does not apply to anonymous information.

After completing the course all participants will receive a certificate.

For promotional purposes photography and video recording will occur during the project.

Footages of the video and photos of the participants will be posted on the website of the University, on social media channels, or in print (poster, flyer and pamphlet).

We use the following social media pages:

Social Media	Privacy Notice
Youtube	https://support.google.com/youtube/answer/2801895?hl=hu
Facebook	https://www.facebook.com/privacy/explanation
Instagram	https://help.instagram.com/519522125107875?helpref=page_content
Flickr	https://www.flickr.com/help/privacy
Twitter	https://twitter.com/en/privacy

Please note that any processing of personal data indicated here will take place only in case and on the basis of a relevant legal basis, as indicated in point 5 below.

5. What is our legal basis for processing your data?

Personal Data of Applicants	
<i>Processing/evaluating your application for the Socrates course, communicating about the information and interview sessions. Interviewing applicants.</i>	<i>The legal basis for processing personal data is the consent of the person in line with Article 6 (1) a) of the GDPR.</i>
<i>Processing your sensitive data (if applicable)</i>	
<i>Sending you information about similar future events</i>	
Personal Data of Course Participants	
<i>Processing your personal data for delivering the courses</i>	<i>The legal basis for processing personal data is the consent of the person in line with Article 6 (1) a) of the GDPR.</i>
<i>Recording your image and voice during the courses</i>	
<i>Publishing your image and voice on the University's website; social media channels and in print (poster, flyer and pamphlet)</i>	

By filling out and signing the consent form you give your voluntary and explicit consent to the University to manage your personal data as specified in this Privacy Notice.

You have the right to withdraw your consent at any time.

<i>Issuing a certificate for you at the end of the course</i>	<i>Processing personal data is necessary for the purpose of the legitimate interest of the University. (Article 6 (1) f) of the GDPR.)</i>
Personal Data of Data Processors	
<i>Concluding a data processing agreement</i>	<i>Processing is necessary for the performance of a contract to which the person is a party or in order to take steps at the request of the person prior to entering into a contract. (Article 6 (1) b) of the GDPR.)</i>
Personal Data of Professors delivering the courses	
<i>Recording your image and voice during the courses</i>	

<i>Publishing your image and voice on the University's website; social media channels and in print (poster, flyer and pamphlet)</i>	<i>The legal basis for processing personal data is the consent of the person in line with Article 6 (1) a) of the GDPR.</i>
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6. What kind of personal data do we collect?

The University collects personal data from the concerned data subject.

Applicants

- Name
- Phone number
- E-mail address
- Year of birth
- Employment status
- Level of education
- How did you hear about the Socrates Project?
- Why is education in the humanities and/or the social sciences important to you?
- What do you value most in the world and why?
- Signature
- We don't ask for it, but you may want to include sensitive data in your application
(examples for sensitive data pursuant to the GDPR: data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health related data etc.)

Additional data of course participants

- Image (photo, video recording)
- Audio (video recording)

Data Processors

- Name
- Place/date of birth
- Mother's maiden name
- Signature
- Phone number
- E-mail address

Professors delivering the courses

- Name
- Signature
- Image (photo, video recording)
- Audio (video recording)

7. Who receives your information?

Your data will be processed by the employees of the University. Unless we have a legal obligation to do so, we will not disclose your data to individuals, organizations, or other entities outside CEU other than those who are acting as data processors working on our behalf.

For the purposes set out above, we may need to pass your information to our third-party service providers, for the purposes of completing tasks and providing services to you on our behalf. However, with all external entities with whom data is shared, we share only those data needed to perform the specific service and require a data processing contract to be signed before any data transfer—requiring them to keep your information secure and not to use it for their own purposes. We will not sell or rent your information to third parties.

Specific third parties acting as data processors based on data processor agreement we work with include:

- Aaron Lambert- coordinating the preparation and the implementation of the project. Participating in the selection process of the applicants
- Dr. Gábor Zemplén, ELTE - delivering the Hungarian language courses

Microsoft Office 365: based in the US, with CEU's data stored within EU in datacenters located in Amsterdam and Dublin. Software as a Service which provides CEU's email and document management.

We require all third parties and data processors to respect the security of your personal data and to treat it in accordance with the law.

8. How long will your information be held?

We'll delete the unsuccessful candidates' data once the selection process has been closed.

If your application is successful and you are admitted to the course, your name and e-mail address will be kept until June 30, 2019 and the rest of the information will be deleted.

If an applicant (successful or unsuccessful) gives us his/her consent to manage his/her data for the purpose of sending information about similar future events, his/her name and e-mail address will be kept for up to five years or until the consent is withdrawn.

Image and voice of the participants will be stored until the consent is withdrawn or, in the absence thereof, for up to 5 (five) years.

We will keep record of the certificates up to 5 years in case participants lose their hard copy.

After the specified period has passed, your personal data will be deleted.

Where we have made the personal data public and are obliged pursuant to the GDPR to erase your personal data, we, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that you have requested to be erased by such controllers of any links to, or copy or replication of, those personal data.

9. What are your rights?

You have a right

- to access your personal data,
- to object to the processing of your personal data,
- to rectify,
- to erase and
- to restrict processing your personal data
- to withdraw your consent at any time.

If you wish to exercise any of these rights, please email privacy@ceu.edu or write to us at University Data Protection Officer, Nádor utca 9, 1051 Budapest, Hungary. University will make every effort to fulfill your request to the extent allowed by law and will respond in writing within 25 days of receiving your request.

Should you wish to request help from the relevant national authority, their details are as follows:

National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/c.)

10. Security of your information

We are committed to holding your data securely and treating it with sensitivity. All data are held securely and in accordance with the relevant data privacy laws and our internal policies. We do not sell to or trade your data with any other organizations. For further details please see CEU's Data Protection Policy: <https://documents.ceu.edu/documents/p-1805>.

Last updated on: Budapest, April 4, 2019