

Privacy Notice

At Közép-európai Egyetem (address: 1051 Budapest, Nádor u. 9.) hereinafter „University” or “CEU”) we place great emphasis on the protection of your personal information and compliance with the applicable data privacy requirements, including specifically the EU General Data Protection Regulation (GDPR*). This Privacy Notice relates to the collection, use, transfer, and retention of personal data related to **sending regular newsletters and other, event related activities of the University**.

**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?

CEU is a member of CIVICA- The European University of Social Sciences, that brings together eight leading European higher education institutions in the social sciences, humanities, business management and public policy. Civic initiatives at CIVICA are overseen by a project group (Work Package 7, "WP7") led by CEU's Dean of Students Office (DOS). The Dean of Student Office's mission is to expand civic engagement programmes across the CIVICA alliance through a series of integrated activities (lectures, workshops and other events). The popular lecture series Tour d'Europe is one of the activities of the CIVICA program. The aim is to share knowledge with the general public about contemporary and actual issues.

The **Dean of Students Office** would like to collect your data to stay in touch with you and inform you about future events of the Tour d'Europe series organized by other universities, members of the CIVICA alliance.

2. Contact details of the Data Controller

Közép-európai Egyetem (address: 1051 Budapest, Nádor u. 9.)
Phone: + 36 1 3273000

3. Contact details of the Data Protection Officer

Írisz Szél

Data Protection Officer
1051 Budapest, Nádor u. 9.
Phone: + 36 1 327-3000
E-mail: privacy@ceu.edu

4. What is the purpose of processing your data?

1. We process your personal data for (i) regularly sending newsletters about upcoming Tour d'Europe series organized by members of the CIVICA alliance.

5. What is our legal basis for processing your data for the purposes set out in section 4?

ad 4.1.

The legal basis for data processing is the consent of the data subject (you) under Article 6 (1) (a) of the GDPR. You are not obliged to provide us your personal data, and failure to provide data, it has no adverse legal consequences for you. You are entitled to withdraw your consent at any time.

6. What kind of personal data do we collect?

For the purpose of data processing activities specified in section 4 we process the following personal data: contact details (name, e-mail address).

7. Whom do we share your personal data with?

Your personal data is only used by colleagues working within the CEU Dean of Students Office. We will not disclose your data to third parties unless we have a legal obligation or you consent explicitly to do so.

For the proper performance of the activities set out in section 4, we may need to pass your information to our third-party service provider(s) acting as data processors, as follows:

- **Microsoft Office 365:** email and document management SaaS services; the University's data stored within the EU (Amsterdam and Dublin).

8. How long will your information be held for the purposes set out in section 4?

ad 4.1.

We process your name and e-mail address until your consent is withdrawn or we find your data inaccurate (e.g. not in use, wrong or otherwise not serving our purpose).

After the period specified above, we will delete your personal data from our system. If you withdraw your consent, we will process your personal data for a maximum of 5 (five) working days for technical reasons. After this period, we delete your personal data from our system.

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
- to an effective legal remedy.

If you wish to exercise any of these rights, please email to privacy@ceu.edu or write to us at University Data Protection Officer, Nádor utca 9, 1051 Budapest, Hungary. The 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:

Nemzeti Adatvédelmi és Információszabadság Hatóság
1363 Budapest, Pf.: 9.
Phone: +36-1-3911400
e-mail: ugyfelszolgalat@naih.hu
Web: <http://naih.hu>

In addition to the legal remedy, you have the right to apply to the court against the activities of data controller. In Hungary, at the data subject's request, the action may be brought before the court that is competent based on the domicile or the place of residence of the data subject.

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 University's Data Protection Policy: <https://documents.ceu.edu/documents/p-1805>

Last updated on: February 10, 2021, Budapest