

Privacy Notice

At **CEU GmbH – CEU Central European University Private University** ("CEU PU") (Quellenstraße 51, 1100 Vienna, Austria)(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 your personal data by The **Community Engagement Office**.

**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 supports civic commitment activities at CEU.

The 4 main functions of the office are as follows:

1. Civic engagement and connecting CEU with the Austrian and Hungarian community The office coordinates, assists in, and initiates broader civic engagement projects intended to benefit the larger Austrian and Hungarian community. Such projects will involve members of all CEU internal constituencies (students, faculty, and staff).
2. Student leadership and engagement The office undertakes and supports outreach and service projects specifically for students, in addition to working on student events and with the Student Union.
3. Dedicated human rights education and related activities The Office focuses on youth involvement, education and active student participation. It promotes social engagement through awareness raising and capacity building.
4. Arts and Culture The aim is to stir culture-related debate within the university, and to provide the CEU community with an inspiring artistic program that would bring together students from all disciplines, academic staff, Vienna and Budapest citizens.

2. Contact details of the Data Controller

Central European University Private University ("CEU PU")
Central European University Quellenstraße 51, 1100 Vienna, Austria
(+43) 1 25230 7911

Email: privacy@ceu.edu

3. What is the purpose of processing your data?

The Community Engagement Office plans and hosts civic engagement projects, community building events and activities, outreach and service projects and workshops and offer volunteering activities for the CEU community throughout the academic year.

We also work together with students on different aspects of student experience at CEU. Our office supports CEU's diverse student body by providing opportunities for leadership development, community involvement, and a variety of student life activities.

Most of our activities and events require registration. Sign up forms are sent electronically through which registrants can express their interest to participate.

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

We take our responsibilities under data protection rules seriously and ensure the personal information we obtain is held, used and processed in accordance with the applicable data privacy rules. CEU will process your data based on CEU's legitimate interest in achieving the purposes indicated in section 1 and 3.

5. What kind of personal data do we collect?

- name
- contact details (e-mail address, phone number)
- event related specific information (e.g. personal preference, past experience)

6. Who receives your information?

Colleagues at the Community Engagement Office. No personal data is share with other members of the CEU Community or external partners.

7. How long will your information be held?

10 days after the end of the event, the personal data provided on the form will be deleted.

8. What are your rights?

You have a right

- to access your personal information,
- to object to the processing of your personal information,
- to rectify,
- to erase and
- to restrict processing your personal information
- 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 CEU Data Protection Officer, Nádor utca 9, 1051 Budapest, Hungary. CEU 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:

Austrian Data Protection Authority

Barichgasse 40-42 1030 Wien

Phone: +43 1 52 152-0

E-Mail: dsb@dsb.gv.at

Web: www.dsb.gv.at

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.

9. 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.

10. Future changes

If we modify this Privacy Notice at some time in the future, we will post the new version on our website.

Last updated on: January 31, 2022