

## PRIVACY STATEMENT - STUDENT RECRUITMENT -

At Central European University (address: 224 West 57th street, New York, NY 10019, USA and 1051 Budapest, Nádor u. 9.) and Közép-európai Egyetem (address: 1051 Budapest, Nádor u. 9.) (jointly 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)<sup>1</sup>. This Privacy Notice relates to the collection, use, transfer, and retention of personal data related to student recruitment at CEU.

[Please read it carefully before submitting your personal data.](#)

### Who are we and what we do

Central European University’s Student Recruitment Office is dedicated to finding the best candidates for our master’s and doctoral programs. Our vision is to discover ambitious and talented students who are passionate about contributing to the development of a dynamic, sustainable open society, about making a difference and who are looking for a unique academic experience. Our office is engaged in an extensive outreach program internationally and we also arrange special events and campus tours for potential candidates. The Student Recruitment team is available to answer questions and provide information regarding our master’s and doctoral programs as well as CEU’s admissions procedure to help candidates make the best decision about their education.

### Identity and contact details of the Data Controller

#### **Közép-európai Egyetem**

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

#### **Central European University**

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Nador u. 9.  
Phone: + 36 1 3273000

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<sup>1</sup> 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.

## Contact details of the Data Protection Officer

Irisz Szel, Legal Counsel and Interim Data Protection Officer  
Central European University  
1051 Budapest  
Nador u. 9.  
Phone: + 36 1 3273000  
Email: [szeli@ceu.edu](mailto:szeli@ceu.edu)

## What is the purpose of processing your data?

We will not process your personal data other than to contact you in order to send you email communication about Central European University's academic departments and programs, its application process, scholarship opportunities, upcoming events and university news. We will not distribute any of the details you provided us with to any third party. In some cases, your data will be used by CEU for statistical purposes. We have put in place suitable data protection procedures to safeguard your information in line with the applicable data protection laws.

## What is our legal basis for processing your data?

As part of our work, we process and store personal information relating to prospective students and applicants of CEU and we therefore adhere to the applicable data protection rules. We take our responsibilities under these rules seriously and ensure the personal information we obtain is held, used, transferred and processed in accordance with the applicable data privacy rules. CEU processes the information outlined in this Privacy Notice in pursuit of our **legitimate interests** in:

- Communicating with prospective students and applicants;
- Recruiting candidates for CEU's academic degree programs.

We may pursue these legitimate interests by contacting you by telephone, email, post, or social media. Information about how you can manage the ways that we contact you, including how to opt out from some or all contact from CEU, is outlined in the 'Your rights' section below.

Although CEU relies on legitimate interest as the legal basis for processing where this is not overridden by the interests and rights or freedoms of the data subjects concerned, it recognizes that it is not the only lawful ground for processing data. As such, where appropriate, CEU will sometimes process your data on an alternative legal basis – for example when you give your explicit **consent** to us to do so.

## What kind of personal data do we collect?

When filling out CEU's online application form we collect your name, email address, citizenship, country of residence, date of birth, gender exclusively upon your explicit consent indicated therein.

## Who receives your information?

CEU's offices work closely together to provide a coordinated approach. Any transmission of data between CEU units is managed through agreed processes which comply with relevant data protection legislation.

Unless we have a legal obligation to do so, we will not disclose your data to individuals, organizations, or other entities outside the University other than those who are acting as agents and 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, agents, subcontractors, CEU's related organizations, or volunteers for the purposes of completing tasks and providing services to you on our behalf (for example to send you mailings, or volunteer on an advisory committee, etc.). However, with all external entities with whom data is shared, we share only those data needed to perform the specific service and require a contract and/or confidentiality and non-disclosure agreement 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 we work with include:

- **Microsoft 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.
- **Raiser's Edge and related Blackbaud providers (Online Express, Blackbaud Merchant Services):** Based in the US and UK, this group of providers serves as a contact management platform, inclusive of secure donation processing capacity, and the Citrix email exchange.
- **TRIBAL:** Located in Bristol, UK, Tribal Group plc. is a global provider of software and services to the education sector. To provide software and services, Tribal collects, stores, and processes personal data about its customers, potential customers, suppliers, contractors, partners, and staff as well as contracted to process information on behalf of their customers.
- **Unibuddy:** Based in London, UK, Unibuddy Limited carries on the business of developing and providing access to its communication platform which enables potential university applicants to communicate directly with current university students and university staff.
- **Mailchimp and Constant Contact:** Based in the US, Mailchimp and Constant Contact enable CEU to share news about the University, and provide us with data on opens and clicks from our newsletters.

- **Eventbrite:** Based in the US, Eventbrite provides us with an event technology platform which enables our faculty, staff, students, alumni, employers, and supporters to book events with us.
- **iWave:** Aggregator of publicly available data for contacts in the US and Canada to support research for appropriately-tailored funding proposals.
- Regulators and other authorities acting as processors based in the US and Hungary who require reporting of processing activities in certain circumstances, such as the US Internal Revenue Service.

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

### How long will your information be held?

We keep the personal data of those potential applicants who expressed their interest in studying at CEU for no more than two years following the year they expressed their interest for. Processing of personal data of *potential candidates* applying to CEU depends on whether they are accepted to CEU or not. If your application is successful and you are *admitted* to CEU, your personal data will be handled in line with CEU's data privacy rules applicable to students' personal data.

If you decide that you no longer wish to receive communication from CEU, please be aware that we still need to retain a minimal amount of personal data so that we can keep a record that you have asked us not to contact you.

### What are your rights?

You have the 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 unsubscribe: If you decide at any time that you no longer wish to receive email communications from us, please follow the unsubscribe instructions provided in any of the communications.

If you wish to exercise any of these rights, please email [privacy@ceu.edu](mailto: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 30 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)

## 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.

Although most of the information we store and process stays within Hungary, some information may be transferred to countries outside the European Economic Area (EEA). This may occur if, for example, one of our trusted partners' servers are located in a country outside the EEA. Where these countries do not have similar data protection laws to the European Union, we will take steps to make sure they provide an adequate level of protection in accordance with EU data protection law.

For more information about CEU's Data Protection Policy please see: <https://documents.ceu.edu/documents/p-1805>

### **11. Future changes**

If our information policies or practices change at some time in the future, we will post the changes on our website (<https://www.ceu.edu/unit/student-recruitment>).