

Privacy Notice

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)*. 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 three main functions of the office are as follows:

- Civic engagement and connecting CEU with the Hungarian community. The Office coordinates, assists in, and initiate broader civic engagement projects intended to benefit the larger Budapest and Hungarian community. Such projects involve members of all CEU internal constituencies (students, faculty, and staff).
- 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.
- 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.

2. Contact details of the Data Controller

Közép-európai Egyetem

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

Central European University

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

3. Contact details of the Data Protection Officer

Irisz Szel, Legal Counsel and Data Protection Officer
Central European University
1051 Budapest
Nador u. 9.
Phone: + 36 1 3273000
Email: privacy@ceu.edu

4. What is the purpose of processing your data?

We 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.

During the academic year we plan and host a variety of programs for students. We already have some of them planned but we would like to know more about the kinds of events and activities students would like to see at CEU to add programs directed at their needs. We would also like to offer personalized volunteering opportunities for students.

5. 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 your explicit **consent** (e.g. for using your personal data for sending information on volunteering opportunities).

6. What kind of personal data do we collect?

- name
- contact details (e-mail address)
- preferred extra-curricular and volunteering activities, hobbies

7. Who receives your information?

Colleagues at the Community Engagement Office.

8. How long will your information be held?

Until the end of the given academic year¹.

9. What are your rights?

You have a right

¹ <https://www.ceu.edu/calendar>

- 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 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)

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.

11. Future changes

Last updated on: January 21, 2019