

PRIVACY STATEMENT - CEU ADMISSIONS OFFICE -

At Central European University (seat: 224 West 57th street, New York, NY 10019, USA ; establishment: 1051 Budapest, Nádor u. 9.) and Közép-európai Egyetem (seat: 1051 Budapest, Nádor u. 9.) (Central European University and Közép-európai Egyetem hereinafter jointly as “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)¹. This Privacy Notice relates to the collection, use, transfer, and retention of personal data related to graduate and non-degree admissions at CEU.

Please read it carefully before submitting your personal data.

Who are we and what do we do?

Admissions Office of Közép-európai Egyetem receives and processes applications to CEU’ master’s, doctoral and non-degree programs. The Admissions Office checks each incoming application to make sure it complies with formal application requirements, then forwards it to the respective academic units for academic review. It is the main point of contact for all applicants for any questions or issues regarding technical and/or content related questions about the application form and application requirements. Moreover, admissions decisions are communicated by the Admissions Office.

Central European University and Közép-európai Egyetem qualify as joint data controllers according to Article 26 of the GDPR (the “Joint Data Controllers”).

Identity and contact details of the Joint Data Controllers

Közép-európai Egyetem

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

Central European University

224 West 57th street
New York
NY 10019, USA

¹ 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 Joint Data Protection Officer

Irisz Szel, In-house Legal Counsel and Interim Data Protection Officer
 Közép-európai Egyetem
 1051 Budapest
 Nador u. 9.
 Phone: + 36 1 3273000
 Email: privacy@ceu.edu

What is the purpose and legal basis of processing your data?

Category of personal data	Purpose of data processing	Special category of personal data	Legal basis Közép-európai Egyetem	Legal basis CEU NY
<p>Personal Details (Title; First/Given Name; Middle Name; Other Middle Names; Last/Family Name; First/Given Name at Birth; Gender Date of Birth; Country of Birth; City of Birth; Citizenship Dual Citizenship; Country of Permanent Residence)</p> <p>Contact Details (Address Line 1; City; County /State/Province; Postcode; Country; Phone; E-mail Address; Online Service)</p> <p>Qualifications (Country; Institution/School/College/Other; Qualification; Subject; Completion; Start Date; (Expected) End Date; (Expected) Graduation Date; English Language Qualifications; Documents)</p> <p>CV/Resume</p> <p>Employment details (Current role, Previous Role)</p> <p>Writing Requirements (Statement of Purpose)</p>	<p>As defined in Article 18 (1) of Act CCIV of 2011 on National Higher Education:</p> <ul style="list-style-type: none"> - the sound operation of the higher education institution, - the exercise of rights and fulfilment of obligations by applicants and students, - the organisation of education and research activities, - the maintenance of the records specified by law, - the determination, assessment and certification of eligibility for the benefits granted pursuant to law and the higher 	No	<p>Legal obligation, GDPR Article 6 (1) c) (Act CCIV of 2011 on National Higher Education Article 18 (1) and Annex 3 I/B. a) and Government decree 423/2012 (XII. 29.) on the admission to higher education institutions Article 34 (2), 37 (2) and 38 (5) c)</p>	<p>Legitimate interests, GDPR Article 6 (1) f)</p>

	<p>education institution's rules for organisation and operation,</p> <ul style="list-style-type: none"> - the exercise of rights and fulfilment of obligations by applicants and students 			
<p>Referees (Title; First/Given Name; Last/Family Name; Position; Institution/Company; E-mail Address; Country of referees)</p>	<ul style="list-style-type: none"> - asking their professional evaluation about the eligibility of applicants 	No	<p>Legal obligation, GDPR Article 6 (1) c) (Act CCIV of 2011 on National Higher Education Article 18 (1) and Annex 3 I/B. a) and Government decree 423/2012 (XII. 29.) on the admission to higher education institutions Article 34 (2), 37 (2) and 38 (5) c)</p>	<p>Legitimate interests, GDPR Article 6 (1) f)</p>
<p>Disability</p>	<ul style="list-style-type: none"> - providing of equal treatment - providing assistance granted pursuant to law and the higher education institution's rules for organisation and operation 	Yes	<p>Consent of data subject GDPR Article 6 (1) a)</p>	<p>Consent of data subject GDPR Article 6 (1) a)</p>

	of selection process			
Funding (Financial Aid needs; personal and other privates sources for your graduate studies; other sources of Financial Aid; Previous Education; Optional Personal Statement)	- the determination, assessment and certification of eligibility for the benefits granted pursuant to the higher education institution's rules for organisation and operation	No	Consent of data subject GDPR Article 6 (1) a)	Consent of data subject GDPR Article 6 (1) a)
Personal Details Title; First/Given Name; Middle Name; Other Middle Names; Last/Family Name, Contact Details (Address Line; City; County /State/Province; Postcode; Country) Banking number (created by Bank after payment)	- issue of accounting documents in point of application fee	No	Legal obligation, GDPR Article 6 (1) c) (Section 169 (1)-(2) of Act C of 2000 on Accounting)	Legal obligation, GDPR Article 6 (1) c) (Section 169 (1)-(2) of Act C of 2000 on Accounting)
Passport copy (Passport Number, Photo, Name, Gender, Nationality, Date of Birth, Place of Birth, Date of Issue, Date of Expiry)	- identifying the applicants before the skype or personal interview	Yes	Consent of data subject GDPR Article 6 (1) a)	Consent of data subject GDPR Article 6 (1) a)

For statistical purposes, your data will be anonymized by CEU. We have put in place suitable data protection procedures to safeguard your information in line with the applicable data protection laws.

Who receives your information?

The Joint Controllers work closely together to provide a coordinated approach. Any transmission of data between the Joint Controllers and their internal 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 CEU 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, and subcontractors, 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 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 acting as data processors 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.
- **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.
- **Közép-európai Egyetem:** Qualifies as data controller of Central European University.

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 unsuccessful applicants as well as of those who started but did not submit their application until October 31 of the same year. Your data will be anonymized for further especially statistical use. The principles of data protection should not apply to anonymous information.

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 choose to cancel your application at any point of time during the admissions process, your data will be anonymized for further use within 25 days after your cancellation. The principles of data protection should not apply to anonymous information.

The referees' personal data will be removed from our records by October 31 of the same year.

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 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 our 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:

National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/c, e-mail: privacy@naih.hu).

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 (see above: data processors). 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](#).