

PRIVACY STATEMENT CENTRAL EUROPEAN UNIVERSITY - STUDENT RECRUITMENT -

At **CEU GmbH** (seat: Quellenstrasse 51, 1100 Vienna, Austria) 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.

Contents

1	WHAT ARE OUR PURPOSES TO COLLECT YOUR PERSONAL DATA?	1
2	WHO RECEIVES YOUR DATA?	3
3	HOW LONG WILL YOUR DATA BE STORED?	3
4	WHAT ARE YOUR RIGHTS?	3
5	SECURITY OF YOUR INFORMATION	4
6	FUTURE CHANGES	4

1 WHAT ARE OUR PURPOSES TO COLLECT YOUR PERSONAL DATA?

Processing Activity	Purpose	Data Category	Legal Basis
Data Collection			
Online and printed inquiry form	Collecting personal data of prospective students for creating a database in order to send them personalized communications	<u>Contact Details</u> First Name Last Name E-mail Address Phone Address	Consent
Registration for events, webinars, group visits, CEU Open House etc.)		Country of residence Citizenship Year of interest Date of birth Academic interest Degree level of study Name of Partner	

Communication			
Direct questions via e-mail student-info@ceu.edu or undergradadmissions@ceu.edu	Responding to e-mails	First Name Last Name E-Mail address E-Mail content	Legitimate Interest
Sending personalized communications	Selecting the list of recipients and sending personalized communications via digital channels (e-mail, electronic messages), mail and phone to prospective students and applicants based on their academic interest	<u>Contact Details</u> First Name Last Name E-mail Address Phone Address Citizenship Academic Interest	Consent
Other			
Student interns volunteering with the Student Recruitment Office	Administration of student interns, and other volunteers who support activities of STRO Communicating and assigning projects to them	<u>Contact Details</u> First Name Last Name E-mail Address Phone Address Citizenship Department, Program	Necessary for the performance of a contract
Statistical Reporting of prospective students	Statistical reporting	Name of high school Citizenship Academic Interest	Legitimate Interest
Booking system for individual consultation sessions	Individuals can book time slots	First Name Last Name E-mail Address Academic Interest	Necessary for the performance of a contract
Event Photo and video	Internal documentation and publishing on social media	Photo, Video	Legitimate Interest

2 WHO RECEIVES YOUR DATA?

Unless we have a legal obligation to do so, we will not disclose your data to individuals, organizations, or other entities outside the universities 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 data processing contract to be signed before any data transfer—requiring them to keep your information secure and not to use it for their own purposes.

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

3 HOW LONG WILL YOUR DATA BE STORED?

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

4 WHAT ARE YOUR RIGHTS?

Access your personal information – you can obtain a confirmation that we are processing your data and information how we process it. We suggest that you make a request in writing.

Object to the processing of your personal information – this allows you to ask us to stop processing your data at any time. Where we rely on legitimate interest, you must give specific reasons why you are objecting the processing of your data. In this case this is not an absolute right, we can demonstrate compelling legitimate grounds for processing, which override your interests, rights and freedoms. Where we are processing personal data for scientific or historical research, or statistical purposes, you only have a right to object if our lawful basis for processing is legitimate interest.

Rectify – you have a right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed

Erase (also known as the right to be forgotten) – in certain circumstances you can ask for the data we hold about you to be erased from our records. Your personal data will be erased where the data are no longer needed for their original processing purpose, or you

have withdrawn your consent and there is no other legal ground for processing, or you have objected and there are no overriding legitimate grounds for the processing, or erasure is required to fulfill a statutory obligation under the EU law or the right of the national law.

Request **data portability** – you can ask to have the data we hold about you transferred to another organization.

Restrict processing your personal information – where certain conditions apply you have a right to restrict the processing of your personal information

Withdraw consent at any time – without affecting the lawfulness of processing based on consent before its withdrawal.

If you wish to exercise any of these rights, please email privacy@ceu.edu or write to us at Quellenstraße 51, 1100 Vienna.

We will make every effort to fulfill your request to the extent allowed by law and will respond within 1 month of receiving your request.

You also have the right to lodge a complaint with the relevant national authority, the contact details are as follows:

Austrian Data Protection Authority
Barichgasse 40-42
1030 Vienna, AUSTRIA
Phone: +43 1 52 152-0
E-Mail: dsb@dsb.gv.at
Web: www.dsb.gv.at

5 SECURITY OF YOUR INFORMATION

We are committed to holding your data securely and treating it confidential. 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.

6 FUTURE CHANGES

If our information policies or practices change at some time in the future, we will inform you by e-mail.