

## APPLICATION FOR VISITING STUDENTS PRIVACY POLICY

DPO 29/2021.

### 1. DATA CONTROLLER

**Corvinus University of Budapest (hereinafter referred to as CORVINUS or University)**

**1.1. Unit: Student Services, Student Mobility Group**

Address: 1093 Budapest, Fővám tér 8.


E-mail: [corvinus\[dot\]studyabroad \[at\]uni-corvinus\[dot\]hu](mailto:corvinus[dot]studyabroad[at]uni-corvinus[dot]hu); [corvinus\[dot\]incoming \[at\]uni-corvinus\[dot\]hu](mailto:corvinus[dot]incoming[at]uni-corvinus[dot]hu)

Website: <https://www.uni-corvinus.hu/>

1.2. Data Protection Officer (DPO): Marica SÁRKÖZI-KEREZSI

E-mail: [marica\[dot\]kerezsi\[at\]uni-corvinus\[dot\]hu](mailto:marica[dot]kerezsi[at]uni-corvinus[dot]hu)

### 2. LEGISLATION UNDERLYING DATA PROCESSING

- 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 (General Data Protection Regulation);
- Act CXII of 2011 on informational self-determination and freedom of information (Privacy Act);
- Act CCIV of 2011 on national higher education (hereinafter: ‘National Higher Education Act’);
- Gov. Decree No. 423/2012. (XII. 29.) on the Higher Education Admission Procedure. 

### 3. SUBJECT OF DATA PROCESSING, DATA SUBJECTS

The subject of the data processing: application for one, maximum two semesters of studies at Corvinus University of Budapest of Study Abroad students, Erasmus+ and bilateral exchange students, and tuition-fee paying free-mover students.

Data subjects: applicants.

**4. SCOPE, LEGAL BASIS, PERIOD, SOURCE OF THE DATA PROCESSING**

	<b>THE SCOPE</b>	<b>PURPOSE OF DATA PROCESSING</b>	<b>LEGAL BASIS FOR DATA PROCESSING</b>	<b>PERIOD OF THE DATA PROCESSING</b>	<b>SOURCE OF THE DATA</b>
1.	applicant's surname, middle name and first name, sex, surname and first name(s) at birth, mother's surname and first name(s) at birth, place and date of birth, nationality	Conducting the admission procedure in accordance with the provisions of Subsection (1) Section 18 of the National Higher Education Act and based on the application of the applicant	fulfilment of public service duty – Article 6 (1) e) GDPR and the fulfilment of the obligation specified in Annex 3 of the National Higher Education Act (Article 6 (1) c) GDPR)	a) The data of those applicants who are not admitted will be erased by the University within 90 days at the latest. b) The data of those students who were admitted but did not establish student status will be erased by the University until 31 <sup>st</sup> January at the latest in case of autumn semesters and until 30 <sup>th</sup> June at the latest in case of spring semesters. c) If student status is established, then the University will process the data for eighty years starting from the notification on the termination of the student status.	data subject himself/herself
2.	place of residence, place of habitation, notification address, email address and phone number				
3.	in case of non-Hungarian citizens, the legal ground for staying in the territory of Hungary and the document authorising the stay – in case of persons who have the right to free movement and stay under a specific act, the document verifying the right to stay – the data of the Hungarian official certificate, the Hungarian official certificates for relatives, the data of the international insurance policy document				
4.	data necessary for the evaluation of the admission application: the program and schedule chosen, the copy of the diploma/general certificate of education prescribed as admission requirement, if it is required by the training and outcome requirements, then the data related to the applicant's professional practice and leadership experience				
5.	language exam or language skill test result				
6.	data concerning disability and/or special needs (if relevant)				
7.	data related to the applicant's current studies at their home institution	program development, market research	the data subject's consent	personal data will be separated from the non-personal data by the data controller until 30 October (fall semester) and until 30 March (spring semester), and they will be stored separately, and the data controller will ensure that the data subject cannot be identified	
8.	answers given to questions related to market research	mapping the target groups and the marketing directions			

## **5. ACCESS TO DATA**

Only the relevant employees of CORVINUS involved in the implementation of the purposes of the data processing described in point 4, in order to carry out their duties, have access to personal data on behalf of CORVINUS.

## **6. TRANSFERRING DATA**

6.1. The data specified in **Section 4.1. – 4.6.** may be transferred without the consent of the data subject, provided that the conditions specified in Subsection (1) Section 18 of the National Higher Education Act and Section I/B.4. of Annex 3 of the National Higher Education Act are fulfilled, in compliance with the provisions specified therein.

6.2. The data specified in **Section 4.7. – 4.8.** may be transferred exclusively with the consent of the data subject.

## **7. TECHNICAL SECURITY MEASURES**

CORVINUS shall take appropriate technical and organisational measures to ensure that the personal data under its processing are protected against accidental or unlawful destruction, loss, alteration and unauthorized processing, access and disclosure.

## **8. ENGAGING OTHER PROCESSORS**

The data request takes place through the system of Office 365 Microsoft Forms. Microsoft Forms provides the platform only, it does not have access to the data, therefore it is not considered as a data processor.

## **11. RIGHTS RELATED TO DATA PROCESSING**

### *11.1. Right to request information*

The data subject may request information from the controller in writing via any contact provided in point 1.1 on:

- the nature of the processed personal data,
- the legal grounds of the data processing,
- the purposes of the data processing
- the sources,
- the duration of the data processing,
- to whom, when, under what laws, which personal data the University has granted access to, or to whom it has transferred your personal data.

### *11.2. Right to rectification*

The data subject may request the controller in writing via any contact provided in point 1.1 to change any personal data at any time (for example change of email address or postal address).

11.3. *Right to erasure*

The data subject may request the University in writing via any contact provided in point 1.1 to erase his or her personal data. No erasure may be requested if the data processing is prescribed by law.

11.4. *Right to blocking (restriction of processing)*

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;

Blocking your personal data may be requested from the controller in writing (while clearly indicating the restricted nature of the data processing and ensuring that the processing is separated from other data) via any the contact details provided in point 1.1. The blocking shall continue for as long as the reasons indicated by the data subject so require.

11.5. *Right to withdrawal of consent*

You may withdraw your consent in writing at any time with respect to your data provided in point 4.8. – 4.10. via the contact details provided in point 1.1, collectively or individually at your discretion. Such withdrawal of consent shall not affect the lawfulness of previous processing.

11.6. The data subject has *Right to data portability* in respect of data processed in an automated manner in accordance with point 4.8. – 4.10. [Article 20 GDPR]

The controller shall provide information in writing, in an intelligible form, without undue delay but no later than within 1 month from the date of submission of the request, about the measures taken or the rejection of the request and its reasons.

**12. LAW ENFORCEMENT RELATED TO DATA PROCESSING**

In case of unlawful data processing, the Data Protection Officer (DPO) of CORVINUS, the National Authority of Data Protection and Freedom of Information (NAIH) or the court can be contacted as follows:

*12.1. Proceedings commenced by the Data Protection Officer*

You may contact the Data Protection Officer (DPO) at any time in relation to the processing of your personal data:

Marica SÁRKÖZI-KEREZSI  
Email: marica[dot]kerezsi[at]uni-corvinus[dot]hu  
1093 Budapest, Fővám tér 8.

*12.2. Official report*

If you believe that there has been an infringement or imminent threat of an infringement of the processing of your personal data or the exercise of your right to access public data, you may initiate an investigation with the supervisory authority:

NAIH contact details (<https://naih.hu/uegyfelszolgalat,--kapcsolat.html>):

address: 1055 Budapest, Falk Miksa utca 9-11.

postal address: 1374 Budapest, Pf:603.

phone number: +36 (1) 391-1400

fax: +36 (1) 391-1400

e-mail: [uegyfelszolgalat@naih.hu](mailto:uegyfelszolgalat@naih.hu)

web: <https://naih.hu/>

*12.3. Commencement of legal proceedings*

If you find that the processing of your personal data is unlawful, you can initiate a civil action against the data controller. The regional court has jurisdiction to decide the case. The lawsuit may, at your discretion, be brought before the competent court of your place of residence (see the list and contact details of the courts at the following link: <http://birosag.hu/torvenyszekek>).