

## Data Processing Notice

Pursuant to 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 (hereinafter: GDPR), Corvinus University of Budapest, as Data Controller (hereinafter: Data Controller or University), hereby informs applicants for admission to the University (hereinafter: Applicant or Data Subject) about the processing of their personal data in connection with the admission procedure (hereinafter: Admission).

### 1. Name and contact details of the Data Controller and the Data Protection Officer:

Data Controller: Corvinus University of Budapest

Registered seat: 1093 Budapest, Fővám tér 8.

Telephone number: +36 1 482 5000

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

Data Protection Officer: Dr Balázs Locsmándi

Email: [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu)

### 2. Purpose of data processing and underlying legislation

The general purpose of data processing is to carry out the admission procedure (hereinafter: Admission), in particular to identify, contact, evaluate, make decisions about the applicant (hereinafter: Applicant or Data Subject) and to communicate his/her results.

Legislation relating to Admission, in particular:

- 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 (hereinafter: GDPR), in particular Articles 6(1)(e) and 9(2)(b) and (g) thereof,
- Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), in particular Points I/B. 1. a) and 3–4 of Annex 3 thereof,
- Act LXXXIX of 2018 on Educational Registration (hereinafter: Onyvtv.), in particular Point III of Annex 3 thereof,
- Government Decree No. 87/2015. (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Implementing Decree), in particular Paragraph (6) of Section 57 thereof,
- Government Decree No. 423/2012. (XII. 29.) on the higher education admission procedure (hereinafter: Admission Procedure Decree), in particular Sections 12, 21 and 24 thereof.

### 3. Purpose and legal ground of data processing, scope of personal data processed, duration of processing:

Purpose of data processing	Legal ground of data processing	Scope of personal data processed (central and direct university application, Hungarian and foreign applicants)	Duration of data processing
Bachelor and single-cycle programmes admission procedure	The public service mission of the University	1. Applicants' data according to ID card: <ul style="list-style-type: none"><li>• surname and given name,</li></ul>	The data of unsuccessful applicants will be deleted by the University in 60 days

(including off-site Bachelor programmes outside Hungary)	(Articles 6(1)(e) and 9(2)(b) and (g) of GDPR, Point I/B. 1. a) of Annex 3 of the Nftv., Sections 12, 21 and 24 of the Admission Procedure Decree)	<ul style="list-style-type: none"> <li>• sex,</li> <li>• surname and given name at birth,</li> <li>• mother's surname and given name at birth,</li> <li>• place and date of birth,</li> <li>• nationality,</li> <li>• place of residence,</li> <li>• place of stay,</li> <li>• notification address (postal address, e-mail, Skype)</li> <li>• telephone number.</li> </ul> <p>Other necessary documents in addition to the above for non-Hungarians:</p> <ul style="list-style-type: none"> <li>• legal title for residence in the territory of Hungary and the document certifying the right of residence (passport data, in the case of persons with the right of free movement and residence, the document certifying the right of residence under a separate law),</li> <li>• Certificate of Hungarian Nationality,</li> <li>• Certificate for Dependents of Persons of Hungarian Nationality,</li> <li>• details of international insurance document.</li> </ul> <p>2. Data of secondary school-leaving certificate,</p> <p>3. Information about the secondary school,</p> <p>4. Information required to assess the application for admission:</p> <p>4.1 Basic information</p> <ul style="list-style-type: none"> <li>• secondary-school leaving certificate (Section 12 of the Admission Procedure Decree),</li> <li>• higher education diploma</li> </ul>	<p>after the communication of the admission refusal resolution.</p> <p>The University erases the data of students who have been admitted but do not establish a student status by 31 January at the latest for the autumn semester and by 30 June at the latest for the spring semester.</p> <p>In the event of acquisition of student status, the University shall process the data for a period of eighty years from the date of notification of the termination of the student status. (Point I/B. 3. of Annex 3 of the Nftv.)</p>
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		<p>(Section 12 of the Admission Procedure Decree),</p> <ul style="list-style-type: none"> <li>• certificate of tertiary vocational programme (Section 12 of the Admission Procedure Decree),</li> <li>• proof of disadvantaged status (Section 24 of the Admission Procedure Decree),</li> <li>• proof disabled status (Section 24 of the Admission Procedure Decree),</li> <li>• proof of entitlement to unpaid leave to care for a child, infant care allowance, child care allowance, child raising support, child home care fee, nursing fee for caring for children at home or child care fee (Section 24 of the Admission Procedure Decree),</li> <li>• secondary school report book (Grade Point Average)</li> <li>• (Section 12 of the Admission Procedure Decree),</li> <li>• language certificate (English mother tongue, prior studies in English) (Section 12 of the Admission Procedure Decree),</li> <li>• Qualification falling under Profession No. 54 or 55 in the National Training Registry (Section 21 of the Admission Procedure Decree),</li> <li>• diploma supplement/transcript (Section 12 of the Admission Procedure Decree),</li> <li>• proof of sporting achievement (Section 21 of the Admission Procedure Decree),</li> <li>• proof of specialist postgraduate</li> </ul>	
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		<p>programmes (Section 21 of the Admission Procedure Decree),</p> <ul style="list-style-type: none"> <li>• proof of academic or artistic competition results (Section 21 of the Admission Procedure Decree),</li> </ul> <p>4.2. Admission examinations results</p> <p>5. Admission procedure data,</p> <ul style="list-style-type: none"> <li>• central application,</li> <li>• direct university application,</li> <li>• source of information on applicant's application decision,</li> <li>• applicant's way of application</li> </ul> <p>6. Admission ID,</p> <p>7. For a programme funded by a grant the conditions of the programme.</p>	
Master programmes admission procedure	<p>The public service mission of the University</p> <p>(Articles 6(1)(e) and 9(2)(b) and (g) of GDPR, Point I/B. 1. a) of Annex 3 of the Nftv., Sections 12, 21 and 24 of the Admission Procedure Decree and Paragraph (6) of Section 57 of the Implementing Decree)</p>	<p>1. Applicants' data according to ID card:</p> <ul style="list-style-type: none"> <li>• surname and given name,</li> <li>• sex,</li> <li>• surname and given name at birth,</li> <li>• mother's surname and given name at birth,</li> <li>• place and date of birth,</li> <li>• nationality,</li> <li>• place of residence,</li> <li>• place of stay,</li> <li>• notification address (postal address, e-mail, Skype),</li> <li>• telephone number.</li> </ul> <p>Other necessary documents in addition to the above for non-Hungarians:</p> <ul style="list-style-type: none"> <li>• legal title for residence in the territory of Hungary and the document certifying the right of residence (passport data, in the case of persons with the right of free movement and residence, the document certifying the right of</li> </ul>	<p>The data of unsuccessful applicants will be deleted by the University in 60 days after the communication of the admission refusal resolution.</p> <p>The University erases the data of students who have been admitted but do not establish a student status by 31 January at the latest for the autumn semester and by 30 June at the latest for the spring semester.</p> <p>In the event of acquisition of student status, the University shall process the data for a period of eighty years from the date of notification of the termination of the student status. (Point I/B. 3. of Annex 3 of the Nftv.)</p>

		<p>residence under a separate law),</p> <ul style="list-style-type: none"> <li>• Certificate of Hungarian Nationality,</li> <li>• Certificate for Dependents of Persons of Hungarian Nationality,</li> <li>• details of international insurance document.</li> </ul> <p>2. Information required to assess the application for admission:</p> <p>2.1 Basic information:</p> <ul style="list-style-type: none"> <li>• higher education diploma (Section 12 of the Admission Procedure Decree),</li> <li>• GMAT, GRE results (Section 12 of the Admission Procedure Decree),</li> <li>• certificate of tertiary vocational programme (Section 12 of the Admission Procedure Decree),</li> <li>• proof of disadvantaged status (Section 24 of the Admission Procedure Decree),</li> <li>• proof disabled status (Section 24 of the Admission Procedure Decree),</li> <li>• proof of entitlement to unpaid leave to care for a child, infant care allowance, child care allowance, child raising support, child home care fee, nursing fee for caring for children at home or child care fee (Section 24 of the Admission Procedure Decree),</li> <li>• language certificate (English mother tongue, prior studies in English) (Section 12 of the Admission Procedure Decree),</li> <li>• Qualification falling under Profession No. 54 or 55 in the National Training Registry (Section 21 of the</li> </ul>	
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		<p>Admission Procedure Decree),</p> <ul style="list-style-type: none"> <li>• diploma supplement/transcript (Section 12 of the Admission Procedure Decree),</li> <li>• proof of sporting achievement (Section 21 of the Admission Procedure Decree),</li> <li>• proof of specialist postgraduate programmes (Section 21 of the Admission Procedure Decree),</li> <li>• proof of academic or artistic competition results (Section 21 of the Admission Procedure Decree),</li> </ul> <p>2.2. Admission examinations results</p> <p>2.3. Other required data for Master of Business Administration and International Relations:</p> <ul style="list-style-type: none"> <li>• curriculum vitae,</li> <li>• cover letter,</li> <li>• essay,</li> <li>• proof of work experience.</li> </ul> <p>2.3 Input competency assessment (except for the master-level teacher training programme and Master of Business Administration)</p> <p>2.4 Other required data for credit recognition (Paragraph (6) of Section 57 of the Implementing Decree:</p> <ul style="list-style-type: none"> <li>• programme concerned by credit recognition,</li> <li>• name of higher education institution concerned,</li> <li>• study programme of higher education studies,</li> <li>• previously attained qualification,</li> <li>• credit recognition table of programme,</li> </ul>	
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		<ul style="list-style-type: none"> <li>documents certifying the acquisition of knowledge,</li> <li>proof of payment of the credit recognition fee.</li> </ul> <p>3. Admission procedure data,</p>	
Specialist postgraduate programmes admission procedure	<p>The public service mission of the University (Article 6(1)(e) of GDPR, Point I/B. 1. a) of Annex 3 of the Nftv., Section 12 of the Admission Procedure Decree)</p>	<p>1. Applicants' data according to ID card:</p> <ul style="list-style-type: none"> <li>surname and given name,</li> <li>sex,</li> <li>surname and given name at birth,</li> <li>mother's surname and given name at birth,</li> <li>place and date of birth,</li> <li>nationality,</li> <li>place of residence,</li> <li>place of stay,</li> <li>notification address (postal address, e-mail, Skype),</li> <li>telephone number.</li> </ul> <p>Other necessary documents in addition to the above for non-Hungarians:</p> <ul style="list-style-type: none"> <li>legal title for residence in the territory of Hungary and the document certifying the right of residence (passport data, in the case of persons with the right of free movement and residence, the document certifying the right of residence under a separate law),</li> <li>Certificate of Hungarian Nationality,</li> <li>Certificate for Dependents of Persons of Hungarian Nationality,</li> <li>details of international insurance document.</li> </ul> <p>2. Information required to assess the application for admission:</p> <p>2.1 Basic information:</p>	<p>The data of unsuccessful applicants will be deleted by the University in 60 days after the communication of the admission refusal resolution.</p> <p>The University erases the data of students who have been admitted but do not establish a student status by 31 January at the latest for the autumn semester and by 30 June at the latest for the spring semester.</p> <p>In the event of acquisition of student status, the University shall process the data for a period of eighty years from the date of notification of the termination of the student status. (Point I/B. 3. of Annex 3 of the Nftv.)</p>

		<ul style="list-style-type: none"> <li>• higher education diploma (Section 12 of the Admission Procedure Decree),</li> <li>• certificate of tertiary vocational programme (Section 12 of the Admission Procedure Decree),</li> <li>• proof disabled status (Section 24 of the Admission Procedure Decree),</li> <li>• nursing fee for caring for children at home or child care fee (Section 24 of the Admission Procedure Decree),</li> <li>• language certificate (Section 12 of the Admission Procedure Decree),</li> <li>• diploma supplement/transcript (Section 12 of the Admission Procedure Decree),</li> <li>• proof of specialist postgraduate programmes (Section 21 of the Admission Procedure Decree),</li> </ul> <p>2.2. Admission examinations results</p> <p>2.3. Further data:</p> <ul style="list-style-type: none"> <li>• curriculum vitae,</li> <li>• cover letter,</li> <li>• proof of work experience.</li> </ul> <p>3. Admission procedure data,</p> <p>4. Admission ID,</p>	
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#### **4. Automated decision-making (including profiling):**

No automated decision-making, including profiling, takes place during the data processing.

#### **5. Transfer of personal data, recipients of personal data and categories of recipients:**

The University shall disclose personal data processed in the context of the Admission Procedure based on legal obligation, only to the recipients and in the cases specified therein. The conditions for the data transfer are laid down in Point I/B. 4. of Annex 3 of the Nftv.

The Data Controller uses the following data processors in connection with data processing:

Name: DreamApply OÜ („Data Processor“)



Registered seat: Harju County, Tallinn, Tatari 64, 10134, Estonia

Activities: The purpose of data processing is for the Data Controller to manage the admission applications through the “DreamApply” student admission platform operated by the Data Processor. The Data Processor provides (i) operation, (ii) configuration, (iii) support, (iv) training, and (v) development for the “DreamApply” student admission platform.

## **6. The Data Subject’s rights in relation to data processing:**

### General rules on the exercise of the rights of data subjects:

The Data Controller shall inform the Data Subject of the measures taken in response to his/her request without undue delay, but no later than one month from the date of receipt of the request. If necessary—considering the complexity of the request and the number of requests—this deadline may be extended with an additional two months. The Data Controller shall notify the Data Subject of the extension of the deadline and the reasons for the delay within one month following the receipt of the request. If the Data Subject has submitted the request by electronic means, the information shall be provided by electronic means where possible, unless the Data Subject requests otherwise.

The Data Controller shall provide the Data Subject with information and action free of charge. Where the Data Subject’s request is manifestly unfounded or excessive, in particular because of its repetitive nature, the Data Controller shall, taking into account the administrative costs of providing the information requested or of taking the action requested:

- (a) charge a reasonable fee; or
- (b) refuse to act on the request.

The burden of proving that the request is manifestly unfounded or excessive lies with the Data Controller.

If the Data Controller has reasonable doubts about the identity of the natural person making the request, it may request additional information necessary to confirm the identity of the Data Subject.

### Right of access:

The data subject shall have the right to obtain from the Data Controller feedback as to whether or not his/her personal data are being processed and, if such data processing is ongoing, the right to access the personal data. The Data Controller shall provide the Data Subject with a copy of the personal data subject to data processing. For additional copies requested by the Data Subject, the Data Controller may charge a reasonable fee based on administrative costs. If the Data Subject has submitted the request by electronic means, the information shall be provided in a commonly used electronic format, unless the Data Subject requests otherwise.

### Right of rectification:

The Data Subject shall have the right to have inaccurate personal data relating to him/her rectified by the Data Controller without undue delay upon his/her request.

### Right to object:

The Data Subject shall have the right to object at any time, on grounds relating to his/her particular situation, to the processing of his/her personal data on the basis of Article 6(1)(e) or (f) of the GDPR. In this case, the Data Controller may no longer process the personal data, unless the Data Controller proves that the data processing is justified by compelling legitimate grounds which override the interests, rights and freedoms of the data subject or are related to the establishment, exercise or defence of legal claims.

### Right to restriction of data processing:

The Data Subject shall have the right to obtain from the Data Controller, at his/her request, the restriction of data processing if one of the following conditions is met:

- (a) the data subject disputes the accuracy of personal data; in such a case, the limitation shall apply to the period which allows the Data Controller to check the accuracy of personal data,
- (b) the data processing is unlawful, and the data subject opposes the erasure of the personal data and requests the restriction of their use instead,
- (c) the Data Controller does not require the personal data for data processing anymore, but the data subject requires them to establish, exercise or defend his/her legal claims, or
- (d) the data subject objected the data processing pursuant to Article 21(1) of the GDPR; in such a case, the limitation shall pertain to the period until it is determined whether the legitimate reasons of the Data Controller have priority over the legitimate reasons of the data subject.

If data processing is restricted, such personal data may be processed, beyond storage, only with the consent of the Data Subject, or to establish, exercise or defend legal claims, or to protect the rights of any other natural or legal person, or for important reasons of public interest in the EU or any other Member State.

#### Right of erasure

The data subject may request the erasure of his/her personal data processed in connection with Admission by the University. The University will examine the request and, if justified, take action to perform the erasure. The University shall reject a request for erasure in the cases provided for in Article 17(3) of the GDPR, in particular in cases where the data are still necessary for the performance of the University's tasks carried out in the public interest or where the data processing is necessary for the establishment, exercise or defence of legal claims.

#### **7. Right enforcement options:**

The Data Subject may at any time contact the Data Protection Officer of the Data Controller (Dr Balázs Locsmándi, e-mail: [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu)) regarding the processing of his/her personal data.

The Data Subject may also contact the National Authority for Data Protection and Freedom of Information in the event of a complaint regarding the processing of his/her personal data (postal address: 1363 Budapest, Pf. 9., address: 1055 Budapest, Falk Miksa utca 9-11., telephone: +36 (1) 391-1400; fax: +36 (1) 391-1410; e-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu); website: [www.naih.hu](http://www.naih.hu)).

The Data Subject may take the Data Controller to court in the event of a breach of his/her rights. The court shall hear the case as a matter of urgency. The Data Controller must prove that the data processing is in compliance with the law. The regional court, or the Budapest-Capital Regional Court in the capital city, has jurisdiction to hear the case. Proceedings may also be brought before the regional court of the place of residence or place of stay of the Data Subject.

The Data Controller shall compensate for any damage caused to others by unlawful processing of the Data Subject's data or by breaching the requirements of data security. The Data Controller shall be exempted from liability if it proves that the damage was caused by an unavoidable cause outside the scope of the data processing. No compensation shall be payable in so far as the damage was caused intentionally or by serious negligence on the part of the injured party.

Place and date: Budapest, February 2022