

Privacy Notice

At Közép-európai Egyetem (address: 1051 Budapest, Nádor u. 9.) (hereinafter “CEU” or the “University”) 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) , Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information and the Hungarian Civil Code. This Privacy Notice relates to the collection, use, transfer, and retention of your personal data by the Yehuda Elkana Center for Higher Education.

1. Who are we and what do we do?

We are a group of researchers from CEU’s **Yehuda Elkana Center for Higher Education**. We are investigating the reasons students in Europe choose to enroll in master degree programs. Findings from our research projects are published in academic papers and presented to policy makers, with the aim to provide evidence for informed policy making. The **European Students’ Union (ESU)** and **national and local student unions** in partner countries are our partners in the project.

2. Contact details of the Data Controller

Közép-európai Egyetem

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

3. Contact details of the Data Protection Officer

Irisz Szél,
Data Protection Officer

Közép-európai Egyetem

1051 Budapest
Nádor u. 9.
Telefon: + 36 1 327-3000
E-mail: privacy@ceu.edu

4. What is the purpose of processing your data?

Data collected by means of this survey will only be used for research purposes. Findings from the study will be presented at academic and professional conferences and will be published in academic journals in aggregate form.

The e-mail address of those, who wish to join the prize draw will be processed for the purpose of managing the prize draw and notifying the winners about the result.

We’ll use a random number generator (<http://numbergenerator.org>), and use the randomly generated number to select the winners from the list of participants, numbered from 1-343 (based on an alphabetical ordering of their email addresses). The website can randomly generate (select) 6 numbers in the range of

1-343. Those will be the winners whose number on the list of participant matches the numbers randomly generated (selected) by the application.

The name and mailing address of the winners will be processed for shipping the prize to them through Amazon.com.

The financial record, we have to keep, will include the winners' name and shipping address.

5. What is our legal basis for processing your data?

The University collects personal data from the concerned data subject. However, the data subject is not obliged to provide his/her personal data and failure to provide personal data shall not result in any adverse consequences for the data subject.

Data process	Legal basis
<i>Collecting survey responses, managing the prize draw, notifying the winners about the result, shipping the prize to the winners.</i>	The legal basis for processing personal data is the consent of the data subject in line with Article 6 (1) a) of the GDPR.
<i>Recording financial data</i>	Processing is necessary for compliance with a legal obligation to which the data controller is subject in line with Article 6 (1) c) of the GDPR.

By filling out and signing the consent form you give your voluntary and explicit consent to the University to manage your personal data as specified in this Privacy Notice.

6. What kind of personal data do we collect?

The data we collect in the survey is not personal data in itself, but according to the GDPR personal data is any information that relates to an identified or identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute personal data, therefore even if we don't collect personal data, at the end of completing the survey, there is a slight possibility to indirectly identify a particular person, thus we consider the survey data personal data.

For the purposes of data management specified in point 4 of this Privacy Notice, the University will process the following data:

Survey

- Master degree program information (name and field of master degree program, year when enrolled in program, language of the program, delivery of the program, official duration of the program)
- Country your current university is located in
- Reasons that influenced you to enrol in a master's degree program
- Payment of tuition fees in current academic year (yes/no)
- Receipt of financial aid in current academic year (yes/no)

- Age
- Gender
- Country of citizenship
- Bachelor degree information (name and field of bachelor degree, year when it was attained, country in which university that granted bachelor degree is located)
- Paid work experience (yes/no; if yes: in the same field as bachelor / master education; if yes: occupational category)

Prize drawing

- E-mail address of participants
- Name
- Shipping address

Records kept for accounting purposes

- Name and shipping address of winners

7. Who receives your information?

Your data will be processed by the University. Unless we have a legal obligation to do so, we will not disclose your data to individuals, organizations, or other entities outside CEU.

The survey responses are collected via **Qualtrics**. Qualtrics is our data processor who process personal data on behalf of us, and to comply with the regulation we have concluded a data processing agreement with them. Headquartered in US with offices on four continents (European offices in Dublin, London, Paris, Munich and Krakow) this is an online survey development cloudbased software as a service company, allowing us to collect, analyze and represent data from multiple respondents. For more information see <https://www.qualtrics.com/>.

The **European Students’ Union** (ESU) and **national and local student unions** in partner countries distribute the survey on behalf of the University, but they don’t share any of your personal data with us and they will not have access to the survey result.

Amazon.com, Inc. is an American multinational technology company based in Seattle, Washington that focuses on e-commerce, cloud computing, digital streaming, and artificial intelligence. Amazon.com, Inc. participates in the EU-US and Swiss-US Privacy Shield frameworks. For mor infromation about the privacy policy of Amazon.com please see <https://services.amazon.com/privacy-policy.html>. We’ll buy off and ship the winners’ prize through Amazon.

8. How long will your information be held?

For the purposes of *collecting survey responses, managing the prize draw, notifying the winners about the result*, until the consent of the person concerned has been withdrawn; in the absence thereof, up to 1 year.

The email address of those, who were not selected as winners, will be deleted once the prize has been awarded.

If the consent of the person concerned is withdrawn we process his/her personal data up to 25 (twenty-five) days after withdrawal in order to carry out administrative tasks, provided that there is no other legal basis for data processing.

Records kept for accounting purposes, including the winners' name and mailing address, will be retained for 8 years. (Section 169 of Act C of 2000 on Accounting)

After the specified period has passed, your personal data will be deleted.

9. What are your rights?

You have a right

- to access your personal data,
- to object to the processing of your personal data,
- to rectify,
- to erase and
- to restrict processing your personal data
- to withdraw your consent at any time
- to an effective legal remedy.

If you wish to exercise any of these rights, please email to privacy@ceu.edu or write to us at University Data Protection Officer, Nádor utca 9, 1051 Budapest, Hungary. The University 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

Postal address: 1530 Budapest, Pf.: 5.

Address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.

Phone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

E-mail: privacy@naih.hu

Web: <http://naih.hu/general-information.html>

In addition to the legal remedy, you have the right to apply to the court against the activities of data controller. In Hungary, at the data subject's request, the action may be brought before the court that is competent based on the domicile or the place of residence of the data subject.

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 University's Data Protection Policy: <http://documents.ceu.edu/documents/p-1805>.

Last updated on: Budapest, July 30, 2019