

Privacy Statement

- for data management in connection with the Hungarian State Scholarships summer university courses

1. PURPOSE OF THE STATEMENT

The purpose of this Statement is to provide information about the principles of data protection and data management applied by the Tempus Public Foundation regarding the *Hungarian State Scholarships summer university courses*.

The Tempus Public Foundation (hereafter referred to as Data Controller) manages the personal data of those who apply, and successfully participate in the Hungarian State Scholarships summer university courses.

2. DATA CONTROLLER

Name: Tempus Public Foundation
Represented by: Károly Czibere, president
Headquarters and mailing address: 1077 Budapest Kéthly Anna tér 1.
Data protection officer: dr. Dékány Dóra
Phone: + 36-1-237-1300
E-mail: adatvedelem@tpf.hu

3. SCOPE OF THE PERSONAL DATA MANAGEMENT

In connection with sending the scholarship, we will manage the personal data categories listed in Annex 1 of this Statement.

If any modification or change occurs in the data management period of the data handled by the Data Controller, please notify us immediately of the above availability – at bilateral@tpf.hu

4. THE LEGAL BASIS, OBJECTIVE AND METHOD OF DATA MANAGEMENT

4.1 Data management during the application process

The management of data is based on the Applicant's information-based statement, including the Applicant's consent to the use and management of their personal data provided during the submission of their application through the online application system. Legal Basis for the management of data: Article 6 (1) (b) of Regulation (EU) 2016/679 (General Data Protection Regulation) – preparation of contract signing.

The data process lasts until the evaluation of your application. In case your application is successful, for the further data process see 4.2. In case your application is not chosen for summer university course scholarship, your data is processed exclusively for the purpose of data storage and research, in the framework of the legal duties of the Data Controller. In this case, your data is stored for 10 years after the application process.

4.1.2. The primary purpose of data management is to evaluate and process your application. Furthermore, your data may be used for research purposes anonymously. In case you do receive a positive decision on your application, your data is going to be stored for 10 years as Tempus Public Foundation has to keep according to its funding agreements. In case you would receive a positive decision on your application paragraph 4.2 applies.

4.2 Data management in the framework of the realization of your scholarship

4.2.1 The Management of data is based on the performance of the contract between you and data controller. Legal Basis for the management of data: Article 6 (1) (b) of Regulation (EU) 2016/679 (General Data Protection Regulation).

During the application procedure the data controller is using all relevant personal data for the different phases of the application: submitting application, forwarding the application to the higher education institutes for evaluation, notification on the result of the admission and visa procedure. After the termination of the scholarship status, the data controller keeps the data only for a record, follow up and alumni purposes. For the alumni purposes the Privacy Policy can be found on the following link: <https://alumninetworkhungary.hu/terms-conditions-and-privacy-policy>

4.2.2. The purpose of data management is to realize your scholarship. The data controller uses the data you have provided for this, as well as for study purposes. If your application receives positive decision, your data will be preserved and used according to the scholarship programmes' rules and regulations. Your data will be kept until 10 years after the end of scholarship holder status.

4.3. Data management in connection with information letters related to Hungarian State Scholarships

4.3.1. Data are managed once you have been informed about its way appropriately. The legal basis of data management is the voluntary consent of the person concerned according to Article 6 (1) (b) of Regulation (EU) 2016/679 (General Data Protection Regulation) of the European Parliament and Council (EU).

4.3.2. The aim of data management is to get information about Hungarian State Scholarship opportunities of Tempus Public Foundation by the means of information letters.

4.3.3. The range of managed data:

- name
- e-mail address.

4.3.4. Your consent can be given when submitting your application if in the application form you tick voluntarily that you agree on to be contacted.

4.3.5. The length of data management: until the withdrawal of your consent. Your consent can be withdrawn anytime by sending a message to bilateral@tpf.hu

4.4. The data controller may not use the provided personal data for purposes other than those set out in these points.

4.5. The data controller does not verify the personal information you provide. The authenticity of the data given is your sole responsibility. When submitting your e-mail address, you also assume liability for being the sole user of the e-mail address provided. With respect to this liability, any entry from an e-mail address will be attributed solely to you as the person who registered the e-mail address.

5. THE DURATION OF THE DATA MANAGEMENT

The duration of the data processing is 10 years counted from submitting the final report to the entitled data controller in case of successful applications (controlling, follow up), and 5 years counted from the evaluation of the application in case of non-successful applications, and 3 years counted from end of the apply term by the non-finalized applications.

6. SCOPE OF PERSONS WITH ACCESS TO THE DATA, DATA TRANSFER AND DATA PROCESSING

6.1. It is primarily the Data Controller and its internal staff who are entitled to have access to the data in order to accomplish their employment duties. Besides the Data Controller, the following entitled persons are allowed to access to your data:

- the entitled Higher Education Institution where you apply. The entitled Higher Education Institution ensures that it processes your data within the framework of the GDPR.
- sending state and partners will use data for internal evaluation and they will also nominate the applicants according their internal rules and regulations
- the ministry who provides the financial support

6.2. Transmission in third country (outside the EU or the EEA)

Data Controller informs you that in case you are applying from a third country (outside the EU or the EEA), your personal data submitted in the application may be transmitted by Tempus Public Foundation to this third country as this may be necessary for the professional assessment of the application, as well as for the conclusion of the grant agreement between Tempus Public Foundation and yourself. The legal basis of this transmission is Article 46. (2) (a) of Regulation (EU) 2016/679 (General Data Protection Regulation). Tempus Public Foundation shall provide for the application process in accord with the above article. The application process is also in line with bilateral state agreements and with the practices established with the foreign partner state or organization. Tempus Public Foundation provides rights and effective legal remedies for you.

6.3. The Data Controller may use a Data Processor to operate the IT system.

Name of the Data Processor: Dream Group Plc.

Activity: to operate the application system, DreamApply

Details of the data processor's tasks:

The role of Dream Group Plc (provider of the DreamApply service) is to serve as data processor and therefore process personal data on behalf of Tempus Public Foundation. The Provider is receiving and processing the data for managing incoming applicants, students. The main purpose of the data processing

is managing Applicants and their applications to Tempus Public Foundation and the Hungarian Higher Education Institutions.

Categories of data in DreamApply:

1. User Data (personal data) of the Applicants: personal information necessary for submitting application(s) to the Institution – contact information, information about prior education and experiences on the field, identification information, information about language skills and other relevant info necessary for applying.
2. User Data (sensitive data) of the Applicants: sensitive data as such can be collected only about health. Health information may be collected only in occasions where it is absolutely necessary for fulfilling the contract with the Applicant or required by the law.

The subject matter of the processing:

The personal data transferred will be subject to the following basic processing activities:

1. application filing and processing within the Institution;
2. statistical reports gathering - only non-personalized data about the Applicants for research purposes (including for non-personalized statistics)
3. automatic requirements analysis;
4. offer and document generation;
5. during marketing activities collection of contacts, study interests and data about information channels.

The duration of the processing:

1. For detailed description of duration see point No 5 of this agreement. When Tempus Public Foundation orders DreamApply to delete the data, it will be automatically deleted also from back-ups during 15-45 days.

DreamApply:

1. shall follow and fulfil its obligations as a data controller set down in General Data Protection Regulation
2. processes the personal data only on documented instructions from Tempus Public Foundation, unless required to do so by law
3. guarantees to implement appropriate technical and organisational measures in such a manner that processing will meet the requirements of the General Data Protection Regulation (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 ensure the protection of the rights of the data subjects;
4. ensures that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality
5. shall notify Tempus Public Foundation without undue delay after becoming aware of a personal data breach.

7. THE RIGHTS AND RECOURSE TO LAW AVAILABLE TO THE PERSONS CONCERNED

7.1. You are entitled at any time to request information about your personal data managed by the Data Controller and may modify such data at any time by sending an e-mail request addressed to the contact details provided in Point 7.3.

7.2. At your request, the Data Controller must provide you with information regarding your personal data it manages, the data processed by the data processor entrusted by it, the source of such data, the purpose, legal basis and duration of the data management, the data processor's name, address and activities in connection with the handling of the data, the circumstances and effects of the data

protection incident, the measures taken to remedy the incident, and – in the case of transmission of the personal data – the legal basis and the recipient of the data transfer. The service provider must provide the requested information in writing within 30 days of the submission of the request.

The Data Controller - through its data protection officer - keeps a record to supervise and keep you informed of any measures taken in connection with the data protection incident including the scope of personal data concerned, the scope and number of persons affected by the data protection incident, the date, circumstances and effects of the data protection incident and the measures implemented in order to remedy the incident, as well as any other data specified in the laws governing the management of data.

7.3. You can exercise your rights via the following contact details:

E-mail address: adatvedelem@tpf.hu

You may contact the Data Controller's data processing officer with any questions or observations regarding the processing of data via the contact details provided in Point 7.3.

7.4. You are entitled at any time to request the correction of any incorrectly recorded data. You are allowed to change your data within the application system. If any difficulty occurs TPF customer service corrects the data within one month of the receipt of the request at bilateral@tpf.hu email address.

7.5. The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- (a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- (b) the data subject withdraws consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;
- (c) the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);
- (d) the personal data have been unlawfully processed;
- (e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- (f) the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).

7.6. In case of complaint, you may apply to the

National Privacy and Information Authority (1055 Budapest, Falk Miksa utca 9-11., www.naih.hu).

7.7. If you have provided third-party data for the use of the service, the Data Controller is entitled to seek damages from you. In such cases, the Data Controller must provide all available assistance to the competent authorities for the purpose of establishing the identity of the infringing person.

8. OTHER PROVISIONS

8.1. In all cases where the Data Controller intends to use the data provided for purposes other than the purpose of the original data collection, it will notify and obtain from you your prior express consent, and will provide you the opportunity to prohibit such use.

8.2. The Data Controller undertakes to ensure the security of the data, to implement technical measures to ensure the protection of the recorded, stored or managed data, and to do everything in its power to prevent the destruction, unauthorized use and unauthorized alteration of the data. The Data Controller also undertakes to call on any third party to whom the data may be transferred or handed over to comply with these obligations.

8.3. The Data Controller reserves the right to unilaterally modify the rules and information on its website regarding the management of data.

Annex 1. Application form

In connection with your application, we will manage the personal data from your

Profile

Given name
Family name
Middle name
Previous family name
Mother's given name
Mother's previous family name
Gender
Citizenship
Double citizenship
Country of residence
Identification document type
Passport: Number
Passport: Issue date
Passport: Expiry date
Passport: Country of issue
ID-card: Number
ID-card: Issue date
ID-card: Expiry date
ID-card: Country of issue
Date of birth
Country of birth
Place of birth
Formal photograph

Contacts

Email
Address: Street address
Address: House number
Address: City, town, village
Address: Region, province, county
Address: Postal code
Address: Country
Correspondence: Street address
Correspondence: House number
Correspondence: City, town, village
Correspondence: Region, province, county
Correspondence: Postal code
Correspondence: Country
Telephone: Mobile
Emergency contact: Name
Emergency contact: Email
Emergency contact: Telephone

Emergency contact: Relation to you
Skype

Education

Level of education
Official name of school / university / institution
Programme name
Scientific discipline
Status of studies
Start of studies (year & month)
(Expected) graduation (year & month)
Mode of study
Financing source
Country
City
Study location
Study language

Languages

Native language
Foreign language
Foreign language: Proficiency
Foreign language: Studies / experience
Foreign language: Language test, date, additional information
Foreign language: Test and score
Native language 2. (if any)

Employment

Employer (company name)
Type of business or sector
Occupation or position
Your responsibilities, acquired skills and competences
From (month & year)
To (month & year)

Activities

Nature of your activity
Organisation name
From (month & year)
To (month & year)

Residences

Country

Purpose of stay
From (month & year)
To (month & year)

Other

Other relevant information

How did you receive information about the Scholarship Programme? (e.g. higher education institution, associate of diaspora organisation, parents etc.)

Suggestions for spreading the word about the scholarship opportunity