Privacy Notice

For additional financial support for students participating in mobility abroad in the CEEPUS program

The purpose of this Privacy Notice is to present the data management in a transparent manner to the data subjects (based on GDPR Preamble (39) and Article 5(1)(a)). The purpose of this document is to provide information on the data protection and data management principles applied by Tempus Public Foundation.

Name and contact details of the Data Controller:

Name of the Data Controller: TEMPUS Public Foundation
Registered Office: 1077 Budapest Kéthly Anna tér 1.
Contact address: 1077 Budapest Kéthly Anna tér 1.
Telephone number: +361-237-1300
Email address: adatvedelem@tpf.hu
Data protection officer: dr. Gábor Ugrai
Place of data processing: 1077 Budapest Kéthly Anna tér 1.

Legal basis for processing: The legal basis for processing is Regulation 2016/679 of the European Parliament and of the Council (EU) on the protection of individuals 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/GDPR). The legal environment in Hungary is set out in the Hungarian Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information. (Info. tv.).
The data subjects have given their consent to the processing of their personal data for one or more specific purposes **in accordance with Article 6(1)(a) and Article 9(2)(a) of the GDPR.**

Description of the processing: The higher education institution and Tempus Public Foundation are launching a call for applications for additional financial support for higher education students with fewer opportunities who have been awarded a CEEPUS mobility grant. The aim of the additional financial support for students with fewer opportunities is to provide equal opportunities for outgoing students with health, cultural, social, economic or geographical barriers to participate in CEEPUS higher education mobility through additional support.

The persons concerned and the personal data processed:
a.) Data subjects: higher education students, witnesses, guardians, parents, those issuing the certificates related to the application for additional financial support, CEEPUS coordinators
b.) Scope of personal data processed:
- name of the applicant student,
- place of birth,
- date of birth,
- birth name of the applicant student,
- permanent address,
- place of residence,
- OM number,

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Internet: www.tka.hu | www.ceepus.hu

- mother's name,
- e-mail address
- telephone number
- betegségének vagy fogyatékosságának ismertetése,
- kórtörténeti összefoglaló,
- a kórtörténeti összefoglalót kiállító orvos neve, elérhetősége,
- name of national/ethnic minority
- witness name, address
- number of dependent children
- eltartott gyermekek neve, születési helye, ideje
- name, date and place of birth, address, signature of parent
- highest level of education of parent,
- copy of document certifying level of education,
- name, date and place of birth, address, signature of guardian
- highest level of education of guardian
- copy of document certifying level of education
- copies of birth certificates
- description of any change in social circumstances,
- orphan, half-orphan,
- full-time or part-time student
- pályázati koordinátor neve, e-mail címe

Source of personal data: personal data are obtained directly from the data subject by the controller, with the data subject's consent.

Purpose(s) of the processing: to verify the eligibility of the additional financial support to be used, to monitor the financial and professional follow-up, to prepare reports necessary to fulfil reporting obligations of the higher education institution and Tempus Public Foundation, to prepare information material, to carry out research surveys.

Duration of data processing: 10 years, based on legal obligations.

General data protection policy:
Personal data may be processed only for specified purposes, for the exercise of a right and for the performance of an obligation. The processing must comply at all stages with the purpose of the processing.
Only personal data that is necessary for the purpose of the processing and that is adequate for the purposes for which it is processed may be processed. Processing must be carried out only to the extent and for the duration necessary to achieve the purpose.
The personal data shall retain this quality during the processing for as long as the relationship with the data subject can be re-established. The link with the data subject may be re-established if the controller has the technical conditions necessary for such re-establishment.
In addition to the purpose of the processing, clear and prior information must be disclosed as to who will process the data.
The storage of the data must be carried out in a secure manner proportionate to the purpose of the processing and for the time necessary for the purpose of the processing.
The controller and the processor shall ensure the security of the data and shall take the technical and organisational measures and establish the procedural rules necessary to enforce the relevant legal provisions.
These requirements shall be laid down in the internal policy of the controller.

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Data quality:
Requirements for personal data in the processing:

a) data must be obtained and processed fairly and lawfully.

b) data must be stored only for specified and legitimate purposes and must not be used otherwise.

c) the data must be proportionate to, and compatible with, the purpose for which they are stored and not excessive in relation to that purpose.

d) the data must be accurate and, where necessary, timely.

e) the data must be stored in a manner which permits identification of the data subject for no longer than is necessary for the purpose for which the data are stored.

The Controller shall permanently erase personal data at the request of the Data Subject, irretrievably, where one of the following grounds applies:

a) the personal data are no longer necessary for the purposes for which they were collected or otherwise processed;

b) the data subject withdraws his or her consent and there is no other legal basis for the processing;

c) the data subject objects to the processing;

d) the personal data have been unlawfully processed;

e) the personal data must be erased in order to comply with a legal obligation under Union or Member State law to which the controller is subject.

Access to data:
Access to personal data recorded during the processing of personal data (as defined in the law and in this notice) is available to authorised and designated staff of the controller in a regulated and traceable manner for a period of time.

Transfers to third countries or international organisations:
There will be no transfers to third countries.

Transfers to public authorities:

The National Security Service, the police, the law enforcement authority, the prosecution service and the courts may request personal data for the performance of their statutory national security, law enforcement or judicial tasks. The controller is required by law to comply with the request of the authorities. Transfers may be made to third parties, but only with the prior written consent of the data subject and after having been provided with the full information on data processing.

Data security measures:
Tempus Public Foundation, as Data Controller, declares that it has implemented appropriate administrative, technical, IT and mechanical security measures in order to protect the personal data processed against unauthorised access, alteration, disclosure, deletion or destruction, accidental destruction or accidental damage and against inaccessibility resulting from changes in the technology used.
The controller has ensured that its employees who have access to data have been adequately informed about data protection requirements and have received data protection training.
The controller does not transfer personal data to third parties. This does not apply to any mandatory data transfers required by law.
The controller shall take appropriate security measures to protect personal data stored in automated data files against accidental or unlawful destruction or accidental loss, access, alteration or dissemination. The controller shall take into account the state technological development when defining and implementing data security measures.

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Rights of data subjects:

The right to prior information *(Article 13 GDPR):* the data subject has the right to be informed of the facts relating to the processing before the processing starts, which is the purpose of this notice.

The right of access *(Article 15 GDPR):* to have access to his/her personal data and to information relating to the processing of those data, upon request,
The data subject may request information from the controller in writing, using the contact details provided, in order to inform the data subject:

- which personal data,
- on what legal basis,
- for which purposes,
- from what source,
- for how long,
- to whom, when, under what law, which personal data the controller has given access to or to whom the personal data have been transferred.

The Controller shall comply with the data subject's request within a maximum of thirty days by electronic mail to the contact details provided by the data subject.

The right to rectification *(Article 16 GDPR):* at the request of the data subject and in the other cases of personal data as set out in this Chapter, the controller must rectify, update or supplement the data subject's personal data. The data subject may request in writing, via the contact details provided, that the controller amend any of his or her personal data (for example, he or she may change his or her e-mail address at any time). The controller will comply with the request within a maximum of thirty days. The data subjects will sign a declaration in which they provide their personal data. If there is a change in these data, they will be asked to fill in a new declaration.

The right to be forgotten (erasure) *(Article 17 GDPR):* where the personal data are no longer necessary for the purposes for which they are processed for the purposes for which they were collected, or where the data subject withdraws his or her voluntary consent, or where the processing of the data is unlawful or requires erasure by law, the data subject has the right to obtain, in writing through the contact details provided, the erasure of his or her personal data by the controller without undue delay.
The controller will refuse a request for erasure if the request is unfounded or excessive or if the controller is required by law to retain the personal data. This is the case, for example, if the time period for archiving laid down in the internal rules has not yet elapsed. However, in the absence of such an obligation, the controller shall comply with the data subject's request within a maximum of thirty days and shall notify the data subject by sending an e-mail to the contact details provided by the data subject in order to facilitate the implementation of the notification obligation (Article 19 GDPR).

The right to restriction of processing *(Article 18 GDPR):* at the request of the data subject and in additional cases provided for by law, the controller shall restrict the processing of personal data where the data subject contests the accuracy of the data processed, or where the processing is unlawful, or where the data subject has a legitimate interest to protect and needs the data, or where the data subject has objected to the processing.

The right to data portability *(Article 20 GDPR):* where the legal basis for processing is based on voluntary consent or a contractual legal basis and the processing is carried out by automated means,

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the data subject has the right to obtain the personal data relating to him or her that he or she has provided to a controller in a structured, commonly used, machine-readable format.
In exercising the right to data portability, the data subject shall have the right to request, where technically feasible, the direct transfer of personal data between controllers.

The right to object *(Article 21 GDPR):* the data subject may object in writing, on grounds relating to his or her particular situation, through the contact details provided, to processing where the controller unlawfully processes, transfers or uses the personal data (for example, for direct marketing, public opinion polling or scientific research).

Legal remedies, enforcement options

Tempus Public Foundation undertakes to respond to and inform the data subject of any request concerning data management and data protection without delay, but no later than thirty days from the date of receipt of the request. If necessary, taking into account the complexity of the request and the number of requests, this time limit may be extended by a further sixty days, but in this case Tempus Public Foundation shall inform the data subject of the fact of the extension within thirty days of receipt.
In the case of e-mail, the date of receipt shall be deemed to be the first working day following the date of dispatch. Data subjects may request information on the processing of their personal data from Tempus Public Foundation as data controller at any time in writing, without further formalities, **by one of the following means:**

- **• by registered post sent to the registered office of Tempus Public Foundation,**
- **• and by e-mail to adatvedelem@tpf.hu**

In the event of a potential violation of his/her rights, the data subject may initiate an investigation by The National Authority for Data Protection and Freedom of Information pursuant to Article 22 a) of Act CXII of 2011 (Info Act) and may request the Authority to initiate a data protection authority procedure pursuant to point b).

The National Authority for Data Protection and Freedom of Information

postal address: 1363 Budapest, PO Box 9.
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Phone: +36 (1) 391-1400
Fax: +36 (1) 391-1410
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The data subject may take legal action to enforce his or her rights under Article 23 of the Info Act.

Budapest, June 2023.

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