

DATA PROCESSING NOTICE

APPLICATION FOR THE SCHOLARSHIP PROGRAMMES OF THE CORVINUS INSTITUTE FOR ADVANCED STUDIES (CIAS)

1. NAME OF THE DATA CONTROLLER

Corvinus University of Budapest (hereinafter: CORVINUS or University)

Address: 1093 Budapest, Fővám tér 8.
Website: <http://uni-corvinus.hu>
Data Protection Officer: dr. Balázs Locsmándi
Email: adatvedelem@uni-corvinus.hu

2. LEGISLATION ON WHICH THE DATA PROCESSING IS BASED

- 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: GDPR);
- Act CXII of 2011 on the right of informational self-determination and the freedom of information;

3. SUBJECT OF DATA PROCESSING, DATA SUBJECTS

Within the "Institute for Advanced Studies", the University offers scholarships to nationals of any country to support various research activities. The present Data Processing Notice provides the relevant circumstances on data processing in the context of application in accordance with Article 13 of the GDPR. The data subjects are natural persons who apply to the University.

personal data	purpose of data processing	legal grounds for data processing	duration of data processing
<ul style="list-style-type: none">• name,• title,• date of birth,• place of birth,• e-mail address,• phone number,• postal address, if different from the place of stay	identification of the data subject, communication	the voluntary consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR	until the consent is withdrawn, but no later than 30 working days after assessing the application.
<ul style="list-style-type: none">• place of stay,• nationality	in the case of non-Hungarian nationals, preparation of the application for a residence permit, tax number and TAJ (social security) number in	the consent of the data subject pursuant to Articles 6(1) and 7 of the GDPR	until the consent is withdrawn, but - in the case of an unsuccessful application - no later than 30 days after the application has been assessed,

	view of the duration of the administration		- if the application is successful, until the conclusion of the contract for the scholarship programme,
<ul style="list-style-type: none"> • curriculum vitae, • name and location of current job, • current position, • data on diploma, • professional recognitions, prizes, • study trips, research grants in the past 5 years, • research field, • papers/publications listed by the data subject, • information on whether the data subject has benefited from a research scholarship, • elected scholarship category, • title and brief summary of the research project • disciplines indicated by the data subject, • the preferred duration of the scholarship 	assessment of application	the consent of the data subject pursuant to Articles 6(1) and 7 of the GDPR	until the consent is withdrawn, but no later than 30 working days after the assessment of the application

4. ACCESS TO DATA AND TRANSFER OF DATA

The data may be accessed by the staff members of CORVINUS involved in the assessment of applications, in particular the staff members of CIAS, for the purpose of carrying out their tasks and to the extent necessary therefor. The University will only disclose data to third parties on the basis of a legal authorisation or with the consent of the data subject.

5. ENGAGING A DATA PROCESSOR

The provider of Microsoft Forms, Microsoft Ireland Operations Limited, is the data processor of CORVINUS, Attn: Data Protection Officer, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland. Phone: +353 1 706 3117

6. DATA SECURITY MEASURES

Once the application is submitted, the University stores personal data on the University servers. The University shall take appropriate measures to ensure that personal data are protected against, inter alia, unauthorised access, and to ensure the continued confidentiality, integrity, availability and resilience of the systems and services used to process personal data, and the ability to restore in a timely manner access to and availability of personal data in the event of a physical or technical incident.

7. RIGHTS IN RELATION TO DATA PROCESSING

The data subject has the right to request information about the data processing, the right to obtain rectification of data, the right to obtain blocking (restriction of data processing) as well as to request the data processor to provide him/her information on his/her personal data and information relating to the processing thereof. The data subject may request the porting of his/her data if the conditions laid down in Article 20 of the GDPR are met. The data subject may withdraw his/her consent at any time. Withdrawal of consent does not affect the lawfulness of the data processing that took place before the withdrawal. Withdrawal of consent will mutatis mutandis imply the end of the application process. The data subject may request the erasure of his/her data if the conditions laid down in Article 17 of the GDPR are met. The data subject may exercise his or her rights under this paragraph by sending a request to the adatvedelem@uni-corvinus.hu e-mail address.

8. LEGAL ENFORCEMENT IN RELATION TO DATA PROCESSING

In the event of unlawful data processing, the data subject may refer the matter to the CORVINUS Data Protection Officer, the National Authority for Data Protection and Freedom of Information (NAIH) or a court.

Data Protection Officer's email address: adatvedelem@uni-corvinus.hu
NAIH contact details (<https://naih.hu/uegyfelszolgalat,--kapcsolat.html>): address: 1055 Budapest, Falk Miksa utca 9-11.; postal address: 1363 Budapest, Pf: 9; phone: +36 (1) 391-1400; fax: +36 (1) 391-1400; email address uegyfelszolgalat@naih.hu; web <https://naih.hu/>.

In the event of court proceedings, the Budapest Metropolitan Court (Fővárosi Törvényszék) shall have competence. The action can also be brought before the court of the place of residence (the contact details of the courts can be found at the following link <http://birosag.hu/torvenyszekek>).