

ELTE International Strategy Office aims for a careful treatment of the personal data of everyone who works, studies or participates in research or other programs here. That aim should be the standard. The new privacy rules are crucial in this regard. The regulation is furthermore aligned to our objective to offer education and research at the highest level, as well as to our ambition to be a good employer and the underlying principle of pursuing sustainability in everything we do.

ELTE International Strategy Office processes personal data and uses cookies for this website. In this Privacy Statement, we inform you about the purposes for which personal data are processed, how you can exercise your privacy-related rights and provide other information that may be of interest to you.

This Privacy Statement applies to all activities (including the activities via the website) of **ELTE International Strategy Office**. Per topic, the Privacy Statement provides the most relevant information.

ELTE International Strategy Office handles personal data with care and acts within the limits of the law, i.e. the General Data Protection Regulation (**GDPR**) and the Hungarian data protection regulations, especially the Act CXII of 2011, on Informational Self-determination and Freedom of Information.

1. RESPONSIBLE PARTY AND RESPONSIBILITY

ELTE International Strategy Office is the responsible party within the meaning of the GDPR. ELTE IBE believes it is essential that the personal data of its students, researchers, employees and visitors are handled and protected with the utmost care. We also want to be open and transparent about the way in which your data is processed by us. That is why we have explained this process in detail below. Our first priority is to comply at all times with the requirements set out in the GDPR.

2. FOR WHAT PURPOSES DOES ELTE IBE PROCESS YOUR PERSONAL DATA?

Regarding the Registration Process, the personal data collected from you are used by **ELTE International Strategy Office** for operational management and for the proper performance of its legal tasks and duties for education and research, especially of our Summer University events. The most important processes for which **ELTE International Strategy Office** uses personal data are:

A. **Program administration and educational support:** student administration, internal and external provision of information, recording of results, issuance of certificates, diplomas and degrees, formation and performance of agreements with students, customer involvement, relationship management and marketing, health, safety and security, organisational analysis, development and management reporting,

substantiation for accreditation reviews, advice and guidance, handling of disputes, ability to perform an accounting audit.

B. Operational management and finances: financial administration, management of purchasing and payment systems, performance and management of procedures specifically focused on IT, legal affairs and other operational matters; personnel management, internal and external provision of information.

3. WHOSE PERSONAL DATA IS COLLECTED BY ELTE INTERNATIONAL STRATEGY OFFICE?

In the above-mentioned processes, UU collects data from different categories of data subjects. These include:

- Students
- Prospective students, potential students
- Alumni
- Employees, including PhD candidates and applicants
- External parties, including temporary employees
- Visitors to the website(s)
- Research subjects
- Summer University Applicants
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4. WHAT KIND OF PERSONAL DATA DOES ELTE INTERNATIONAL STRATEGY OFFICE COLLECT?

In each process, different types of personal data are collected. The most common data are:

- Name, address and place of residence
- Bank account number (IBAN)
- Telephone number
- Date of birth
- Gender
- Email address
- Interaction data (e.g. cookies or information received when you contact us)
- Images (photos and videos)
- Degree program information, study progress and study results
- Surf and click behavior
- Research data

ELTE International Strategy Office collects (personal) data directly from you, but in some cases **ELTE International Strategy Office** also receives personal data via third parties, insofar as this is in accordance with the law.

5. GRANTING AND WITHDRAWAL OF PERMISSION

ELTE International Strategy Office offers various activities that can only be carried out by using your personal data. Examples of such data include your email address for the purpose of sending a newsletter or promotional emails or your study characteristics for conducting research. Your data will only be used if you give explicit permission for this. You will always be informed of the purposes for which your data will be used, what type of data this concerns and to whom these data will be provided. If you have granted **ELTE International Strategy Office** permission for using your personal data, you may always withdraw this permission at a later date.

How does ELTE INTERNATIONAL Strategy Office ensure the confidential handling of personal data?

ELTE International Strategy Office treats personal data as confidential. We take appropriate technical and organizational measures to protect personal data. UU will only share personal data in accordance with this Privacy Statement and only with third parties if this is lawful and done with care.

6. DATA SHARING WITH THIRD PARTIES

Your personal data will not be rented, sold or otherwise shared with or provided to third parties. UU may share your (personal) data with third parties if you have given permission for this yourself or if this is necessary for the performance of the agreement.

ELTE International Strategy Office provides personal data to enforcement authorities or anti-fraud organizations when this is necessary for complying with a legal obligation.

7. TRANSFER OF YOUR DATA OUTSIDE THE EU

Your personal data will not be transferred outside the EU.

8. HOW LONG ARE THE DATA STORED?

ELTE International Strategy Office stores your personal data in accordance with the GDPR. The data will not be stored longer than is strictly necessary to achieve the purposes for which the data have been collected.

How can you access, rectify or erase your data?

You are entitled to submit an access or rectification request to the **ELTE International Strategy Office**. When making this request, please indicate clearly that this relates to an access or rectification request based on the GDPR. You may also request that your

data be erased, although this is only possible insofar as this allows **ELTE International Strategy Office** to continue to fulfil its legal obligations, such as the legal retention period. Please note that you may be asked to provide a copy of a valid ID so that your identity can be verified.

Send your request to the email address zsuzsanna.csuja@rk.elte.hu, clearly mentioning the type of request in the subject line of your mail.

You may also submit a complaint to the Dutch Data Protection Authority regarding the use of your data.

9. TECHNICAL SECURITY

To optimally protect your personal data against unauthorized access or unauthorized use, UU applies appropriate security technology. Any apparent or actual misuse of data will be reported to the relevant law enforcement authorities. In addition, **ELTE International Strategy Office** takes organisational measures to protect personal data against unauthorized access.

QUESTIONS

Do you have any specific questions or comments about our Privacy Statement based on this information? If so, do not hesitate to get in touch with us. You may either use the contact form on the website or send a message to zsuzsanna.csuja@rk.elte.hu. The **ELTE International Strategy Office** Data Protection Officer can also be reached via this email address.

PRIVACY STATEMENT VERSION

This Privacy Statement was last modified on 02 February 2024. **ELTE International Strategy Office** reserves the right, where necessary, to make changes to the Privacy Statement.