

PRIVACY STATEMENT CENTRAL EUROPEAN UNIVERSITY - STUDENT ENGAGEMENT OFFICE -

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")¹. This Privacy Notice relates to the collection, use, transfer, and retention of personal data.

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1 WHO ARE WE?

CEU GmbH ("CEU PU")
Quellenstraße 51
1100 Vienna, AUSTRIA

The Student Engagement Office supports civic commitment activities at CEU.
The 4 main functions of the office are as follows:

1. Civic engagement and connecting CEU with the Austrian and Hungarian community
The office coordinates, assists in, and initiates broader civic engagement projects intended to benefit the larger Austrian and Hungarian community. Such projects will involve members of all CEU internal constituencies (students, faculty, and staff).
2. Student leadership and engagement The office undertakes and supports outreach and service projects specifically for students, in addition to working on student events and with the Student Union.
3. Dedicated human rights education and related activities The Office focuses on youth involvement, education and active student participation. It promotes social engagement through awareness raising and capacity building.
4. Arts and Culture The aim is to stir culture-related debate within the university, and to provide the CEU community with an inspiring artistic program that would bring together students from all disciplines, academic staff, Vienna and Budapest citizens.

¹ 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.

2 WHAT ARE OUR PURPOSES TO COLLECT YOUR PERSONAL DATA?

Description of the processing activity: The Student Engagement Office plans and hosts civic engagement projects, community building events and activities, outreach and service projects and workshops and offer volunteering activities for the CEU community throughout the academic year.

We also work together with students on different aspects of student experience at CEU. Our office supports CEU's diverse student body by providing opportunities for leadership development, community involvement, and a variety of student life activities.

Most of our activities and events require registration. Sign up forms are sent electronically through which registrants can express their interest to participate.

Categories of personal data concerned: Name, contact details (e-mail address, phone number), event related specific information (e.g. personal preference, past experience)

Legal basis for the processing: The legal basis for data processing is the legitimate interests pursued by CEU under Article 6 (1) (f) GDPR.

Retention period: 10 days after the end of the event, the personal data provided on the form will be deleted.

Recipients or categories of recipients: Colleagues at the Student Engagement Office. No personal data is share with other members of the CEU Community or external partners.

3 WHAT ARE YOUR RIGHTS?

- **Access** your personal information – you can obtain a confirmation that we are processing your data and information how we process it. We suggest that you make a request in writing.
- **Object** to the processing of your personal information – this allows you to ask us to stop processing your data at any time. Where we rely on legitimate interest, you must give specific reasons why you are objecting the processing of your data. In this case this is not an absolute right, we can demonstrate compelling legitimate grounds for processing, which override your interests, rights and freedoms. Where we are processing personal data for scientific or historical research, or statistical purposes, you only have a right to object if our lawful basis for processing is legitimate interest.
- **Rectify** – you have a right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- **Erase** (also known as the right to be forgotten) – in certain circumstances you can ask for the data we hold about you to be erased from our records. Your personal data will be erased where the data are no longer needed for their original processing purpose, or you have withdrawn your consent and there is

no other legal ground for processing, or you have objected and there are no overriding legitimate grounds for the processing, or erasure is required to fulfill a statutory obligation under the EU law or the right of the national law.

- Request **data portability** – you can ask to have the data we hold about you transferred to another organization.
- **Restrict processing** your personal information – where certain conditions apply you have a right to restrict the processing of your personal information
- **Withdraw consent** at any time – without affecting the lawfulness of processing based on consent before its withdrawal.

If you wish to exercise any of these rights, please email privacy@ceu.edu or write to us at Quellenstraße 51, 1100 Vienna.

We will make every effort to fulfill your request to the extent allowed by law and will respond within 1 month of receiving your request.

You also have the right to lodge a complaint with the relevant national authority, the contact details are as follows:

AT	HUN
Austrian Data Protection Authority Barichgasse 40-42 1030 Vienna, AUSTRIA Phone: +43 1 52 152-0 E-Mail: dsb@dsb.gv.at Web: www.dsb.gv.at	Hungarian Data Protection Authority Falk Miksa utca 9-11 1055 Budapest, HUNGARY Phone: +36 (30) 683-5969 E-Mail: ugyfelszolgalat@naih.hu Web: https://naih.hu/

In addition to the legal remedy, you have the right to apply to the court against the activities of the Joint Data Controllers.

4 SECURITY OF YOUR INFORMATION

We are committed to holding your data securely and treating it confidential. 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.

5 FUTURE CHANGES

If our information policies or practices change at some time in the future, we will post the changes on Privacy [Website](#).