

PRIVACY STATEMENT CENTRAL EUROPEAN UNIVERSITY - STUDENTS-

In this document you find a detailed description of the data processing activities performed by Central European University. 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"). This Privacy Notice relates to the collection, use, transfer, and retention of personal data. Please find other relevant Privacy Notices and more information at <https://www.ceu.edu/privacy>.

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1 WHO ARE WE?

CEU GmbH ("CEU")

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1100 Vienna, AUSTRIA
<https://www.ceu.edu/privacy>
privacy@ceu.edu

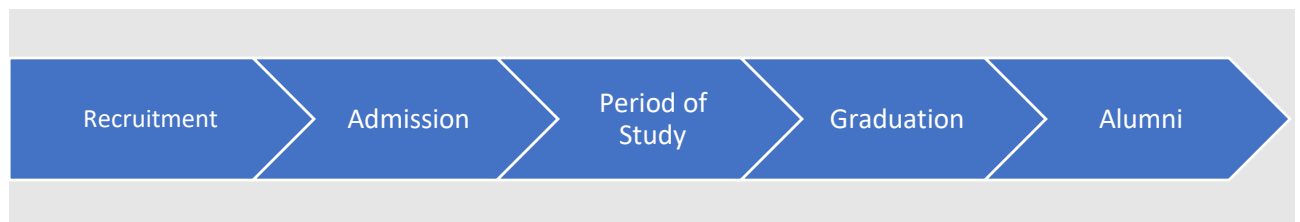
CEU New York ("CEU NY")

224 West 57th street
New York, NY 10019, USA

hereinafter collectively referred to as "**Joint Data Controllers**"

CEU NY is seated in New York, but only employees who reside within the EU may access personal data on a need-to-know basis. In general, no student data is transferred to the United States. Whenever we need to transfer your data to the United States, e.g. to grant you a US diploma, we will ensure that adequate safeguards are in place.

2 WHAT ARE OUR PURPOSES TO COLLECT YOUR PERSONAL DATA?



Processing Activity		Purpose	Personal Data	Legal Basis (Art 6 GDPR)	Retention Periods
2.1 Recruitment					
Online and printed inquiry form		Collecting personal data of prospective students for creating a database in order to send them personalized communications	<u>Contact Details</u> First Name Last Name E-mail Address Phone Address Country of residence Citizenship Year of interest Date of birth Academic interest Degree level of study Name of Partner	Consent	Please see Chapter 3
Registration for events, webinars, group visits, CEU Open House etc.)	Sending personalized communications				
Direct questions via e-mail and form		Responding to e-mails	First Name Last Name E-Mail address E-Mail content Citizenship Academic Interest	Consent	
Student interns volunteering with the Student Recruitment Office		Administration of student interns, and other volunteers who support activities of STRO Communicating and assigning projects to them	<u>Contact Details</u> First Name Last Name E-mail Address Phone Address Citizenship Academic Interest	Contractual necessity	

		Citizenship Department, Program		
Statistical Reporting of prospective students	Statistical reporting	Name of high school Citizenship Academic Interest	Legitimate Interest	
Booking system for individual consultation sessions	Individuals can book time slots	First Name Last Name E-mail Address Academic Interest Citizenship Planned year of study	Consent	
Event Photo and video	Internal documentation and publishing on social media	Photo, Video	Legitimate Interest	
Testimonial	Data collection for testimonials. Will be used for publication.	First Name Last Name E-mail Address Academic Interest	Consent	
2.2 Admission				
General Admission and Application Process	- Managing the application and selection process - The exercise of rights and fulfilment of obligations by applicants - The maintenance of the records	<u>Personal Details</u> (Title; First/Given Name; Middle Name; Other Middle Names; Last/Family Name; Preferred name First/Given Name at Birth; Gender;	Legal obligation - Education documentation Act (Bildungsdokumentationsgesetz) - Private University Act (Privatuniversitätengesetz) - Research Organisation Act	Please see Chapter 3

	- The determination, assessment and certification of eligibility for the benefits granted pursuant to the higher education institution's rules	Preferred Gender; Date of Birth; Country of Birth; City of Birth; Citizenship; Dual Citizenship; Country of Permanent Residence; Identity Document; Identity document of Legal Guardian; Student ID Card). <u>Contact Details</u> (Proof of permanent residence and mailing address(es) Line 1; City; County /State/Province; Postcode; Country; Phone; E-mail Address; Online Service.) <u>Qualifications</u> (Country; Institution/School/Co llege/Other; Qualification; Subject; Completion; Start Date of study program; admission; (Expected) End Date; (Expected)	(Forschungsorganisati onsgestz) - Higher Education Quality Assurance Act (Hochschul- Qualitätssicherungsges etz) - Student Union Act (Hochschülerinnen- und Hochschülerschaftsges etz 2014) Consent, where indicated in the forms Contractual necessity, where no legal obligation applies	
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		Graduation Date; certifying documents, English Language Qualifications; Other Supporting Documents) CV/Resume Motivational Video <u>Employment details</u> (Current role, Job title, Employer name and country, Type of employment, Start and end date of employment, Previous employment related information) <u>Writing Requirements</u> Account registration (e-mail address, password)		
Referees and/or person indicated by referee	asking their professional evaluation about the eligibility of applicants,	Title; First/Given Name; Last/Family Name; Position; Institution/Company	Contractual necessity or Consent	

	sending them application related information	; E-mail Address; Country of referees		
Accounting	documentation required for accounting purposes	Personal Details Title; First/Given Name Middle Name; Other Middle Names; Last/Family Name, Contact Details (Address Line; City; County /State/Province; Postcode; Country) Bank account number (in case of bank wire transfer)	<u>Legal obligation</u> - Section 132 Federal Fiscal Code (Bundesabgabenordnung) - Sections 190 and 212 Commercial Code (Unternehmensgesetzbuch)	
Disability	providing of equal treatment providing assistance granted pursuant to law and the higher education institution's rules for organisation and operation of selection process	Disability Data	Consent	
Review of Applications	formal review of applications academic evaluation of applicants	Application documents	Contractual necessity	
Communication with Applicants	communication with applicants	<u>Contact Information</u>	Legitimate Interest	

	sending official documents (confirmation letter for visa purposes, acceptance letter for other purposes, etc.)	(Name, e-mail address, permanent/temporary address, mailing address)		
Program-specific tests https://www.ceu.edu/admissions/faq#testing (Name, e-mail address, test results Application Checklist Central European University (ceu.edu) section 5+6)	program-specific testing for pre-selected candidates	Name, e-mail address, test result	Contractual necessity	
Interviews	conducting personal or Teams/Zoom interview	Application documents, notes taken during interviews	Contractual necessity	
Assessment of applications Waiting list notification Notification of rejected candidates	final ranking of candidates notification of placement on the waiting list notifying unsuccessful applicants about admissions decisions	Application documents and, if applicable, the program-specific exams or interviews Name, e-mail address, result	Contractual necessity	
Study agreement including financial aid offer	notification for successful applicants	Name, department, conditions of the Study program)	<u>Legal obligation</u> - Education documentation Act (Bildungsdokumentationsgesetz) - Private University Act	

			(Privatuniversitätengesetz)	
			Contractual necessity	
Confirmation of Acceptance	confirmation of acceptance issued for visa and other miscellaneous purposes	Name, Address, Contact Information, Date of Birth, Place of Birth, Citizenship	<u>Legal obligation</u> Section 64 (1) (2) Settlement and Residence Act (Niederlassungs- und Aufenthaltsgesetz)	
Statistical Purposes	To evaluate and improve the student recruitment strategy and provide data-driven business decisions for future activities and resource allocation.	Citizenship, academic year, department, program, application submission date, email campaign engagement metrics, channel and source of inquiries, events attendance records, admission and enrollment records	Legitimate interest, quality assurance	
Health insurance registration	Expat & Co health insurance registration	The data we share with Expat & Co are name, nationality, birth date, gender, private email address and program code.	Legitimate Interest of CEU to have insured students Opt-Out possible.	
Newsletter	Newsletter Communication	E-Mail-Address (CEU)	Legal obligation to stay in contact for enrolled Students	

2.3 Period of Study				
Student File, Processing of Data for educational purposes	When you are enrolled to CEU, you become a member of the CEU Community entitled to the rights and bound by the obligations of a student following bachelor, master, doctoral or non-degree program at CEU. Your student progress must be strictly recorded by CEU and reported to Austrian or Hungarian state institutions in line with the mandatory legal provisions. This includes retention of certain information on your study program, credentials, examination, data, academic papers, tuition fee data, mobility data, application, and use of the student number ("Matrikelnummer") that will be officially assigned to you. Moreover, CEU is obliged to operate its own Student Directory ("Evidenz der Studierenden"). <u>Third party sources of personal data:</u> We generate your student number in cooperation with the "data network of Austrian universities and colleges",	Name, student number, exam data, exam protocols, if applicable study entrance exam ("Studienberechtigungsprüfung"), exam name, topic of the scientific or artistic thesis, ECTS-points, evaluations, names of the examiners or reviewers, dates of exams and/or evaluations and other data regulated by legal provisions.	<u>Legal obligation</u> - Section 3 (10), (11) Private University Act (Privatuniversitätengesetz) - Section 53 University Act (Universitätsgesetz 2002)	at least 80 years after termination of student status.

	unless you already have a student number.			
Enrollment, Study Agreement	When you accept the offer that CEU made for you and approve the Study Agreement you agree to be informed on the fact that at CEU we may collect, use, store, report the personal data you submit to us and/or the data that is generated during your studies for the fulfillment of your Study Agreement apart from the data managed under any legal provisions.	Name, name at birth, citizenship, place/date of birth, (permanent) address in Austria, address abroad, private email address and/or student e-mail address, study program department/unit, supervisor, social security data, tax number, bank account information, signature, approval date.	Performance of a contract	Personal data processed for this purpose will be stored in your personnel file and will be retained for a period of 5 years after the termination of your student status, or longer, if necessary, for the establishment, exercise or defense of legal claims.
Student Directory	CEU is required to operate a Student Directory for the	title, first name, family name, preferred name, photograph, date of	<u>Legal obligation</u> Section 2 (1) (2) (d) and (5), Section 2 (3), Section 3	We delete your social security number or

	enforcement of the Private Universities Act. <u>Recipients:</u> Bundesanstalt "Statistik Österreich" (Statistics Austria)	birth, social security data or replacement number ("Ersatzkennzeichen"), gender, preferred gender, citizenship, address in your hometown and, if different, address at the place of study ("Zustelladresse"), start date of your program and name of the program, termination of student status (e.g. date of graduation), name of degree or other, student number. In case you do not have a social security number, we are obliged to request a replacement number for you. For this purpose, we transfer your name, gender, date of birth and address to Statistics Austria.	(1) and (6) Education Documentation Act Consent where indicated	replacement number two years after you leave CEU (Section 8 (5) Education Documentation Act).
Educational Standard Registry	CEU is obliged to transfer certain types of personal data to Statistics Austria and the	date of birth, gender, social security number or	<u>Legal obligation</u> - Section 2 (1) (d) and (5), Section 2 (3),	We delete your social security

	competent Federal Minister in Austria. The CEU transfers the data to Statistics Austria for statistical purposes. Statistics Austria retains the data in the Educational Standard Registry ("Bildungsstandregister"). Moreover, Statistics Austria irreversibly encrypts the provided social security numbers and replacement numbers and sends the data set afterwards to the competent Austrian Federal Minister and to the Agency for Quality Assurance and Accreditation Austria. <u>Recipients:</u> Bundesanstalt "Statistik Österreich" (Statistics Austria)	replacement number, citizenship, address in your hometown, admission date, start date of your program and name type, organizational form, start of semester, location, standard period of study, academic degree of the program, admission as new or continuing student, date of graduation and type of degree date and type of termination of student status, information, type of the program you are enrolled to (e.g. bachelor, master), student number, status of your studies, interruptions of your studies, mobility program, host country.	Section 4 (1) (a) and (b), Section 7 (4), Section 9 (2) (1) Education Documentation Act - Section 17, 20, 29 (3) and Annex 8 UHSBV-University and College Statistics and Educational Documentation Ordinance (Universitäts- und Hochschulstatistik- und Bildungsdokumentationsverordnung)).	number or replacement number two years after you leave CEU (Section 8 (5) Education Documentation Act). Statistics Austria de-personalizes your data 20 years after the last data transfer (Section 8 (6) Education Documentation Act).
Statistical Purposes at Enrollment and Graduation	CEU is obliged to collect and transfer certain types of personal data for the purposes of Statistics Austria	We are obliged to transfer your social security number or replacement	<u>Legal obligation</u> - Section 9 (6) Education Documentation Act	We retain the data that is not concerned

	only. We transfer such data to Statistics Austria when you enroll at CEU and when you leave us, also called Entry and Exit Survey <u>Recipients:</u> Bundesanstalt "Statistik Österreich" (Statistics Austria)	number, your country of birth and certain information about your parents to Statistics Austria at enrollment. While at graduation we must transfer your date of graduation (month and year), Code of CEU, security number or replacement number, information about your studies abroad to Statistics Austria.	- Section 17 (5), 26 and Annex 14 University and College Statistics and Educational Documentation Ordinance).	by statutory storage period for 1 year (twelve months) after the end of the month of your enrollment or graduation .
Data Network of Austrian universities and colleges	CEU is obliged to transfer certain personal data to the data network of Austrian universities and colleges ("Datenverbund der Universitäten und Hochschulen"). The Austrian Federal Computing Center ("BRZ") operates this network and acts as data processor. This network fulfills coordination and clearing functions and serves the following purposes: Provision, administration and blocking of student number, Provision of study data and academic success data for	Classification Data ("Einordnungsdaten"): reference semester ("Bezugssemester"), Personal details: first/given name, last/family name, date of birth, gender, citizenship, academic degree, title in front of and after the name, citizenship, address in your hometown and, if different, address at the place of study, e-mail-	<u>Legal obligation</u> - Section 7a (4) and Annex 3 Education Documentation Act - Section 17, 18 (1) and Annex 3 University and College Statistics and Educational Documentation Ordinance.	The Data Network stores your addresses for 10 years and the following data for 99 years (Section 10 (10) Education Documentation Act): student number, first name, last/family

	the Collective Student Directory, Transfer of data between educational institutions for the management of joint study programs, Provision of certain student indices for student union purposes, Secure levying and where applicable distribution of study fees. <u>Third party sources of personal data:</u> The data network of Austrian universities and colleges serves as a platform to share information between higher educational institutions. Thus, we may source information about you (e.g., student number, which was stored on the network by other higher educational institutions which you attended or attend.	address, student number, social security number or replacement number, a constant data set identifier		name, date of birth, gender, citizenship, date of university entrance qualifications, area-specific personal identifiers. The rest of the data will be stored for 8 semesters or longer if necessary, for the establishment, exercise, or defense of legal claims.
Student Unions	Each semester CEU is obliged to provide a list of students to the respective students' union. The election commission for student union elections compiles election	first name, last name, student number, gender, citizenship, date of birth, address at the place of study and	<u>Legal obligation</u> - Section 6 (1), 13 (4) and 24 (4) Student Union Act 2014 (Hochschülerinnen- und	The election commission of your student union

	files. Your Student Union may send you (electronic) messages for election purposes without obtaining your consent (sec 6 (1), 13 (4) and 24 (4) HSG). <u>Recipients:</u> Austrian Student Union and student councils at CEU	home address and if available e-mail-address and information about the admission to your studies, election minutes.	Hochschülerschaftsgesetz 2014) - Section 61 Student Union Election Regulations 2014 (Hochschülerinnen- und Hochschülerschaftsordnung 2014).	stores the election files including the minutes for 2 years or at least until the formal end of the election procedure (Section 61 Student Union Election Regulations 2014).
Scientific Research and supervision	We collect personal data to submit applications for scientific research projects or to report to supervisory authorities on request. This may include application for tender, committee approval/institutional endorsement, records of projects, copy of grant agreements and contracts, etc. <u>Recipients:</u> Research project partner(s) if any	Name, place/date of birth, citizenship/nationality, address and contact data, main research area, information on publications, education, information about projects – depending on the nature of the project	Performance of a task carried out in the public interest Legitimate Interest Consent	We retain your data which we process for the management of scientific research project and as long as we consider it necessary in line with the project requirements

	Agency for Quality Assurance and Accreditation Austria (sec 6 PUG) EU Auditing services			nts or follow-up projects or it is required by law.
Visa and residence issues	If you are a third country citizen (non-EU/EEA country), you might need a visa and a residence permit or other authorization with state entities in Austria to live and study in the country or travel in the EU. CEU offers you support for obtaining the required documents and assist you with administration procedures at the authorities. The support may change according to the legal requirements or the administrative capacities of CEU.	e-mail correspondence about the process, application form (social security number, name, gender, date/place of birth, name at birth, citizenship, civil status, address, residency title, passport - as required by the official form of the particular state entity) and any other original or copy of document(s) required.	Legal obligation Consent	Personal data processed for this purpose will be stored in your personnel file and will be retained for a period of 3 years after the termination of your student status, or longer, if necessary, for the establishment, exercise, or defense of legal claims.

Services offered by CEU	We offer several types of assistance to CEU Community including serving you with a place in the dormitory or any support you might need in finding accommodation or living in a dormitory. <u>Recipients:</u> Providers of housing (OeAD Guesthouses, Wien)	Dormitory application form	Performance of a contract Legitimate interest Consent	Personal data processed for this purpose will be retained for a period of 5 years after the termination of your student status, or longer, if necessary, for the establishment, exercise, or defense of legal claims; Accordingly, contracts will be retained for 5 years after the contracts' termination.

Collaboration, Library	If you use our library services in the Vienna or the Budapest campus, your data will be processed to submit requests, place holds in the library, provide library services, including access to the digital databases and to track borrowed and returned books or initiate legal action if it is necessary.	Name, student e-mail address, articles, lectures, news, department, CEU ID, date of activities.	Legitimate interest (Collaboration) Consent	You can apply for lifelong use of student e-mail address and/or annually renew your access to the library services.
Photos and Videos, plus the usage on social media	We regularly organize various range of events and lectures for the public or CEU Community, or courses for Students as part of their program (together "Events"). The organization,	registration form, photos/voice/video recordings, name, position, university, feedback, date of event	Legitimate interest (Documentation)	Registration records are deleted one year after the event, while

	communication, documentation, and assurance of the quality of these events requires us to use some of your data while performing these tasks. Generally, we ask your registration for events and sometimes we select the participants who will attend it, always contacting the selected and non-selected participants. We may prepare attendance list and regularly take photos and/or make voice/video recordings documenting the events. We may publish photos/voice/video recordings and related other personal data (name, position, university, etc.) on CEU's webpage and social media pages for communications and marketing purposes on upcoming or past events. In case we livestream the event speaker(s) and audience personal data will be shared with the public. We may also collect feedback for quality assurance or better targeting the interest focus of the audience.			photo/voice/video recordings documenting the event will be stored for 5, 10, 15 years depending on the type of event.
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Accounting Records	We may store your personal data in accounting records and in documents necessary for the establishment, exercise or defense of payment related legal claims. For US-Students we may be collecting data for the IRS via Form 1098-T which is a "Tuition Payments Statement" that higher educational institutions are required to provide only to eligible US students and the IRS.	contact data, contractual data, financial information, payment related data, etc. your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN).	<u>Legal obligation</u> - Section 132 Federal Fiscal Code - Section 212 Commercial Code - US Law	We are legally obliged to retain accounting records for seven years after the end of the financial year. Moreover, we may store your personal data in documents as long as we require those documents for the establishment, exercise or defense of legal claims.
Internet and e-mail usage, IT Security and Support	We provide you access rights to computer and printing facilities at the CEU campus. For IT Security reasons your activities (metadata only) are logged, whenever you are	IT usage metadata, content data (only if necessary), access rights.	Legitimate interest (Security)	Metadata will be stored in log-files for one year after the

	signing with your user credentials to a physical or virtual device. Your behavior pattern (network resources used, data volumes, time of processing, etc) is monitored for unusual behavior (e.g., we use anti-virus software).			termination of your student status or longer, if necessary, for the establishment, exercise, or defense of legal claims.
Video Surveillance	For security reasons, the entrances, reception areas and hallways of our buildings and the server/safe rooms are equipped with video surveillance systems to protect our building, employees, students, their and our property. This system will therefore produce video recordings when you enter our offices. We access these video recordings only if there is a special reason (e.g., an alleged crime or other illegal activity takes place directly in the field of vision of one of our video cameras and/or the footage is requested by the authorities).	CCTV records	Legitimate interest (Security)	72 hours (about 3 days) or longer, if necessary, for the establishment, exercise, or defense of legal claims

	<u>Recipients and Controller:</u> Owner and security service provider.			
Disciplinary Committee	Electronic materials are typically received via email, first by the chair of the DC or a member who is approached by a complainant, then by the fact finders. Files are stored in the DC's email account and the DC shared drive. Information received in person, in a hearing or oral communication is typically recorded in interview notes and / or in follow up emails, and this becomes part of the electronic record. Depending on the complaint, the DC's fact-finding process regularly involves requests for sharing emails, social media messages and / or other documents that may be relevant. Personal information, to the extent relevant, may be included in full or in a redacted form in the fact-finding report shared by all members of the DC before	During the fact-finding process and / or in hearings the DC can come across personal data on national and ethnic origin, religion, disability, including mental and psychosocial conditions and learning impairments, sexual orientation and gender identity. Sexual harassment cases tend to involve descriptions of acts of sexual nature or significance, and at times acts of physical abuse or violence. Cases before the DC routinely involve personal accounts of trauma, distress and / or vulnerability, and on occasion a	CEU Code of Ethics and its accompanying codes and policies, especially the Policy on Harassment and the Policy on Plagiarism with consent of the individual to be part of the proceeding.	See Article 16

	the deliberation leading to a final decision. Personal information, to the extent relevant, may be included in full or in a redacted form in an interim measure (under Part II of the Code of Ethics). Personal information, to the extent relevant, may be included in full or in a redacted (anonymized) form in the final decision. The final decision is shared by both parties (claimant and respondent). If and when necessary, the chair of the DC may share personal information with CEU general counsel at various stages of the process.	sense of humiliation and / or victimization.		
Religious Accommodation Request	students' requests for academic accommodations for the entire Academic Year ahead, according to their faith's calendar of non-working holy days.	Name Student ID Department Program Degree Level Religion Dates for Accommodation	Consent	1 semester or revocation
Student Parent Emergency Fund	Requests for financial emergency aid by students with care responsibilities	E-Mail Name Department	Consent	7 years or revocation

		Location Amount of Request Financial Emergency Evidence of expense Birth Certificate of Children		
Pregnancy and Parent Police	Students' parental leave requests	Name Student ID Name and Student ID of partner (if applying for leave jointly) Nationality Evidence of their (upcoming) relationship with a child, which might be: a medical note confirming pregnancy and expected due date, a medical note confirming their partner's pregnancy and expected due date accompanied by evidence of their partnership (e.g., marriage certificate, fatherhood declaration, evidence	Consent	7 years or revocation

		of co-habitation such as joint lease agreement), a birth/adoption certificate or relevant documentation related to fostering which lists them as a parent.		
Treatment of Students with a Disability	CEU has developed the Policy on the Rights of Students with a Disability for effectively providing accommodations to students with a disability. The personal data we collect will be used to ensure that reasonable accommodations to students who register with the Office of Inclusion Diversity, and Equality will be implemented. Due to the nature of your application for accommodation, the Data Controller might have access, use and store special category of personal data (e.g. health related data) forming part of your application and the decision making process, indicated to us either by you or generated during the process according to the provisions of the Policy. Description of the processing activity: Electronic materials are typically received via email. The process regularly involves requests for sharing emails and / or other documents that may be relevant. <u>Categories of recipients</u>: The Disability Rights Officer is responsible for any transmission of your personal data to the Medical Practitioner, the Psychological Counseling, the Supervisor, the Committee on Students with a Disability, or any other unit/department/program of the Data Controller that might have a role while performing the provisions and implementing the rules of the Policy. In these cases, the Policy gives right to the dedicated CEU employees to have access to some elements of the personal data while completing their task. The potential access rights and type of procedures are regulated in depth in the Policy and only provided after your written permission. The Disability Rights Officer cannot share your personal data with community members or third parties who are not indicated in the Policy. If you are planning a			

	Study Abroad or Erasmus Semester, we can give your data with your consent to the respective provider.			
Treatment of Students with a Disability: application for available accommodation	management of the application for accommodation and decision making	• full name, e-mail address, submission date • personal data included in the application (nature of the disability, evidencing document(s), accommodations requested) • personal data obtained by the DRO in line with the provisions of the Policy • procedural steps according to the Policy • decision • communication of the decision	Legitimate interest Explicit consent of the requesting individual	7 years; Withdrawal of an application for accommodation will automatically lead to the deletion of the personal data processed while dealing with the given case.
Treatment of Students with a Disability: appeal against decision	management of the appeal for accommodation and decision making	• full name, e-mail address, submission date • personal data included in the application (nature of the disability,	Legitimate interest Explicit consent of the requesting individual	

		evidencing document(s), accommodations requested) • personal data obtained by the DRO in line with the provisions of the Policy • procedural steps according to the Policy • decision		
Booklet	Publishing a list of students in the specific program	Name, country, educational background, interest and a photo	Legitimate Interest Consortium Partners for MESPOM	For the duration of the enrollment
Thesis publishing license that student grants to CEU	Allow CEU to publish and archive an electronic copy of the thesis in the Open Research Repository	Name, ID, address, e-mail	Legal obligation, contractual relationship	Theses will be archived indefinitely
Mundus MAPP and MESPOM	Executing the Erasmus Mundus Masters Program in Public Policy – Mundus MAPP	More information can be found here https://www.mundusmapp.org/data-privacy-notice/ https://mespom.eu/personal-data-protection-disclaimer Student Insurance provided by Expat&Co will receive data and is a separate controller		
Dual Degrees	Receiving personal data from incoming students and vice versa sending data from outgoing students	Name, E-Mail	Contractual relationship	

2.4 Graduation				
Brochure	CEU prepares each year a Graduation Brochure indicating the list of graduates from all disciplines.	Name, citizenship, dissertation title (for PhD graduates only), name and title (for supervisors only)	Legitimate Interest	
Gown Size and Height	gown size and height for the Ceremony	Size and Height + Name	Legitimate Interest	After the ceremony
Academic Awards	Publishing Name on Website	Name, Program	Legitimate Interest	
2.5 Alumni				
Alumni Relations	- provide alumni services and benefits, including access to CEU facilities and online services, Library access and alumni email (for details check: https://alumni.ceu.edu/benefits-services) - assist with data collection and analysis of alumni career trajectories and demographic statistics for CEU institutional purposes, including strategic and academic planning, as well as accreditation	- name, title, gender(s) and date of birth; - contact details including postal address, email address, phone number and links to social media accounts; - information about your time at the University and other academic institutions; - occupation and professional activities; - your interests;	Legitimate Interest Consent where asked for it	Being a member of the alumni community is a lifelong relationship. Generally, CEU will retain alumni personal data until the individual requests CEU that it be removed from our records.

	• develop and support alumni communication channels and feedback platforms and initiatives, including newsletters (e.g. alumni E-News), special updates, social media coverage and surveys • provide information about volunteering and fundraising opportunities • invite you to alumni and other relevant University events • keep internal records, including the management of any feedback, complaints and other meaningful interactions • perform administrative processes (e.g. processing your alumni service requests, donations you have made or registration for an alumni event).	- family and spouse/partner details and your relationships to other alumni, supporters and friends; - records of donations, where applicable; - records of communications sent to you by Alumni Relations Office or received from you; - volunteering by you on behalf of the University; - information on your engagement in University meetings, events, groups or networks; - information about your use of CEU resources or facilities (for example the Library).		We will routinely remind you of your right to have us remove your personal data.
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3 HOW LONG DO WE STORE YOUR DATA?

Recruitment

We keep the personal data of those potential applicants who expressed their interest in studying at us for no more than two years following the year they expressed their interest for. Processing of personal data of potential candidates applying to us depends on whether they are accepted to us or not. If your application is successful and you are admitted to us, your personal data will be handled in line with our data privacy rules applicable to students' personal data. If you decide that you no longer wish to receive communication from us, please be aware that we still need to retain a minimal amount of personal data so that we can keep a record that you have asked us not to contact you. Data based on consent-based processing activities will be deleted after revocation.

Admission

We keep the personal data of unsuccessful applicants as well as of those who started but did not submit their application or where a program has been suspended until October 31 of the selection year. Personal data required to be retained for Austrian accounting purposes will be kept for 7 years based on Section 132 Federal Fiscal Code and Section 212 Commercial Code, in line with Article 6 (1) c) of the GDPR. Your data will be anonymized for further statistical use. The principles of data protection should not apply to anonymous information.

If your application is successful and you are *admitted* to CEU, your personal data will be handled in line with CEU's data privacy rules applicable to students' personal data.

If you request to cancel your application at the e-mail address admissions@ceu.edu at any point of time during the admissions process, your data will be anonymized for further use within 25 days after your request. The principles of data protection should not apply to anonymous information. If you withdraw your consent, CEU will take the necessary steps to delete your personal data as soon as possible, but not later than 15 days.

The personal data of referees and people indicated by them will be removed from our records by December 31 of the selection year unless they provide consent to future use of their data.

The applicant may delete the motivational video at the end of the year after submitting the application.

For statistical purposes, your data will be anonymized. We have put in place suitable data protection procedures to safeguard your information in line with the applicable data protection laws.

4 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:

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

5 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.

6 FUTURE CHANGES

If our information policies or practices change at some time in the future, we will inform you on our website <https://www.ceu.edu/privacy>.