Privacy Statement

– for data management in connection with the Stipendium Hungaricum Scholarship Programme

1. PURPOSE OF THE STATEMENT

The purpose of this Statement is to provide information about the principles of data protection and data management applied by Tempus Public Foundation regarding the Stipendium Hungaricum Scholarship Programme.

Tempus Public Foundation (hereinafter referred to as *the Data Controller*) manages the personal data of those who apply and successfully participate (hereinafter referred to as *the Applicant/Scholarship Holder*) in the Stipendium Hungaricum Scholarship Programme (hereinafter referred to as *the Programme*).

2. DATA CONTROLLER

Name: Tempus Public Foundation
Represented by: Dr. Tamás Dezső, president
Headquarters and mailing address: 1077 Budapest Kéthly Anna tér 1.
Phone: + 36-1-237-1300
E-mail: adatvedelem@tpf.hu

3. SCOPE OF THE PERSONAL DATA MANAGEMENT

3.1. In relation with applying and participating in the Programme, the Data Controller will manage the personal data of applicants as listed in Annex 1 of this Statement.

3.2. The health care certificate is required solely for the purposes of the application procedure. The certificate should clearly state the general health condition of the applicant and certify that the applicant has no infectious disease. After the admission procedure, the submitted health certificate is kept for 10 years together with all the relevant personal data, in compliance with the provisions of the EU General Data Protection Regulation (GDPR).

3.3. In the event of a change in any of the particulars submitted by the applicant during the data management period, the applicant shall notify the Data Controller immediately in writing at stipendiumhungaricum@tpf.hu

4. THE LEGAL BASIS, OBJECTIVE AND METHOD OF DATA MANAGEMENT

4.1 Data management during the application process

The management of data is based on the Applicant's information-based statement, including the Applicant's consent to the use and management of their personal data provided during the submission of their application through the online application system. Legal Basis for the management of data: Article 6 (1) (b) of Regulation (EU) 2016/679 (General Data Protection Regulation) – preparation of contract signing.

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E-mail: stipendiumhungaricum@tpf.hu | Internet: www.tka.hu | www.stipendiumhungaricum.hu | studyinhungary.hu

With regards to data related to the health status of the Applicant (see Art. 3.2.), the management of the data is based on the explicit consent of the Applicant (GDPR Art 9. (2) a).

The data of the Applicant is processed until the evaluation of the application. In case of a successful application procedure, the further management of the Applicant's data is described in section 4.2 of the Privacy Statement. In case the Applicant is not awarded with the Stipendium Hungaricum scholarship, their data will be processed solely for the purposes of data storage and research, in compliance with the legal duties of the Data Controller. In this case, the Applicant's data are stored for 10 years after the submission of their application.

During the application procedure, the Data Controller shall use all relevant personal data of the Applicant for the different phases of the application process: the submission of the application; forwarding the application to the higher education institutions for admission examinations; notification on the result of the admission examination; visa application procedure; etc. After the decision on awarding the Stipendium Hungaricum scholarship to the Applicant, the Data Controller shall manage the data of the Applicants and the Scholarship Holders for reporting to the relevant governmental bodies. After the termination of the scholarship status, the Data Controller shall keep the data for recording, follow-up and alumni purposes. The Privacy Policy related to alumni purposes is available at https://alumninetworkhungary.hu/terms-conditions-and-privacy-policy

4.1.2. The primary purpose of data management is to evaluate and process the Applicant's application. Furthermore, the Applicant's data might be used for research purposes anonymously. In case the Applicant is awarded with the Stipendium Hungaricum scholarship, their status thereafter will be considered as Stipendium Hungaricum Scholarship Holder (hereinafter referred to as *the Scholarship Holder*), and the provisions section 4.2 of the Privacy Statement will enter into force.

4.2 Data management of Stipendium Hungaricum Scholarship Holders

The management of the data of the Scholarship Holder is based on the contract between the Scholarship Holder and the respective higher education institution where the Scholarship Holder is admitted (hereinafter referred to as *the Host Institution*). Legal Basis for the management of data: Article 6 (1) (b) of Regulation (EU) 2016/679 (General Data Protection Regulation).

4.2.2. The data of the Scholarship Holder shall be used for the purposes of the Scholarship Holder's participation in the Programme. The Data Controller shall use the data provided by the Scholarship Holder for the implementation of the Programme; furthermore, the statistical data of Scholarship Holders might be used for research purposes anonymously. The data provided by the Scholarship Holder shall be kept until 10 years after the termination of the scholarship period and shall be used in compliance with the Programme's prevailing regulations.

4.3 Data management for the purposes of the Stipendium Hungaricum newsletter

4.3.1. The management of data is necessary for the purposes of the legitimate interests pursued by the Data Controller. Legal Basis for the management of data: the legitimate interest of the Data Controller according to Article 6 (1) (f) of Regulation (EU) 2016/679 (General Data Protection Regulation)

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4.3.2. The purpose of data management in relation with the Stipendium Hungaricum newsletter is to provide the Scholarship Holder with accurate information on any modification of the Programme's rules and regulations; any changes related to the operation of the Programme; and events and novelties related to the Programme.

4.4. The Data Controller shall not use the personal data provided by the Scholarship Holder for any other purposes than those set out in sections 4.1, 4.2 and 4.3 of the Privacy Statement.

4.5. The Data Controller shall not verify the personal information provided by Applicants and Scholarship Holders. The Applicant/Scholarship Holder shall bear the full responsibility for the authenticity and veracity of the data provided. Upon submitting their e-mail address, the Applicant/Scholarship Holder also assumes the liability for being the sole user of the e-mail address provided, and thus, any entry from the provided e-mail address shall be attributed solely to the Applicant/Scholarship Holder.

5. THE DURATION OF DATA MANAGEMENT

5.1. In the case of Applicants whose application process is not successful, their data shall be kept for 10 years, starting from the date of the evaluation of their application.
5.2. In the case of Applicants who start the application process in the online application system, but do not submit their application, their data shall be kept until the withdrawal of their consent to the Privacy Policy.
5.3. In the case of Scholarship Holders, their data shall be kept for 10 years after the termination of their scholarship period, starting from the date of the submission of the Scholarship Holder's final report to their Host Institution.
5.4. With regards to data management related to the Stipendium Hungaricum newsletter, the data of the Scholarship Holder is kept until the termination of the scholarship period, indicated by the statistical report sent by the Host Institution to the Data Controller at the end of the respective academic semester.

6. SCOPE OF ENTITIES WITH ACCESS TO THE DATA, DATA TRANSFER AND DATA PROCESSING

6.1. It is primarily the Data Controller and its internal staff who are entitled to access the data provided by Applicants and Scholarship Holders, in order to accomplish their operational undertakings. 6.2. Beyond the Data Controller, the following entities are entitled to access the Applicant's and Scholarship Holder's data:
6.1.1.Sending partners are responsible for the promotion of the s Programme in their respective countries and for the selection and nomination of the Applicants. Sending partners shall use the Applicants' data for their internal evaluation and nomination procedures.
6.1.2
6.1.2. a) Host Institutions where the Applicant applies are entitled to use the applicant's data for the evaluation of the application and the proceedings of the admission examinations. Host Institutions shall use all data provided by the Applicant in compliance with the provisions of GDPR. The Host Institution is entitled to forward the data within the institution to the institutional employees who are responsible for the organisation and implementation of the admission examinations.
6.1.2 b) The Host Institutions where the Applicant is admitted as a Scholarship Holder are entitled to use the Scholarship Holder's data for purposes related with the student status of the Scholarship

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Holder. Host Institutions shall use all data of the Scholarship Holder in compliance with the provisions of GDPR.

6.1.3 Legal authorities of Hungary: as the Programme is a governmental programme, legal authorities operating in relation with the Programme shall be eligible to access the data of Applicants and Scholarship Holders. The ministry responsible for Higher Education is the main actor whom Tempus Public Foundation sends reports regularly about the development and status of the programme. The Ministry responsible for Foreign Affairs, the Embassies and Consulates of Hungary are also involved in the follow up and development of Stipendium Hungaricum scholarship programme. The Ministry responsible for Interior matters with several bodies is responsible for immigration and security matters. All legal authorities have access rights.

6. THIRD PARTY DATA PROCESSOR

7.1. The Data Controller may use a third party entity as Data Processor, in order to operate the online application system.

7.1.1. Name of the Data Processor: Dream Group Plc. (hereinafter referred to as *the Data Processor*)

7.1.2 Activity: operation and maintenance of the online application system: DreamApply

7.1.3 Dream Group Plc, as the provider of the online application system shall handle and process personal data of the Applicants on behalf of Tempus Public Foundation throughout the application procedure. The main purpose of data management – including the sharing of Applicant's data with the entitled entities detailed in section6.1 - is to operate the online application process related to the Programme.

7.2 Categories of data in DreamApply:

7.2.1 User Data (personal data): personal information required for submitting application(s) in the online system, including primarily: personal identification data (date and place of birth, mother's maiden name, citizenship, etc.); contact information; information about prior education and experience; information about language skills and other relevant information necessary for the application process.

7.2.2 User Data (sensitive data): with the frameworks of the Programme, only health related sensitive personal data shall be collected from the Applicant, i.e.: the general medical certificate required for the submission of the application.

7.3 The subject matter of the data management:

The personal data transferred will be subject to the following basic processing activities:

a) application filing and processing within the Host Institution;
b) statistical reports, based on the anonymous data about the Applicants;
c) research purposes, based on the anonymous data about the Applicants;
d) automatic requirements analysis;
e) offer and document generation within the online application system;
f) marketing activities: collection of contact details, study interests and data about information channels.

7.4. The duration of data management by the Data Processor:

7.4.1. The Data Processor shall store the data of Applicants in compliance with the data storage provisions detailed in section 5 of the Privacy Statement.

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7.4.2.   Upon receiving an order from Tempus Public Foundation, the Data Processor shall delete all the respective data from their database, including all saved and back-up files.

7.4.3. Furthermore, the Data Processor undertakes to:

a) follow and fulfil its obligations as a data controller set down in General Data Protection Regulation;

b) process the personal data only on documented instructions from Tempus Public Foundation, unless required to do so by law;

c) guarantee to implement appropriate technical and organisational measures in such a manner that processing will meet the requirements of the General Data Protection Regulation (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 ensure the protection of the rights of the data subjects;

d) ensure that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality;

e) notify Tempus Public Foundation without undue delay after becoming aware of a personal data breach.

8. THE RIGHTS AND RECOURSE TO LAW AVAILABLE TO THE PERSONS CONCERNED

8.1. The Applicant/Scholarship Holder is entitled at any time to request information about their personal data managed by the Data Controller and may modify such data at any time by sending a written request to adatvedelem@tpf.hu.

8.2. Upon the request of the Applicant/Scholarship Holder, the Data Controller is obliged to provide information regarding their personal data, including the data processed by the Data Processor and the source of the processed data; the purpose, legal basis and duration of the data management; the Data Processor's name, address and activities in connection with the handling of the data; if applicable, the circumstances and effects of any data protection incident; if applicable, the measures taken to remedy the incident; and, in the case of transmission of the personal data, the legal basis and the recipient of the data transfer. The Data Controller shall provide the requested information in writing within 30 days of the submission of the request.

8.3. In the case of any data protection incident, the Data Controller, through its data protection officer, keeps a record to supervise and keep the Applicant/Scholarship Holder informed of any measures taken in connection with the data protection incident, including: the scope of personal data concerned; the scope and number of persons affected by the data protection incident; the date, circumstances and effects of the data protection incident; and the measures implemented in order to remedy the incident, as well as any other data specified in the laws governing the management of data.

8.4. The Applicant/Scholarship Holder can exercise their rights by contacting the Data Controller and its data processing officer with at: adatvedelem@tpf.hu

8.5. The Applicant/Scholarship Holder is entitled at any time to request the correction of any of their incorrectly recorded data. The Applicant/Scholarship Holder is entitled to change their data recorded in the online application system. In case of any difficulties, the customer service of Tempus Public Foundation shall correct the data within one month of the receipt of the written request sent by the Applicant/Scholarship Holder to stipendiumhungaricum@tpf.hu .

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8.6. The Applicant/Scholarship Holder is entitled to obtain from the Data Controller the erasure of their personal data without undue delay, and the Data Controller shall have the obligation to erase the requested personal data without undue delay where one of the following grounds applies:

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

(b) the Applicant/Scholarship Holder withdraws consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2) of GDPR, and where there is no other legal ground for the processing;

(c) the Applicant/Scholarship Holder objects to the processing pursuant to Article 21(1) of GDPR and there are no overriding legitimate grounds for the processing, or the Applicant/Scholarship Holder objects to the processing pursuant to Article 21(2) of GDPR;

(d) the personal data have been unlawfully processed;

(e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the Data Controller is subject;

(f) the personal data have been collected in relation to the offer of information society services referred to in Article 8(1) of GDPR.

7.6. In case of complaint, the Applicant/Scholarship Holder may apply to the

National Privacy and Information Authority (1125 Budapest, Erzsébet Szilágyi fasor 22 / c, www.naih.hu).

8.7. If the Applicant/Scholarship Holder have provided third-party data for the use of the service, the Data Controller is entitled to seek damages from you. In such cases, the Data Controller must provide all available assistance to the competent authorities for the purpose of establishing the identity of the infringing person.

8. OTHER PROVISIONS

8.1. In all cases where the Data Controller intends to use the provided data for purposes other than the purpose of the original data collection, it shall notify the Applicant/Scholarship Holder and obtain their prior express consent, and shall provide the Applicant/Scholarship Holder the opportunity to prohibit such use.
8.2. The Data Controller undertakes to: ensure the security of the data; implement technical measures to ensure the protection of the recorded, stored or managed data; and, do everything in its power to prevent the destruction, unauthorized use and unauthorized alteration of the data. The Data Controller also undertakes to call on any third party to whom the data may be transferred or handed over to comply with these obligations.
8.3. The Data Controller reserves the right to unilaterally modify the rules and information regarding the management of data, and update their website with the modified content without prior notice.

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Annex 1. Application form

Place of your photo

Name

Region:
Applicant ID:

1   Place of your selected study programme

2   Place of your selected study programme

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Profile

Personal information

Given name(s)

Middle name(s)

Family name(s)

Previous family name

Gender

Citizenship

Double citizenship

Country of residence

Parents' information

Mother's given name(s)

Mother's previous family name

Social security (TAJ) number Hungarian (if any)

Have you been a

scholarship holder in the Stipendium Hungaricum or other bilateral programme financed by Hungary?

Hungarian tax ID number (if any)

Social security number in World (if any)

Passport number

Issue date

Expiry date

Country of issue

ID-card number

Issue date

Expiry date

Country of issue

Date of birth

Country of birth

Place of birth

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Contacts

E-mail	**Telephones**
Address	Evening / home
Street address	Day / work
House number	Mobile
City, town, village	Skype
Postal code	
Country	
Correspondence address	
Street address	
House number	
City, town, village	
Postal code	
Country	

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Education

Level of education	Status of studies
Official name of school / university / institution	Start of studies
	(Expected) graduation
Programme name	Nominal length
Scientific discipline	Mode of study
Subfield	Financing source
Diploma name	Country
Diploma number	City
Diploma issue date	Study location
Diploma issued by	Study language
Diploma issue location	GPA / Average grade
	Maximum GPA / Average grade possible

Level of education	Status of studies
Official name of school / university / institution	Start of studies
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Languages

Native language

Foreign language

Proficiency

Studies /
experience

Foreign language

Proficiency

Studies /
experience

Foreign language

Proficiency

Studies /
experience

Do you speak Hungarian
and plan to perform your
studies in Hungarian?

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Work experience

Employer (company name)	From
	To

Type of business or sector

Occupation or position

Your responsibilities, acquired skills and competences

Activities and hobbies

Organization's name	From
Nature of your activity	To

Organization's name	From
Nature of your activity	To

Organization's name	From
Nature of your activity	To

Organization's name	From
Nature of your activity	To

Motivation letter

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Other

Medical info

If you are not nominated
in the Stipendium
Hungaricum Programme,

Other relevant information

Do you apply for full or
partial (exchange) studies?

If you apply for partial
(exchange) studies, please
indicate in which semester
would you like to study.

If you apply for partial
(exchange) study please
indicate the duration of
your planned study (in
months)

Place of the uploaded documents

Confirmation

I confirm that all statements made in this application are correct, truthful and complete. I agree that the university
may verify the authenticity and accuracy of the documents and information I have provided. I also understand and
agree that if the university determines that I have provided false or misleading information, it has the right to
contact appropriate individuals, institutions or organizations affected by such false information and to inform them
of its discovery. The university has the right to send my educational documents to ENIC/NARIC Center for
evaluation.

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