



PRIVACY POLICY FOR THE AUDITION OF THE ENCUESTRO FESTIVAL 2024 AT THE ACADEMY

This privacy policy contains information on the data processing of the Audition of the Encuentro Festival 2024 (hereinafter referred to as the Audition) in order to provide applicants with the widest array of information possible on the processing of their personal data.

Data controller: **Liszt Ferenc Academy of Music** (seat: Liszt Ferenc Square 8, Budapest 1061; represented by: Dr. Csaba Kutnyánszky, Vice-President of Education and Attila Bertalan Kotán, Chancellor; web: lfze.hu/contact-us, hereinafter referred to as University).

The University, as data controller, shall make all efforts regarding the Audition to comply with the stipulations of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals 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, hereinafter referred to as GDPR), and Act CXII of 2011 on the right of informational self-determination and freedom of information (hereinafter referred to as Infotv.) and other related legal regulations.

The University hereby informs the applicants about the University's data protection officer: dr. Éva Kujalek, legal advisor and data protection officer (e-mail: adatkezeles@zeneakademia.hu, further contact details of the data protection officer who will assist you at: lfze.hu/privacy-policy).

I. Information concerning the data processing:

The purpose of data processing:	Ensuring the application for the Audition, conducting of the Audition.
The legal basis of the data processing:	Applicants' voluntary, explicit consent (Article 6 section (1) point a) of the GDPR).
Categories of data subjects:	Persons applying for the Audition.
Categories of personal data:	The following data of the applicants for the Audition: a) family name and first name (purpose: identifying the applicant); b) age in July 2024 (purpose: proving correspondence with the age-limit for the participation at the Encuentro Festival 2024);



	<ul style="list-style-type: none">c) e-mail address (purpose: data necessary for keeping contact during the Audition);d) mobile phone number (purpose: data necessary for keeping contact during the Audition);e) study programme – BA, MA, teachers’ training/pedagogy, non-degree, DLA, School for Exceptional Young Talents, graduates/former students (purpose: proving correspondence with the application-announcement guidelines);f) year of study, for instance: BA-I, MA-II, etc. (purpose: collocation within the Audition);g) instrument (purpose: securing proper scheduling at the Audition);h) name of main subject teacher(s) (purpose: recommendation);i) previous participation at the Audition (purpose: collocation within the Audition);j) if yes, number of occasions (purpose: collocation within the Audition);k) previous participation at the Festival (purpose: collocation within the Audition);l) if yes, in which year(s) (purpose: collocation within the Audition).
Duration of data storage:	The University deletes the personal data of the participants of the Audition within 5 days after the closure of the Festival.
Recipients:	Appointed staff member of the International Affairs and Development Department and the organizer of the Festival.
Obligation to provide personal data:	A completely filled in application form is a prerequisite to participating in the Audition.
Is there data transfer to third-party countries:	Not occurring.
Is there automatic decision making?	Not occurring.



II. Access to data and data security measures

Data given during the application is accessible by the following persons:

- a) appointed staff member of the International Affairs and Development Department;
- b) Festival-organizer.

Staff member of the University may only know and handle the personal data provided during the application in connection with the organization of the Audition.

The University shall take appropriate measures to protect the personal data from, inter alia, unauthorized access or the unauthorized alteration thereof. For this reason, e.g. it operates modern and up-to-date network border protection devices and endpoint security software, and continuously monitors the status of its systems.

The University shall make all efforts to ensure that no data protection incident occurs, should such an incident occur nevertheless, it will respond to the incident within the timeframe specified in the GDPR and its internal regulations - no more than 72 hours - and it shall make the appropriate reports.

The University regularly tests the effectiveness of its technical and organizational measures adopted to guarantee the security of data processing.

III. Rights related to data processing:

- a) access to personal data – access to the data processed by the University may be requested;
- b) information on personal data – information on personal data processed by the University may be requested;
- c) rectification of personal data – in case of inaccurate data processing, rectification or correction of personal data may be requested;
- d) restrictions on the processing of personal data – restrictions on the processing of personal data may be requested;
- e) right to object (if the legal ground for data processing is a legitimate interest or based on the public interest – Article 6 section (1) point f) of the GDPR) – in case of objection the University may not handle the personal data any further, unless the necessity of data processing is proven by compelling legitimate reasons which take precedence over the interest, right and freedom of the party concerned, or which are in connection with the submission, enforcement or protection of legal claims;
- f) right to data portability (if the legal grounds for data processing are the voluntary and explicit agreement of the party concerned or entering into a contract with the party concerned – Article 6 section (1) point a) and point b) of the GDPR) – requesting to make the personal data available in a commonly used and machine-readable format, and requesting the personal data to be transferred to another controller is possible;
- g) erasure of personal data – if there is no other legal reason that takes precedence for further data processing, the deletion of personal data may be requested



The University uses the services of Microsoft Ireland Operations Limited One Microsoft Place, South County Business Park, Leopardstown, Dublin 18 Ireland for storing personal data.

Regarding personal data that is processed based on consent, consent may be withdrawn at any time. In case of withdrawing consent the University shall erase the personal data. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

In order to exercise the rights related to data processing, please turn to the University staff, who will respond to the request as soon as possible, but no later than within 15 days.

Contact details: adatkezeles@zeneakademia.hu

IV. Possibilities of legal remedy related to data processing:

1. The data protection officer of the University in the event of a complaint concerning the University's data processing may be contacted, who shall investigate the procedure in question.
2. The National Data Protection and Freedom of Information Authority may also be contacted. (Seat: Falk Miksa Str. 9-11, Budapest 1055, postal address: Pf. 9, Budapest 1363, e-mail: ugyfelszolgalat@naih.hu, website: www.naih.hu.)
3. In the event of unlawful data processing, the complainant may turn to the court (birosag.hu/a-birosagi-szervezet).