



## Privacy Policy

### for the 2021 full-time doctoral (DLA, PhD) programs Entrance Examination Procedure

The **Liszt Ferenc Academy of Music** (seat: Liszt Ferenc Square 8, Budapest 1061; represented by: Dr. Andrea Vigh, President and Chancellor Zoltán László Szentgyörgyvölgyi; web: <https://lfze.hu/kapcsolat>, hereinafter referred to as University), as the **data controller**, shall make all efforts 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.

If you have any questions regarding the data processing in any respect, feel free to contact the University's **data protection officer** (dr. Eszter Miklós, e-mail: [adatkezeles@zeneakademia.hu](mailto:adatkezeles@zeneakademia.hu)), who will assist you.

In view of the emergency situation caused by the coronavirus epidemic, the University will conduct the entrance examinations during the 2021 admission procedure without requesting the applicants to be present in person, using electronic examination methods instead.

The details of the examination methods (communication channels, IT systems, programs, formal and other requirements related to video recordings) shall be published by the University together with the entrance examination requirements on the official website of the University.

In the case of the PhD doctoral program, the entrance interview is kept via video conference.

In the case of the DLA doctoral program, the written exam will be conducted online. The assessment of the artistic-creative activity will be carried out by means of a video recording uploaded by the applicant, and the individual interview with the applicants will take place via video conference.

The video conference shall not be recorded.

This data processing information notice applies solely to the data processing of documents and video recordings submitted as part of examination procedures based on electronic communication.



**I. Information concerning the data processing:**

The purpose of data processing:	The purpose of the data processing is conducting the 2021 full-time doctoral program admission procedure.
The legal basis of the data processing:	Act CCIV of 2011 on National Higher Education. (hereinafter: Nftv.), data processing is necessary for the performance of a task performed in the public interest or in the framework of exercising public authority assigned to the data controller (Article 6 section (1) point e) of the GDPR). The data processing is necessary for the fulfilment of the legal obligation of the University (Article 6 Section 1 point c) of the GDPR).
Categories of data subjects:	Applicants participating in the 2021 full-time doctoral program admission procedure.
Categories of personal data:	The following data of the applicants participating in the 2021 full-time doctoral program admission procedure (DLA): a) surname and first name; b) e-mail address; c) the name of the institution issuing the diploma; d) applied program; e) images, voice, surroundings of the applicant – in cases of video conference as well as submitted video recordings; f) identification document – in the case of video conference; g) submitted assignments, essays.  The following data of the applicants participating in the 2021 full-time doctoral program admission procedure (PhD): a) surname and first name; b) e-mail address; c) images, voice, surroundings of the applicant – in cases of video conference as well as submitted video recordings; d) identification document – in the case of video conference.
Duration of data storage:	The University hereby informs the applicants that the names of the applicants, the access paths of the submitted video recordings (links shared by the applicants) and the assignments, essays will be forwarded to the competent Entrance Examination Committee. Persons involved in the admission procedure may temporarily download the video recordings to the devices they use solely for the purpose of performing their tasks related to the admission procedure. The University shall take all possible measures to ensure that the persons participating in the admission procedure delete the video recordings from the devices they use immediately after the expiration of the deadline for appeal, or if an appeal procedure takes place, following its legally binding conclusion.



Recipients:	The secretaries of the Doctoral School, in addition to members of the Entrance Examination Committee, and members of the Admissions Appeals Committee in the event of an appeal. If necessary (technical assistance related to video recordings): designated staff of the IT Department.
Obligation to provide personal data:	Entrance examinations can only be conducted by examination methods based on electronic means of communication specified by the University, therefore, the submission of video recordings as well as documents is indispensable for the completion of the admission process.
Is there automatic decision making?	No.

## II. Access to data and data security measures

Video recordings, assignments, essays submitted during the admission procedure via electronic means of communication may only be accessed at the University by the staff involved in the admission procedure (designated secretaries of the Doctoral School, in addition to members of the Entrance Examination Committee, professors from the relevant sub-departments, members of the Admissions Appeals Committee in the event of an appeal, and designated staff of the IT Department in the case of technical assistance), strictly in connection with the performance of their duties.

The information provided on the forms entered by the applicants, as well as the links of the video recordings and assignments, essays, will be stored in the University's MS Office 365 repository (Microsoft Ireland Operations Limited One Microsoft Place, South County Business Park, Leopardstown, Dublin 18 Ireland).

The University shall take appropriate measures to protect the personal data of applicants from, inter alia, unauthorized access or the unauthorized alteration thereof.

The University shall take all possible measures to ensure that the persons who have access to the personal data of the applicants during the admission procedure secure the adequate protection of such data.

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 organisational measures adopted to guarantee the security of data processing.



### III. Rights related to data processing:

- a) access to personal data - access to the data managed by the University may be requested;
- b) information on personal data – information on personal data managed 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) the right to protest - data processing based on the public interest can be protested at any time;
- f) the erasure of personal data - following a protest regarding data processing based on the public interest, if there is no other legal reason that takes precedence for further data processing, the deletion of personal data may be requested.

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](mailto:adatkezeles@zeneakademia.hu)

### IV. Possibilities of legal remedy related to data processing:

1. In the event of a complaint concerning the University's data processing, the Data Protection Officer of the University may be contacted, who will 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](mailto:ugyfelszolgalat@naih.hu), website: <http://www.naih.hu>.)
3. In the event of unlawful data processing, the complainant may go to court (<https://birosag.hu/a-birosagi-szervezet>).