



## Privacy Policy

### for the 2020 General Entrance Examination Procedure

Dear Applicant,

We hereby inform you that the **Liszt Ferenc Academy of Music** (seat: 1061 Budapest, Liszt Ferenc tér 8 .; represented by: Dr. Andrea Vigh, President and Chancellor Zoltán László Szentgyörgyvölgyi; web: <https://lfze.hu/contact-us>, 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 Council Regulation (EC) No 95/46 (general data protection regulation, hereinafter referred to as **GDPR**), Act CXII of 2011 on the right to information 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, feel free to contact the University's **data protection officer** (Dr. Eszter Miklós, e-mail: [miklos.eszter@zeneakademia.hu](mailto:miklos.eszter@zeneakademia.hu), [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 2020 general admission procedure without requesting the applicants to be present in person, instead using electronic examination methods.<sup>1</sup>

The details of the examination methods (communication channels, IT systems, programmes, 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.

Entrance examinations will be conducted using the following electronic examination methods:

- a) video conference<sup>2</sup>;
- b) submission of video recordings;
- c) solving electronically communicated assignments in real time;
- d) assignment / essay to be submitted;
- e) online written examination/online test.

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<sup>1</sup> Except for certain postgraduate specialist training programmes: Piano chamber music artist, violin chamber music artist, viola chamber music artist, cello chamber music artist (If the epidemic situation allows for a personal appearance - group instrumental performance with personal appearance)

<sup>2</sup> 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 methods based on electronic communication, the information concerning the processing of applicants' other personal data is included in the student data processing information notice available on the website of the University: <https://lfze.hu/privacy-policy>

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

The purpose of data processing:	<p>In accordance with Government Decree 101/2020 (IV.10.) on certain measures to be taken in the event of an emergency, concerning higher education institutions and students (hereinafter referred to as Government Decree), the practical exam, the Hungarian language aptitude test for non-Hungarian citizens, the oral aptitude test and the professional entrance exam for higher education, as regulated by Government Decree 423/2012 (XII. 29.) on the higher education admission procedure, shall be organized in such a way that personal contact between the applicant and other persons is not required.</p> <p>As part of the 2020 general admission procedure, the fulfilment of admission requirements specified by higher education institutions, as regulated by Section 34 (2) of Government Decree 23/2012. (XII. 29.), shall be organized in such a way that personal contact between the applicant and other persons is not required. (Section 9 (2) - (3) of the Government Decree).</p> <p>In view of the emergency situation caused by the coronavirus epidemic and the provisions of the above-mentioned Government Decree, the entrance examinations of the 2020 general admission procedure will be conducted using examination methods based on electronic communication.</p> <p>The purpose of the data processing is the administration of the 2020 general admission procedure.</p>
The legal basis of the data processing:	The data processing is necessary for the fulfilment of the legal obligation of the University (Article 6 Section 1 (c) of the GDPR).
Categories of data subjects:	Applicants participating in the 2020 general admission procedure.
Categories of personal data:	<p>The following data of the applicants participating in the 2020 general admission procedure:</p> <ul style="list-style-type: none"><li>a) surname and first name;</li><li>b) admission identification number;</li><li>c) e-mail address registered in the FELVI system;</li><li>d) the major or specialisation concerned by the application;</li></ul>



	<ul style="list-style-type: none"><li>e) submitted video recordings;</li><li>f) submitted assignments, essays;</li><li>g) real-time solving of assignments sent electronically;</li><li>h) online written exam/online test.</li></ul>
Duration of data storage:	<p>a) surname and first name; admission identification number; e-mail address registered in the FELVI system; uploaded video recording; the major, specialisation affected by the application and video recordings submitted by the Applicant:</p> <p>The University uses an external service provider for the storage of personal data (Netrix Számítástechnikai és Informatikai Korlátolt Felelősségű Társaság, registered office: 1055 Budapest, Falk Miksa u. 12., Company registration number: 01-09-706619). The University hereby informs the Applicants that the link to the submitted video recordings will be forwarded to the persons involved in the admission procedure. 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.</p> <p>The University shall take all possible measures to ensure that the persons involved in the admission procedure delete the video recordings from the devices they use immediately after the expiration of the deadline for appeal, and if an appeal procedure takes place, following its legally-binding conclusion.</p> <p>b) Assignments, essays submitted by the applicant; real time solution of tasks sent electronically to applicants; online written test, written examinations completed by applicants:</p> <p>Persons involved in the admission procedure may temporarily download the documents specified above to the devices used by them solely for the purpose of performing their duties in connection with the admission procedure.</p> <p>The University shall take all possible measures to ensure that the persons involved in the admission procedure delete the above</p>



	mentioned documents from the devices they use immediately after the expiration of the deadline for appeal, and if an appeal procedure takes place, following its legally-binding conclusion.
Recipients:	Designated staff of the Department of Education and Studies, in addition to members of the Admissions Examination Committee, lecturers from the relevant academic sections, 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 via examination methods based on electronic communication means 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 submitted during the admission procedure via electronic means of communication may only be accessed within the University by the staff involved in the admission procedure (designated staff of the Department of Education and Studies, in addition to members of the Admissions Examination Committee, lecturers from the relevant academic sections, 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 to the performance of their duties.

Documents other than video recordings submitted by applicants may be accessed within the University only by the staff involved in the admission procedure (designated staff of the Department of Education and Studies, in addition to members of the Admissions Examination Committee, lecturers from the relevant academic sections, members of the Admissions Appeals Committee in the event of an appeal), strictly in connection with their work and the performance of their duties.



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 it 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. Your rights related to data processing:**

- a) access to personal data;
- b) rectification of personal data;
- c) restrictions on the processing of personal data;
- d) the right to restrict data processing;
- d) the right to the erasure of personal data.

If you wish to exercise any of your rights set out above, the University's staff will respond to your request as soon as possible, but no later than within 15 days.

Contact details: [adatkezeles@zeneakademia.hu](mailto:adatkezeles@zeneakademia.hu)

### **IV. The enforcement of rights related to data processing:**

1. We recommend that you contact the University's Data Protection Officer in the event of a complaint concerning the University's data processing, who will investigate the procedure in question.

2. If you believe that the University has misused your personal data, you can also contact the National Data Protection and Freedom of Information Authority. (Registered office: 1125 Budapest, Szilágyi Erzsébet fasor 22 / C. E-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu); Website: <http://www.naih.hu>.)

3. In the event of unlawful data processing, the data controller may be sued in court. The court will deal with the matter in an expedited procedure.