

# Privacy Notice

## GIAS Junior Fellowship Program

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At Közép-európai Egyetem (address: 1051 Budapest, Nádor u. 9.) hereinafter „University” or “CEU”) 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 your personal data during the selection process for the Junior Fellowship Program of the Global Institute for Advances Study at CEU.

*\*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 repealing Directive 95/46/EC.*

### **1. Who are we and what do we do**

The Global Institute for Advanced Study a joint initiative of the Institute for Advanced Study at the Közép-európai Egyetem (IAS CEU) and the Open Society University Network (OSUN).

GIAS Fellowships will be awarded to early-career scholars in the field of humanities and social sciences for two consecutive academic years starting in September 2022.

### **2. Contact details of the Data Controllers**

#### **Közép-Európai Egyetem**

1051 Budapest, Nádor u. 9., Hungary  
+ 36 1 327-3000

Data Protection Officer: [privacy@ceu.edu](mailto:privacy@ceu.edu)

### 3. What kind of personal data do we collect? What is the purpose and legal basis for processing your data?

Data category	Purpose of data processing	Category of personal data	Legal basis
Contact details	Communicating with applicants	Name, contact details (e-mail, phone number, address)	Legitimate interest
Application package	Collecting applications Sharing applications with the selection committee members Reviewing, evaluating applications	Application package - CV - letter of intent - abstract, research proposal Letter of preliminary commitment Letter of recommendation	Legitimate interest
Contact details of referees	Obtaining a reference	Name, contact details	Legitimate interest
Decision	Selecting a candidate for the program	Name, information collected during the selection process	Legitimate interest
Grant Letter	regulating the details of the program	name, program specific information	contract

Before you pass on a referee's details to us, please make sure you get their consent to do so.

### 4. Who receives your information?

We will share your application only with the person(s) responsible for the selection procedure in the Department/Unit and the selection committee members who might be non-CEU personnel.

Unless we have a legal obligation to do so, we will not disclose your data to a third party.

We share only those data with external parties which are needed to perform the specific service and we require a data processing agreement to be signed before any

data transfer. We require all third parties and data processors to respect the security of your personal data and to treat it in accordance with the local privacy law.

Our data processor:

- **Microsoft (Office 365):** Based in the US, with CEU's data stored within EU in data centers located in Amsterdam and Dublin. Software as a Service which provides CEU's email and document management.

## 5. How long will your information be held?

We'll delete the unsuccessful candidates' data 6 months after the selection process has been closed. Selected candidate's personal data will be kept for a period of 24 months after the signature of the Grant Letter.

We'll keep the personal data of a referee for as long as the candidate's data for whom he/she was a referee is kept.

## 6. What are your rights?

You have a right:

- **to 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.
- **to 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.
- **to rectify** – you have a right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- **to 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.
- **to request data portability** – you can ask to have the data we hold about you transferred to another organisation.
- **to restrict processing your personal information** – where certain conditions apply, you have a right to restrict the processing of your personal information.
- **to withdraw your 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 to [privacy@ceu.edu](mailto:privacy@ceu.edu) or write to us at University Data Protection Officer, Nádor utca 9, 1051 Budapest, Hungary. The University will make every effort to fulfill your request to the extent allowed by law and will respond in writing within 25 days of receiving your request.

- Should you wish to request help from the relevant national authority, their details are as follows:
- Nemzeti Adatvédelmi és Információszabadság Hatóság  
1363 Budapest, Pf.: 9.  
Phone: +36-1-3911400  
e-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)  
Web: <http://naih.hu>

In addition to the legal remedy, you have the right to apply to the court against the activities of the CEU.

## **7. Security of your information**

We are committed to holding your data securely and treating it with sensitivity. 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. For further details please see CEU's Data Protection Policy.

## **8. Future changes**

If our information policies or practices change at some time in the future, we will post the changes on our website.

*Last updated on: (November 22, 2021)*