

# Privacy Notice

## IAS Fellowship Programs

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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 in connection with your application and /or participation in any Fellowship Programs of the 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 purpose of the Institute for Advanced Study (hereinafter as “IAS CEU”) at Central European University is to promote free and independent pursuit of pioneering scholarly research in the context of an interdisciplinary intellectual community. Located in Budapest, the cultural and academic hub of Central and Eastern Europe, and attached to a densely international university, IAS CEU brings together scholars from all over the world who work mainly in the fields of the social sciences, humanities, law and the arts. High-level scholarly work is achieved through a combination of sustained, individually undertaken research and collaboration, exchange, symbiosis and synergy with other scholars.

The IAS CEU offers residential fellowships to highly accomplished senior and promising young scholars seeking to spend 3-9 months in an interdisciplinary intellectual community of their peers while pursuing their own research.

For further information on the different types of fellowship schemes offered by IAS CEU, please refer to the IAS website and the current Call for Application.

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

**Közép-Európai Egyetem**

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

[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?

<b>Data category</b>	<b>Purpose of data processing</b>	<b>Category of personal data</b>	<b>Legal basis</b>
Contact details	Communicating with applicants, checking eligibility	Name, contact details (e-mail, phone number), country of nationality, country of residence, date of birth, gender	consent
Selection process	Collecting applications Sharing applications with the selection committee members Reviewing, evaluating applications Checking eligibility	- academic information - fellowship details - Application package (CV, letter of intent, abstract, research proposal) -letter of preliminary commitment, and/or letter of recommendation - evaluation	consent
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
Provision of the grant	bank transfer	bank account holder's full name, address, bank name, bank address: IBAN/bank account number, SWIFT/BIC code, ABA	contract

		routing number, currency of bank account:	
Exit Questionnaire	evaluation of the program, future communication	name, e-mail address, postal address, opinion	consent
IAS alumni	future communication	name, e-mail address, postal address	consent
Communication to the public	online profile on IAS CEU's website	name, institutional affiliation, position, fellowship period, project title, project abstract, institutional/personal website address, photo	consent
Administrative support	assistance in obtaining visa/ residence permit/ registration card and accommodation	name, date of birth, place of birth (city/town, country), home address, citizenship(s), mother's maiden name, passport number or ID card number, e-mail address, phone number	consent
Administrative support	assistance in obtaining visa/ residence permit/ registration card and accommodation for the accompanying persons	accompanying person's name, date of birth, place of birth (city/town, country), citizenship(s), mother's maiden name, passport number	consent

#### 4. Who receives your information?

We will share your application with

- the person(s) responsible for the selection procedure,
- leading internal (CEU) or external (non-CEU) experts of your field of research who provide written evaluation of your application, and
- members of the selection committee (Academic Advisory Board) who might be non-CEU personnel.

Personal data that is requested for visa/ residence permit/ registration card and accommodation purpose will only be shared with the CEU unit responsible for such tasks, except you instruct otherwise.

In case the grant provided to you through the program originates from non-CEU entity, we share your application data with the grant source, as independent data controller, indicated in the call of the program.

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.

Exit Questionnaires are deleted 3 months after they were provided, while your name and e-mail address will be stored as long as you remain an IAS alumni.

Personal data that is requested for visa/ residence permit/ registration card and accommodation purpose will be deleted 1 month after the end of the IAS program.

Your online profile published on IAS CEU's website will be retained until CEU IAS terminates its operation.

## 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: March 31, 2022*