

Privacy Policy

Data protection directives

Tempus Public Foundation discloses all information, application form and other documents in relation to its applications free of charge to interested parties.

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The purpose of the data processing document: to present the data processing for those concerned in a transparent manner (based on GDPR Preamble (39) and point (1) a.) of the Article 5). The purpose of this document is to provide information on the data protection and data processing principles applied by Tempus Public Foundation.

Name and contact details of the Controller:

Name of the Controller: TEMPUS Public Foundation

Headquarters: 1077 Budapest Kéthly Anna tér 1.

Mailing Address: 1077 Budapest Kéthly Anna tér 1.

Telephone: +361-237-1300

Email: adatvedelem@tpf.hu

Data Protection Officer: dr. Gábor Ugrai

Place of data processing: 1077 Budapest Kéthly Anna tér 1.

The legal basis of data processing: The legal background of data processing is provided by Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (General Data Protection Regulation; “GDPR”). The Hungarian legislative environment is provided by Act CXII. of 2011 on Informational Self-determination and Freedom of Information.

Article 6 (1 b) GDPR

The persons concerned and the personal data subject to processing activities:

- a) The persons concerned (data subjects) : employees of Tempus Public Foundation with admin rights.
- b) Personal data subject to processing activities:
 - name, surname, first name, company email address, username

The source of personal data: Personal data are provided directly by the persons concerned to the data controllers.

The purpose(s) of data processing: registration and providing access

Duration of processing: until the termination of the employment contract

General data protection directives:

Personal data shall be processed for specified purposes only, for the exercise of the rights and compliance with an obligation. Each phase of the data processing shall comply with the purpose of data processing.

During data processing only such personal data may be handled which is indispensable for the objective of the data processing and is suitable for attaining that objective. Data may only be processed to the extent and for the time necessary to attain the given objective.

In the course of data processing, personal data maintain their status as personal data as long as their connection to the data subject may be restored. The connection can be restored with the data subject if the data controller possesses the technical conditions required for restoration.

In addition to the purpose of data processing, clear and preliminary information must be published about who will manage and process the data.

Data must be stored securely, in a manner proportionate with the objective of data handling, for the time necessary to attain the objective of data handling.

The data manager and the data processor are obliged to ensure the security of the data and to take the technical and organizational measures and establish the procedural rules that are necessary to enforce the relevant legal provisions.

Provision should be made for these requirements in the internal regulations of the data controller.

The quality of the data:

Principles relating to processing of personal data:

- a) data shall be obtained and processed fairly and lawfully.
- b) data shall be stored for specified and legitimate purposes and not used in a way incompatible with those purposes.
- c) data shall be adequate, relevant, and not excessive in relation to the purposes for which they are stored.

- d) data shall be accurate and, where necessary, kept up to date.
- e) data shall be preserved in a form which permits identification of the data subjects for no longer than is required for the purpose for which those data are stored

Personal data shall be deleted by the Controller – in a non-retrievable way, for good, when requested by the Data subject, if at least one of the following grounds applies:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) the data subject withdraws consent on which the processing is based and there is no other legal ground for the processing;
- c) the data subject objects to the processing;
- d) the personal data have been unlawfully processed;
- e) personal data must be deleted in order to fulfil a legal obligation established by the law of the Union or of the Member State to which the data controller is subject;

Access to data:

Personal data recorded during processing may be accessed over a specified period (in the legislation and the present notice) by the authorized and appointed personnel of the controllers, in a regulated and traceable form.

Data transfer to a third country or to an international organization:

No data transfer is made to a third country.

Data transfer to authorities:

The national security service, the police, the infringement authority, the prosecution and the court may request personal data for the purpose of carrying out their national security, law enforcement, infringement related, and judicial duties as established by law. The data controller is obliged by law to comply with the official request. Data may be transferred to a third party, but only with the prior written consent of the data subject and with the presentation of the previously provided complete privacy policy.

Data security measures:

Tempus Public Foundation as the Controller declares that it took administrative, technical, IT and mechanical safety measures corresponding to the current state of science in order to protect the personal data processed against unauthorized access, alteration, transmission, disclosure, erasure or destruction and against accidental destruction or damage as well as inaccessibility due to the introduction of technical modifications.

The controller has ensured that all its employees who have access to data have been adequately informed about the data protection requirements and received data protection training.

The controller does not transfer personal data to third parties. This does not apply to any statutory, mandatory data transfers.

The controller shall take appropriate security measures to protect personal data stored in automated data files against accidental or unlawful destruction or accidental loss and against unauthorized access, alteration, or dissemination. The data controller and the data processor must take into consideration the prevailing development of technology when defining and applying data security measures.

The rights of data subjects:

The right to be informed (Art. 13 GDPR): The data subject has the right to be informed about the facts related to data processing prior to the commencement of the data processing – the enforcement of which right is served by the present information document.

The right of access (Art. 15 GDPR): to request their personal information processed, as well as information about the processing

The data subject may request the controller to inform the data subject in writing, through the contact details provided, about:

- the type of the personal data concerning him or her,
- the legal basis of the processing,
- the purpose of the processing,
- the source of the personal data
- the period of time the data will be processed,
- to whom, when, on what legal basis, to which personal data the data controller gave access to or to whom the controller transferred the personal data of the data subject.

The data controller fulfils the data subject's request within a maximum of thirty days, by electronic mail sent to the contact information provided by the data subject.

Right to rectification (Art. 16 GDPR): at the request of a data subject, as well as in further cases defined in this chapter, the data controller must rectify, clarify, or complete the personal data of the data subject. The data subject can request the alteration of personal data from the controller in writing, using the contact details provided (for instance, he or she can change his or her e-mail address anytime).

The data controller shall comply with his/her request within thirty days at most. The data subjects shall sign a declaration in which their personal data are given by themselves. If there is a change in the information provided, they shall complete a new declaration.

Right to erasure ('right to be forgotten') (Art. 17 GDPR): the data subject – if the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, or the data subject withdraws his voluntary consent, or his/her data have been unlawfully processed, or the law requires deletion – shall have the right to request in writing from the controller the erasure of personal data concerning him or her without undue delay.

The data controller may reject the deletion request if the request is unfounded or excessive, or if the law requires the further storage of personal data. Such a case may, for example, be the case where the time-limit laid down in the internal regulations regarding file storage has not expired. However, if there is no such obligation, the data controller shall fulfil the request of the data subject within thirty days at most and shall notify the data subject of this by e-mail sent to the contact information provided by him/her, to facilitate the enforcement of the notification obligation (Art. 19 GDPR)

Right to restriction of processing" (Art. 18 GDPR): At the request of the data subject and in further cases defined by law, the controller shall limit the processing of personal data if the accuracy of the personal data is contested by the data subject, or the processing is unlawful or the data subject needs and requests his/her data due to his/her interests to be protected or the data subject has objected to processing in the first place.

Right to data portability (Art. 20 GDPR): If the processing is based on voluntary consent or on a contract and the processing is carried out by automated means, the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format.

When exercising the right to portability, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

Right to object (Art. 21 GDPR): The data subject shall have the right to object to processing, on grounds relating to his or her situation, via the contact details given, in a written form if the data controller were to unlawfully process, transfer or use the personal data. (for example if the data is processed for direct marketing purposes, public opinion **polls or scientific research purposes**).

Legal remedies and enforcement options

Tempus Public Foundation undertakes to respond to requests related to data processing and data protection and inform the data subject without delay and at most within thirty days of receipt of the request. If necessary, taken into account the complexity and number of requests, this deadline may be extended by sixty additional days, however, in this case Tempus Public Foundation shall inform the data subject about the fact of extension within thirty days of receipt of the request.

In the case of an e-mail, the date of receipt shall be the first working day following the sending. Data subjects may request information about the processing of their personal data from Tempus Public Foundation as the data controller at any time, in writing, omitting further formal constraints, in one of the following ways:

- by a registered letter sent to the headquarters of Tempus Public Foundation,
- by e-mail to the following email address: adatvedelem@tpf.hu

According to Section 22. (a) of the Act CXII of 2011 of Hungary, in the event of any possible infringement of his/her rights, the data subject may initiate an inquiry with the Hungarian National Authority for Data Protection and Freedom of Information and based on point (b) he/she may request the authority to carry out an authority procedure for data protection.

**Hungarian National Authority for Data Protection and Freedom of Information
(Nemzeti Adatvédelmi és Információszabadság Hatóság)**

Postal address: 1363 Budapest, Pf.: 9.

Address: 1055 Budapest, Falk Miksa u. 9-11.

Telephone +36 (1) 391-1400

Fax: +36 (1) 391-1410

Email: ugyfelszolgalat@naih.hu

Website: www.naih.hu

According to Section 23 of the Act CXII of 2011 the data subject may seek judicial remedy in order to enforce his/her rights.

Processing of cookies

We use cookies on this website in order to improve the quality of our services. Cookies ensure the efficient operation of the site and help us provide a better user's experience to our visitors and to display relevant ads that match their interests. We do this with their explicit consent if they accept the use of cookies for analysis and marketing purposes in the cookie banner. Except for the cookies necessary for the operation of the website system they may prohibit the use of all cookies in the same banner. Cookie settings can be changed at any time by clicking on the Cookie settings menu item in the footer of the website.

How do we use the cookies?

On the website, we use primary (or internal) cookies and cookies from third parties as well. The primary cookies are from the website and the data collected and used by these cookies are stored and processed by Tempus Public Foundation.

The use of primary cookies is essential for enabling the website to secure the services which the user him/herself clearly initiates by opening the website.

When we display a variety of contents with the help of external services, we talk about cookies from third parties. In this case we have no influence over what data these websites and external domains collect. Information on these cookies can be found in the privacy policy of the given provider. Cookies from third parties are intended for web analytics purposes and are necessary for users to interact with YouTube videos and for us to display Facebook ads for them. More detailed information on this is provided below.

a.) Session cookies

“Session cookies” are necessary for browsing the website and using its functions, including recording operations carried out by the visitor on the website, its functions or services. The smooth operation of the website cannot be guaranteed without the use of “session cookies”. They are valid during the visit itself; the cookies are automatically deleted at the end of the session or by closing the browser.

The session “cookies” used by the <https://stipendiumhungaricum.hu/> website are the following:

- _fbp
- _ga
- _ga_K5BDCDCQ7L
- _ga_LRMKG64SYT
- wordpress_logged_in_[user-id]
- wordpress_sec_[user-id]
- wordpress_test_cookie
- wp-settings-1
- wp-settings-time-1
- wp_lang

b.) The so-called usage support cookies.

These “cookies” enable our website to remember what method of operation you chose. This is to ensure that you do not have to provide such data again upon your next visit. Without the information included in the cookies storing your preferences, our website can still operate, although less smoothly.

The website uses the following, usage support cookie:

The cookie consent plugin (point V. of the present notice)

c.) Performance cookies

The cookies ensuring performance make it possible for us to collect information concerning how visitors are using our webpage (such as which pages the visitors have viewed, how many pages they have visited, which part of the page they have clicked, how long each of the work processes were, what sort of error messages appeared, etc). This is done so that we can further develop our website (available services, functions, etc.) in accordance with the needs of our visitors and provide them with a high-quality, user-friendly experience.

For performance measurement purposes, our website uses third-party “cookies” on each visit. Using the “cookies”, we can trace how many people visit the website, and what content they are interested in.

All information is stored anonymously and is used for anonymous analyses of the visitors' behaviour so that we can ensure high quality experience for the users.

The webpage uses the analytical cookies of the following provider:

Cookies belonging to Google:

- 1P_JAR
- ANID
- CONSENT
- NID
- _Secure-3PAPISID
- _Secure-3PSID
- _Secure-PSIDCC

List of cookies set by the Hotjar Tracking Code:

Mentions of site_id refer to the unique ID allocated to an individual site when it is created in Hotjar.

Relating to the user:

- _hjSessionUser_{site_id}
- _hjid
- _hjFirstSeen
- _hjHasCachedUserAttributes
- _hjUserAttributesHash
- _hjUserAttributes
- hjViewportId
- hjActiveViewportIds

Relating to the session:

- _hjSession_{site_id}
- _hjSessionTooLarge
- _hjSessionResumed
- _hjCookieTest
- _hjLocalStorageTest
- _hjSessionStorageTest
- _hjIncludedInPageviewSample
- _hjIncludedInSessionSample_{site_id}
- _hjAbsoluteSessionInProgress
- _hjTLDTTest

Relating to Recordings

- _hjRecordingEnabled
- _hjRecordingLastActivity

Relating to Feedback and Survey tools

- _hjClosedSurveyInvites
- _hjDonePolls
- _hjMinimizedPolls
- _hjShownFeedbackMessage

For more information about HotJar Cookies please visit the official website [HERE!](#)

Web analytics

We use cookies from Google Analytics for web analytics purposes. Google Analytics is a service that uses cookies to track the interactions of website visitors and thus helps website owners understand how visitors use the website. The cookies from Google Analytics - which are installed only after the consent of the users - collect data in a way that does not allow the direct identification of individual users.

Users can prevent the automatic data transmission to the Google Analytics service at any time, without this affecting browsing on our website in any way. For more information on how to prevent Google Analytics from collecting data from you on any websites visited by you, you may check [this website](#) of Google.

YouTube videos

We also embed YouTube videos on our website. Please note that the YouTube video-sharing site follows its own rules on data protection and the use of cookies, which Tempus Public Foundation has no control over. For more information, we recommend that you consult YouTube's privacy policy documents.

Facebook

In order to display more effective and personalized Facebook ads to our users, we need to launch the Facebook pixel. Using the Facebook pixel on our website, there is a cookie installed on the computer of the users visiting our website – only after the consent of the user – which helps us display ads more precisely for them, and also enables us to obtain conversion information.

Users can block the installation of cookies in their browser at any time, after which they will not be included in visit or conversion tracking statistics. If a website visitor withdraws their consent to the operation of Facebook pixels, the related cookies will be deleted from their browser after the page is reloaded.

Inside of Facebook, any user may modify their [ad preferences via this link](#). Information on Facebook's [Privacy Policy can be found here](#).

How can you manage cookies?

You have the option to manage and/or delete the cookies as you please. For information on this, please visit the [aboutcookies.org](#) website. You have the option to delete all cookies stored on your computer, and in most browsers, you can also disable their installation. However, in this case, you may have to manually make certain settings each time you visit a particular page, and it may also happen that certain services and functions will not work if you do not install the cookies. These settings are generally found in the 'Options' or 'Settings' menu of a browser.

Security

Tempus Public Foundation is committed to the protection of their clients' information, it does not trade (does not sell, rent or lend) personal data relating to its customers. Tempus Public Foundation carries out its data management and keeps the records required by law according to the law of CXII. 2011. about the information autonomy and information freedom. Tempus Public Foundation undertakes to ensure the security of the data, to implement physical and technical measures to ensure the protection of the recorded, stored or managed data, and to do everything in its power to prevent the destruction, unauthorized use and unauthorized alteration of the data.

Please note, that this Privacy Policy is applicable with regard to the <https://stipendiumhungaricum.hu/> website.

The Stipendium Hungaricum mobile application is not part of this website, therefore we manage any personal data collected through the mobile application separately. The Terms & Conditions and Privacy Policy of the Stipendium Hungaricum mobile application is available here:

<https://app.stipendiumhungaricum.hu/privacy-policy>.

If you have any questions regarding the processing of your personal data, please do not hesitate to contact our data protection officer directly, who will also assist you in case you have information requests or other requests or complaints. Email address: adatvedelem@tpf.hu