

# Privacy Statement

– for data management in connection with the Stipendium Hungaricum Scholarship Programme

## 1. PURPOSE OF THE STATEMENT

The purpose of this Statement is to provide information about the principles of data protection and data management applied by the Tempus Public Foundation regarding the Stipendium Hungaricum Programme.

The Tempus Public Foundation (hereafter referred to as Data Controller) manages the personal data of those who apply, and successfully participate in the Stipendium Hungaricum Programme.

## 2. DATA CONTROLLER

Name: Tempus Public Foundation

Represented by: Károly Czibere, president

Headquarters and mailing address: 1077 Budapest Kéthly Anna tér 1.

Data protection officer: dr. Gábor Ugrai

Phone: + 36-1-237-1300

E-mail: [adatvedelem@tpf.hu](mailto:adatvedelem@tpf.hu)

## 3. SCOPE OF THE PERSONAL DATA MANAGEMENT

In connection with sending the scholarship, we will manage the personal data categories listed in Annex 1 of this Statement.

Regarding the health care data we need this document exclusively for the purposes of the application procedure. It should be about general health condition and that the applicant has no infectious disease. After the admission procedure, it is kept for 10 years together with all the relevant personal data according to the provisions of the general data protection rules.

In case you have indicated on the application form that you are also interested in self-financed studies, your personal data will be processed for the purpose of sending you information about self-financed study opportunities.

If any modification or change occurs in the data management period of the data handled by the Data Controller, please notify us immediately of the above availability – at [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu)

## 4. THE LEGAL BASIS, OBJECTIVE AND METHOD OF DATA MANAGEMENT

### 4.1 Data management during the application process

The management of data is based on the Applicant's information-based statement, including the Applicant's consent to the use and management of their personal data provided during the submission of their application through the online application system. Legal Basis for the management of data: Article 6 (1) (b) of Regulation (EU) 2016/679 (General Data Protection Regulation) – preparation of contract signing.

With regards to data related to the health status of the Applicant (see Art. 3.), the management of the data is based on the explicit consent of the Applicant (GDPR Art 9. (2) a).

The data process lasts until the evaluation of your application. In case your application is successful, for the further data process see 4.2. In case your application is not chosen for Stipendium Hungaricum scholarship, your data is processed exclusively for the purpose of data storage and research, in the framework of the legal duties of the Data Controller. In this case, your data is stored for 10 years after the application process.

4.1.2. The primary purpose of data management is to evaluate, and process your application. Furthermore your data may be used for research purposes anonymously. In case you do receive a positive decision on your application, your data is going to be stored for 10 years as Tempus Public Foundation has to keep according to its funding agreements. In case you would receive a positive decision on your application paragraph 4.2 applies.

#### 4.2 Data management of Stipendium Hungaricum Scholarship Holders

4.2.1 The Management of data is based on the performance of the contract between you and the entitled Higher Education Institution. Legal Basis for the management of data: Article 6 (1) (b) of Regulation (EU) 2016/679 (General Data Protection Regulation).

During the application procedure the data controller is using all relevant personal data for the different phases of the application: submitting application, forwarding the application to the higher education institutes for admission exams, notification on the result of the admission and visa procedure. After the decision on granting a scholarship to a student, the data controller is keeping the data of the student for reports to the relevant governmental bodies and health care providers responsible for medical screenings. After the termination of the scholarship status, the data controller keeps the data only for a record, follow up and alumni purposes. For the alumni purposes the Privacy Policy can be found on the following link: <https://alumninetworkhungary.hu/terms-conditions-and-privacy-policy>

4.2.2. The purpose of data management is to realize your scholarship. The data controller uses the data you have provided for this and research purposes. If your application receives positive decision your data will be preserved and used according to the scholarship programmes' rules and regulations. Your data will be kept until 10 years after end of scholarship holder status.

4.3. Data management for the purpose of providing information about self-financed study opportunities

4.3.1. The Management of data is based on the voluntary consent of the data subject. Legal Basis for the management of data: Article 6 (1) (a) of Regulation (EU) 2016/679 (General Data Protection Regulation).

#### 4.4 Data management for the purposes of the Stipendium Hungaricum newsletter

4.4.1. The management of data is necessary for the purposes of the legitimate interests pursued by the Data Controller. Legal Basis for the management of data: the legitimate interest of the Data Controller according to Article 6 (1) (f) of Regulation (EU) 2016/679 (General Data Protection Regulation)

4.4.2. The purpose of data management in the newsletter is to give information on any modification of the Stipendium Hungaricum rules and regulations; on any changes of management of the scholarship programme; and also on events and novelties of the scholarship programme.

4.5. The data controller may not use or use the provided personal data for purposes other than those set out in these points.

4.6. The data controller does not verify the personal information you provide. The authenticity of the data given is your sole responsibility. When submitting your e-mail address, you also assume liability for being the sole user of the e-mail address provided. With respect to this liability, any entry from an e-mail address will be attributed solely to you to as the person who registered the e-mail address.

### 5. THE DURATION OF DATA MANAGEMENT

The duration of the data processing is 10 years counted from submitting the final report to the entitled Higher Education Institution in case of successful applications, and 5 years counted from the evaluation of the application in case of non-successful applications, and 3 years counted from end of the apply term by the non-finalized applications. In that case, the duration of data processing lasts until the withdrawal of your agreement. The duration of the data management regarding the purpose of providing information about self-financed study opportunities lasts until withdrawal of the consent, but maximum 3 years counted from the submission of the application. The duration of the data management regarding the newsletter lasts until the end of your scholarship status, which is defined by the report of the Higher Education Institution on the termination of the legal student status at the end of each semester. Higher Educational Institutions provide data on 30 October and 15 March each year.

### 6. SCOPE OF ENTITIES WITH ACCESS TO THE DATA, DATA TRANSFER AND DATA PROCESSING

6.1. It is primarily the Data Controller and its internal staff who are entitled to have access to the data in order to accomplish their employment duties. Besides the Data Controller, the following entitled persons are allowed to access to your data:

- sending partners are responsible for promotion of the scholarship programme in their respective countries and selection of the applicants. Sending partners will use data for internal evaluation and they will also nominate the applicants according their internal rules and regulations.

- the entitled Higher Education Institution where you apply and with whom you make a contract. The entitled Higher Education Institution ensures that it processes your data within the framework of the GDPR.
- the respective higher education institution is processing your data within the institution in order to organize and process entry examination and enrolment. The higher education institution is entitled to circulate the data within the institution to any institutional employee that is responsible for above mentioned duties.
- legal authorities of Hungary: Stipendium Hungaricum scholarship programme is a governmental programme therefore several governmental authorities have access to the data. The Ministry responsible for Foreign Affairs and Trade and the Ministry for Higher Education are the main actors whom Tempus Public Foundation sends reports regularly about the development and status of the program. The Ministry responsible for Foreign Affairs and Trade, the Embassies and Consulates of Hungary are also involved in the follow up and development of Stipendium Hungaricum scholarship programme. The Ministry is responsible for Interior matters with several bodies for immigration and security. All legal authorities have access rights.
- health care providers responsible for medical screenings of the awardees
- higher education institutions to which TPF forwards the applicant's data in relation to self-financed study opportunities, provided that the applicant indicates in his/her application that he/she is interested in self-financed study programmes

Based on above – during the follow up and development - the Hungarian Embassies and Consulates staff in higher education entitled to have access to the data with purpose of informing further scholarship and professional events the Scholar. They authorized to contact with the Scholar.

6.2. The Data Controller may use a Data Processor to operate the IT system.

Name of the Data Processor: Dream Group Plc.

Activity: to operate the application system, DreamApply

Details of the data processor's tasks:

The role of Dream Group Plc (provider of the DreamApply service) is to serve as data processor and therefore process personal data on behalf of Tempus Public Foundation. The Provider is receiving and processing the data for managing incoming applicants, students. The main purpose of the data processing is managing Applicants and their applications to Tempus Public Foundation and the Hungarian Higher Education Institutions.

Categories of data in DreamApply:

1. User Data (personal data) of the Applicants: personal information necessary for submitting application(s) to the Institution – contact information, information about prior education and experiences on the field, identification information, information about language skills and other relevant info necessary for applying.
2. User Data (sensitive data) of the Applicants: sensitive data as such can be collected only about health. Health information may be collected only in occasions where it is absolutely necessary for fulfilling the contract with the Applicant or required by the law.

The subject matter of the processing:

The personal data transferred will be subject to the following basic processing activities:

1. application filing and processing within the Institution;
2. statistical reports gathering - only non-personalized data about the Applicants for research purposes (including for non-personalized statistics)
3. automatic requirements analysis;
4. offer and document generation;
5. during marketing activities collection of contacts, study interests and data about information channels.

The duration of the processing:

1. For detailed description of duration see point No 5 of this agreement. When Tempus Public Foundation orders DreamApply to delete the data, it will be automatically deleted also from back-ups during 15-45 days.

DreamApply:

1. shall follow and fulfil its obligations as a data controller set down in General Data Protection Regulation
2. processes the personal data only on documented instructions from Tempus Public Foundation, unless required to do so by law
3. guarantees to implement appropriate technical and organisational measures in such a manner that processing will meet the requirements of the General Data Protection Regulation (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 ensure the protection of the rights of the data subjects;
4. ensures that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality
5. shall notify Tempus Public Foundation without undue delay after becoming aware of a personal data breach.

## **7. THE RIGHTS AND RECOURSE TO LAW AVAILABLE TO THE PERSONS CONCERNED**

7.1. You are entitled at any time to request information about your personal data managed by the Data Controller and may modify such data at any time by sending an e-mail request addressed to the contact details provided in Point 7.3.

7.2. At your request, the Data Controller must provide you with information regarding your personal data it manages, the data processed by the data processor entrusted by it, the source of such data, the purpose, legal basis and duration of the data management, the data processor's name, address and activities in connection with the handling of the data, the circumstances and effects of the data protection incident, the measures taken to remedy the incident, and – in the case of transmission of the personal data – the legal basis and the recipient of the data transfer. The service provider must provide the requested information in writing within 30 days of the submission of the request

The Data Controller - through its data protection officer - keeps a record to supervise and keep you informed of any measures taken in connection with the data protection incident including the scope

of personal data concerned, the scope and number of persons affected by the data protection incident, the date, circumstances and effects of the data protection incident and the measures implemented in order to remedy the incident, as well as any other data specified in the laws governing the management of data.

7.3. You can exercise your rights via the following contact details:

E-mail address: [adatvedelem@tpf.hu](mailto:adatvedelem@tpf.hu)

You may contact the Data Controller's data processing officer with any questions or observations regarding the processing of data via the contact details provided in Point 7.3.

7.4. You are entitled at any time to request the correction of any incorrectly recorded data. You are allowed to change your data within the application system. If any difficulty occurs TPF customer service corrects the data within one month of the receipt of the request at the [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu) email address.

7.5. The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where 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 according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;
- (c) the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);
- (d) the personal data have been unlawfully processed;
- (e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- (f) the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).

7.6. In case of complaint, you may apply to the

National Privacy and Information Authority (1055 Budapest, Falk Miksa u. 9.-11., [www.naih.hu](http://www.naih.hu) ).

7.7. If you have provided third-party data for the use of the service, the Data Controller is entitled to seek damages from you. In such cases, the Data Controller must provide all available assistance to the competent authorities for the purpose of establishing the identity of the infringing person.

## 8. OTHER PROVISIONS

8.1. In all cases where the Data Controller intends to use the data provided for purposes other than the purpose of the original data collection, it will notify and obtain from you your prior express consent, and will provide you the opportunity to prohibit such use.



8.2. The Data Controller undertakes to ensure the security of the data, to implement 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. The Data Controller also undertakes to call on any third party to whom the data may be transferred or handed over to comply with these obligations.

8.3. The Data Controller reserves the right to unilaterally modify the rules and information on its website regarding the management of data.

## Annex 1. Application form





Place of your photo

Name

Region:





Applicant ID:

1  Place of your selected study programme

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2  Place of your selected study programme



## Profile

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### Personal information

Given name(s)

Middle name(s)

Family name(s)

Previous family  
name

### Gender

### Citizenship

Double citizenship

Country of residence

### Parents' information

Mother's given  
name(s)

Mother's previous  
family name

Social security  
number in World (if  
any)

Passport number

Issue date

Expiry date

Country of issue

ID-card number

Issue date

Expiry date

Country of issue

Date of birth

Country of birth

Place of birth

Social security (TAJ)  
number Hungarian (if any)

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Have you been a

scholarship holder in the  
Stipendium Hungaricum or  
other bilateral programme  
financed by Hungary?

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Hungarian tax ID number  
(if any)

## Contacts

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E-mail

Address

Street address

House number

City, town, village

Postal code

Country

Correspondence address

Street address

House number

City, town, village

Postal code

Country

Telephones

Evening / home

Day / work

Mobile

Skype

## Education

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Level of education	Status of studies
Official name of school / university / institution	Start of studies
Programme name	(Expected) graduation
Scientific discipline	Nominal length
Subfield	Mode of study
Diploma name	Financing source
Diploma number	Country
Diploma issue date	City
Diploma issued by	Study location
Diploma issue location	Study language
	GPA / Average grade
	Maximum GPA / Average grade possible

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Level of education	Status of studies
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Diploma issued by	Study location
Diploma issue location	Study language
	GPA / Average grade
	Maximum GPA / Average grade possible

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NEPTUN Code (if any)

## Languages

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Native language

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Foreign language

Proficiency

Studies /  
experience

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Foreign language

Proficiency

Studies /  
experience

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Foreign language

Proficiency

Studies /  
experience

Do you speak Hungarian  
and plan to perform your  
studies in Hungarian?

## Work experience

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Employer (company name)

From

To

Type of business or sector

Occupation or position

Your responsibilities, acquired skills and competences

## Activities and hobbies

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Organization's name

From

To

Nature of your activity

Organization's name

From

To

Nature of your activity

Organization's name

From

To

Nature of your activity

Organization's name

From

To

Nature of your activity

## Motivation letter

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## Other

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### Medical info

If you are not nominated  
in the Stipendium  
Hungaricum Programme,

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### Other relevant information

Do you apply for full or  
partial (exchange) studies?

If you apply for partial  
(exchange) studies, please  
indicate in which semester  
would you like to study.

If you apply for partial  
(exchange) study please  
indicate the duration of  
your planned study (in  
months)

Place of the uploaded documents

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## Confirmation

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I confirm that all statements made in this application are correct, truthful and complete. I agree that the university may verify the authenticity and accuracy of the documents and information I have provided. I also understand and agree that if the university determines that I have provided false or misleading information, it has the right to contact appropriate individuals, institutions or organizations affected by such false information and to inform them of its discovery. The university has the right to send my educational documents to ENIC/NARIC Center for evaluation.