



Privacy Policy

for the 2022 Entrance Examination Procedure for English Language Programmes

The **Liszt Ferenc Academy of Music** (seat: Liszt Ferenc Square 8, Budapest 1061; 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 Directive 95/46/EC (general data protection regulation, hereinafter referred to as **GDPR**), and Act CXII of 2011 on the right of informational 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 in any respect, feel free to contact the University's **data protection officer** (dr. Éva Kujalek, e-mail: adatkezeles@zeneakademia.hu, <https://lfze.hu/contact-us>), who will assist you.

In view of the emergency situation caused by the coronavirus epidemic, the University will conduct the entrance examinations during the 2022 admission procedure for English language programmes either in person or without requesting the applicants to be present in person, using electronic examination methods instead¹ according to the decision of the applicant.

The details of the methods for the online based examinations (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 for English language programmes shall be conducted using the following electronic examination methods if they are conducted without personal presence:

- a) video conference²;
- b) submission of video recordings;
- c) solving electronically communicated assignments in real time;
- d) assignment / essay to be submitted;

¹ 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)

² The video conference shall not be recorded.



- e) online written examination/online test.

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.

I. Information concerning the data processing:

The purpose of data processing:	The purpose of the data processing is conducting the 2022 admission procedure for English language programmes.
The legal basis of the data processing:	Act CCIV of 2011 on National Higher Education. (hereinafter: Nftv.), data processing is necessary for the performance of a task performed in the public interest or in the framework of exercising public authority assigned to the data controller (Article 6 section (1) point e) of the GDPR). The data processing is necessary for the fulfilment of the legal obligation of the University (Article 6 Section 1 point c) of the GDPR).
Categories of data subjects:	Applicants participating in the 2022 admission procedure for English language programmes, in case the type examination chosen is based on electronic methods.
Categories of personal data:	The following data of the applicants participating in the 2022 admission procedure for English language programmes: a) surname and first name; b) admission identification number; c) e-mail address; d) the major or specialisation concerned by the application; e) images, voice, surroundings of the applicant – in cases of video conference as well as submitted video recordings; f) identification document – in case of video conference and submitted video recording; g) submitted assignments, essays; h) real-time solving of assignments sent electronically; i) online written online test/examination.
Duration of data storage:	a) surname and first name; admission identification number; e-mail address; the major, specialisation affected by the application and video recordings submitted by the applicant:



	<p>The University hereby informs the applicants that the names of the applicants and the access path of the submitted video recordings (link shared by the applicants) will be forwarded to the Entrance Examination Committee and the professors of the relevant sub-departments. 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 participating in the admission procedure delete the video recordings from the devices they use immediately after the expiration of the deadline for appeal, or if an appeal procedure takes place, following its legally binding conclusion.</p> <p>a) surname and first name; admission identification number; e-mail address; uploaded assignments, essays submitted by the applicants of the major, specialisation affected by the application; real time solution of tasks sent electronically to applicants; online written tests, 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-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.</p>
Recipients:	Designated staff of the Study Department, in addition to members of the Entrance Examination Committee, professors from the relevant sub-departments, 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 Study Department, in addition to members of the Entrance Examination Committee, professors from the relevant sub-departments, 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 with 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 Study Department, in addition to members of the Entrance Examination Committee, professors from the relevant sub-departments, 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 information provided on the forms entered by the applicants, as well as the link of the video recording, will be stored in the University's MS Office 365 repository (Microsoft Ireland Operations Limited One Microsoft Place, South County Business Park, Leopardstown, Dublin 18 Ireland).

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 the incident 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. Rights related to data processing:

- a) access to personal data – access to the data managed by the University may be requested;
- b) information on personal data – information on personal data managed by the University may be requested;
- c) rectification of personal data – in case of inaccurate data processing, rectification or correction of personal data may be requested;
- d) restrictions on the processing of personal data – restrictions on the processing of personal data may be requested;
- e) the right to protest – data processing based on the public interest can be protested at any time;
- f) the erasure of personal data – following a protest regarding data processing based on the public interest, if there is no other legal reason that takes precedence for further data processing, the deletion of personal data may be requested

In order to exercise the rights related to data processing, please turn to the University staff, who will respond to the request as soon as possible, but no later than within 15 days.

Contact details: adatkezeles@zeneakademia.hu

IV. Possibilities of legal remedy related to data processing:

1. The Data Protection Officer of the University in the event of a complaint concerning the University's data processing may be contacted, who will investigate the procedure in question.
2. The National Data Protection and Freedom of Information Authority may also be contacted. (Seat: Falk Miksa Str. 9-11, Budapest 1055, postal address: Pf. 9, Budapest 1363, e-mail: ugyfelszolgalat@naih.hu, website: <http://www.naih.hu>.)
3. In the event of unlawful data processing, the complainant may go to court (<https://birosag.hu/a-birosagi-szervezet>).