



**PRIVACY POLICY
FOR THE MASTER CLASSES ORGANIZED IN THE FRAMEWORK OF “KLAXO 2022”
CLARINET-SAXOPHONE FESTIVAL**

The Liszt Ferenc Academy of Music is organizing the “Klaxo 2022” Clarinet-Saxophone Festival in 2022, during which the public can welcome the most prominent clarinet and saxophone performers of the classical and jazz scene at the Solti Hall of the Liszt Academy. The series of events is enriched by instrument exhibition, pedagogy training courses and a master class as well.

This privacy policy contains information on the data processing of the “Klaxo 2022” Clarinet-Saxophone Festival (hereinafter referred to as the Master Class) in order to provide applicants with the widest array of information possible on the processing of their personal data.

Data controller: **Liszt Ferenc Academy of Music** (seat: Liszt Ferenc Square 8, Budapest 1061; represented by: Dr. Andrea Vigh, President and Zoltán László Szentgyörgyvölgyi, Chancellor; web: lfze.hu/contact-us, hereinafter referred to as University).

The University hereby informs the applicants about the University’s data protection officer: dr. Éva Kujalek, data protection officer (e-mail: adatkezeles@zeneakademia.hu, further contact details of the data protection officer: lfze.hu/privacy-policy) who will assist you.

I. Information concerning the data processing:

The purpose of data processing:	Ensuring the application for the Master Class, conducting the master class.
The legal basis of the data processing:	Applicant is voluntarily, explicitly consents (Article 6 section (1) point a) of the GDPR). Fulfilling the legal responsibilities of the Academy (Article 6 section (1) point c) of the GDPR).
Categories of data subjects:	Persons applying for the Master Class.
Categories of personal data:	The following data of the applicants of the master class: a) family name and first name (purpose: identifying the applicant); b) e-mail address (purpose: data necessary for keeping contact during the Master Class); c) institution (purpose: necessary for carrying out the Master Class);



	<p>d) chosen professor (purpose: necessary for carrying out the Master Class);</p> <p>e) two pieces of video recording – images and voice of the applicants (purpose: necessary for carrying out the Master Class – pre-screening for selecting the participants from the applicants of the Master Class);</p> <p>f) billing data, i.e. billing name and address (purpose: participation in the Master Class is possible by paying a fee, the data is necessary for issuing an invoice for this purpose).</p> <p>Only a certain number of applicants may participate in the Master Class, the pre-screening of the candidates is carried out by the professors of the University, and after the pre-screening the professors holding the Master Class decide which of the applicants can take part in the Master Class. An invoice is issued (including billing information) only for applicants who participate in the Master Class.</p>
Duration of data storage:	The University deletes the personal data of the participants of the Master Class within 45 days after the closure of the Master Class, except for the personal data which the University handles on the basis of the obligation specified by law.
Recipients:	Appointed staff members of the International Affairs and Development and the Finance Directorate, teachers participating in the organization of the series of events, professors holding the Master Class.
Obligation to provide personal data:	A completely filled in application form is a prerequisite to participate in the Master Class.
Is there data transfer to third-party countries:	Not occurring.
Is there automatic decision making?	Not occurring.

The University is informing the applicants that for the advertisement of the series of events, photographs might be taken at the Master Class, in which the participants might appear as well. The University may make these photographs public on its social media sites (website, Facebook, Instagram), which may be available for an unlimited amount of time.



By applying to the Master Class, the applicant consents to the making of these photographs and the publication of them according to the above mentioned details.

II. Access to data and data security measures

Data given during the application is accessible by the following persons:

- a) appointed staff members of the International Affairs and Development;
- b) appointed staff members of the Finance Directorate;
- c) teachers of the University participating in the organization of the series of events;
- d) professors holding the Master Class.

Staff members of the University and persons participating in the organization of the series of events may only know and handle the personal data provided during the application only in connection with the organization of the Master Class.

Only a limited number of applicants may participate in the Master Class, the pre-screening of applicants is conducted by the teachers of the University based on submitted video recordings, and following the pre-screening the professors holding the Master Class will decide which applicants may participate in the Master Class.

Only the names of the applicants and the video recordings shall be forwarded to the professors holding the Master Class.

The data necessary for issuing invoices may only be accessed by the appointed staff members of the Finance Directorate, data in relation to billing is kept by the University for a period of time as prescribed by law.

The University uses an external service provider to store personal data (personal data provided through the website), which also performs the operational tasks of the www.lfze.hu website (Netrix Számítástechnikai és Informatikai Korlátolt Felelősségű Társaság [Netrix Media Systems Ltd.], seat: Falk Miksa Str. 12. Budapest 1055, registration number: 01-09-706619).

The University shall take appropriate measures to protect the personal data from, inter alia, unauthorized access or the unauthorized alteration thereof. For this reason, e.g. it operates modern and up-to-date network border protection devices and endpoint security software, and continuously monitors the status of its systems.

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 organizational measures adopted to guarantee the security of data processing.



III. Rights related to data processing:

- a) access to personal data – access to the data processed by the University may be requested;
- b) information on personal data – information on personal data processed 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) right to object (if the legal ground for data processing is a legitimate interest or based on the public interest – Article 6 section (1) point f) of the GDPR) – in case of objection the University may not handle the personal data any further, unless the necessity of data processing is proven by compelling legitimate reasons which take precedence over the interest, right and freedom of the party concerned, or which are in connection with the submission, enforcement or protection of legal claims;
- f) right to data portability (if the legal grounds for data processing are the voluntary and explicit agreement of the party concerned or entering into a contract with the party concerned – Article 6 section (1) point a) and point b) of the GDPR) – requesting to make the personal data available in a commonly used and machine-readable format, and requesting the personal data to be transferred to another controller is possible;
- g) erasure of personal data – if there is no other legal reason that takes precedence for further data processing, the deletion of personal data may be requested

Regarding personal data that is processed based on consent, consent may be withdrawn at any time. In case of withdrawing consent the University shall erase the personal data. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

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 shall 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: www.naih.hu.)
3. In the event of unlawful data processing, the complainant may turn to the court (birosag.hu/a-birosagi-szervezet).