



## Privacy Policy

### for conducting the examination period of 2020/21/2 online

The rules of the examination period of the second semester of 2020/2021 that differ from Academic Regulations for Students of 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), are available in 'Instruction No. 5/2021. (1.IV.) of the Rector and the Chancellor (Excerpt)' (hereinafter referred to as Instruction).

In view of the emergency situation caused by the coronavirus epidemic, the assessment of students and the method of the examinations will be conducted as stated in the Instruction, which, besides offered semester grade and in person testing, may be the following:

- a) uploading of video recording;
- b) submitted assignments, online test sent via e-mail;
- c) video conference.

The specific methods and rules of the examinations are decided by each department individually within the framework of the Instruction, and with the agreement of the Vice President of Education.

If the assessment of the student is conducted by an online method, the present privacy policy is in effect.

The University, as data controller, shall make all efforts to comply with the stipulations of Act CXII of 2011 on the right of informational self-determination and freedom of information (hereinafter referred to as Infotv.), and 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 other related legal regulations.

In case of any questions regarding the data processing in any respect, contact the University's **data protection officer** (Dr. Eszter Miklós, e-mail: [adatkezeles@zeneakademia.hu](mailto:adatkezeles@zeneakademia.hu), <https://lfze.hu/privacy-policy>), who will assist you.



**I. Information concerning the data processing:**

The purpose of data processing:	The purpose of the data processing is conducting the examinations online.
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).
Categories of data subjects:	The affected students of the University.
Categories of personal data:	<p>The following data of the students:</p> <ul style="list-style-type: none"><li>a) name;</li><li>b) e-mail address;</li><li>c) Neptun identifier;</li><li>d) level of programme;</li><li>e) department;</li><li>f) sub-department.</li></ul> <p>In case the examination is conducted as a video conference, then the following data of the affected students:</p> <ul style="list-style-type: none"><li>a) identity card;</li><li>b) images;</li><li>c) voice;</li><li>d) surroundings.</li></ul> <p>In case the examination is conducted based on an uploaded video recording, then the following data of the affected students:</p> <ul style="list-style-type: none"><li>a) identity card;</li><li>b) images;</li><li>c) voice;</li><li>d) surroundings.</li></ul>
Duration of data storage:	In case of video conferences, examinations are not recorded and stored.
Recipients:	Professors of the University. Designated staff of the Study Department. In case of technical assistance, the designated staff of the IT Department.



Obligation to provide personal data:	Yes.
Is there data transfer to third-party countries:	No.
Is there automatic decision making?	No.

## II. Access to data and data security measures

Video recordings are to be uploaded to a repository designated by the professor.

In case the video recordings are uploaded to a system provided by the University, the designated system is the University's MS Office 365 repository (Microsoft Ireland Operations Limited One Microsoft Place, South County Business Park, Leopardstown, Dublin 18 Ireland).

Students must ensure that the video recordings uploaded by them are available 30 days after the prescribed uploading deadline.

Students send the assignments for submission and online tests via e-mail to the professor in charge.

When conducting a video conference, it is not recorded or stored.

Data gathered during the online examination may only be accessed by the relevant professor, designated staff of the Study Department, and designated staff of the IT Department in the case of technical assistance, strictly in connection with the performance of their duties.

The University shall take appropriate measures to protect the personal data of students 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 students 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](mailto: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](mailto: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>).