

CONSENT for Personal Data Processing for persons aged 18+ years

I, _____ registered at the address: _____

full name address, including zip code

residing at: _____

address, including zip code

_____ passport serial number _____ passport issuing date and authority _____

passport serial number passport issuing date and authority, including the code of subdivision

Hereinafter referred to as the Personal Data Subject, or PD Subject, by my free will and in my interest, pursuant to Federal Law No. 152-FZ dated July 27, 2006 “On Personal Data Protection”, provide my consent (hereafter “Consent”) for my personal data processing to **National Research University Higher School of Economics** (HSE University), located at the address: 20 Myasnitskaya Ulitsa, Moscow (INN/KPP 7714030726/770101001).

This Consent has been granted in regards to the following personal data, as well as purposes and methods of PD processing:

The scope (list) of personal data subject to processing includes the following:	Purpose of the Personal Data Processing	Methods of the Personal Data Processing	PD Subject's Signature confirming their consent
<ol style="list-style-type: none"> 1. full name, 2. gender, 3. citizenship, 4. date, year and place of birth, 5. education, qualification, and related level thereof, 6. academic performance, including the results of the final state certification on educational programmes of general secondary education; assessment of knowledge and skills, interim (term) papers and theses, including full-text papers, as well as outcomes of the final certification and final state certification, 7. profession (specialization), 8. registration and mail address, 9. phone numbers (mobile, home and office phone numbers), 10. email address, 11. place of residence, 12. serial numbers of the passport, degree certificates/diplomas, their date of issue and issuing authority, or any substitutes thereof, 13. health certificates, including any information on disabilities and health restrictions, 14. personal photographs and video images, 15. office address and job title, 16. information on participation in academic Olympiads, contests, competitions and other events held at HSE University and/or other institutions, and their results, 17. information about the concluded and / or paid contract (including the agreement on provision of paid educational services/agreement on targeted admission/agreement on targeted training), 18. recommendation letters and grounds for their issuance, 19. other details, provided to HSE University, including information which is conditional on this Consent. 	<ol style="list-style-type: none"> 1. executing applicable regulatory legal acts and other bylaws, including directives issued by the Ministry of Education and Science of the Russian Federation, as well as regulatory legal acts and other regulations, resolutions, instructions and enquiries by government authorities and persons acting by order or on behalf of such bodies, which are adopted and come in effect during the entire period of personal data processing; 2. transferring information and data to the federal information system designed to support the final state certification of students, who have completed programmes of general and secondary general education, and admission of students to academic institutions offering secondary vocational and higher education, established pursuant to Federal Law “On Education in the Russian Federation” and the Directive of the Government of the Russian Federation No. 755 dated 31.08.2013, and/or for retrieval of such information and data from this system, or sharing information and data with this system; 3. analyzing the PD Subject’s interests, identifying and developing the PD Subject’s talents and abilities, conducting surveys involving the PD Subject; 4. providing the PD Subject with access to HSE information infrastructure, such as corporate email accounts, as well as other online platforms and services, including by submitting their personal data to third-party providers of such platforms and services, entering records in regards to the PD Subject to the comprehensive academic information system (ASAV) and Enterprise Resource Planning Information System (IS-PRO); 5. maintaining student attendance records, monitoring academic progress, identifying reasons that can negatively affect attendance and academic progress, and deciding whether such reasons are valid; 6. providing the PD Subject with an opportunity to participate in various works, including R&D, experimental, engineering and technological works, in the provision of services commissioned by third parties and as part of fulfilling the state assignment; providing employment assistance, including the submission of the PD Subject’s personal data to third parties (the founder, the Government of the Russian Federation, or clients); 7. ensuring security on HSE University’s premises; 8. PD Subject’s personal identification; 9. promoting HSE University’s products, works and services in the market; 10. performing activities stipulated by HSE University’s Charter; 11. accumulating information on HSE University’s counterparties and subsequent archive storage of such information in the HSE University’s information systems, including in the comprehensive academic information system (ASAV), and Enterprise Resource Planning Information System (IS-PRO); 12. military, migration, statistical registration and reporting, including reports prepared in accordance with VPO-1, 1-PK, 1-Monitoring statistical forms, rating reports, etc.; 13. publishing information about the academic process on the HSE corporate website; 14. getting proctoring results from third parties who have signed relevant contracts with HSE University, as well as processing such results; 15. providing access to certain (limited scope of) personal data of the PD Subject to the Coursera company (as well as third-party providers selected by Coursera) (cross-border transfer of personal data of the PD Subject) in order to make possible the provision of relevant educational services to the PD Subject. 	<ol style="list-style-type: none"> 1. collection, 2. recording, 3. systematization, 4. accumulation, 5. storage, 6. clarification (renewal, amendment), 7. extraction, 8. use, 9. transfer (distribution, delivery, access), 10. depersonalisation, 11. blocking, 12. deletion, 13. and destruction of personal data. 	

The personal data processing shall be carried out using these methods, including in the automated mode.

Grounds for personal data processing: consent provided by the PD Subject and/or HSE University exercising its legitimate interests (enhancing the quality of educational provision) (p. 3, 6, 9, 11), the execution of agreement concluded with the PD Subject (p. 4, 5, 8, 10, 14, 15), fulfilment of legal obligations in relation to HSE University (p. 1, 2, 7, 12, 13). If the PD Subject refuses to grant access to the above information, the provision of educational services to him/her may become impossible and/or difficult.

HSE University is not entitled to disclose the PD Subject’s personal data relating to his/her health to the general public.

The PD Subject is entitled to:

1. Receive information about his/her personal data processed by HSE University (e.g. to make sure that personal data is processed by HSE University or to obtain information about specific personal data processed by HSE University);
2. Request clarifications in case of any inaccuracies and/or omissions in their personal data;
3. Request that the personal data should be destroyed (if the PD processing goal has been achieved; if the PD Subject submitted a request to withdraw this Consent; in case of illegal PD processing or in compliance with applicable laws);
4. Request that personal data be processed by the University on a limited basis (if the PD Subject submitted a request for clarification or withdrawal of this Consent);
5. Transfer personal data to another personal data operator;
6. Withdraw this Consent in case of any violations of the processing rules and in other cases stipulated by the Federal Law No. 152-FZ dated July 27, 2006 by submitting a motivated written request to HSE University, stating the reasons for withdrawal. In case of the Consent withdrawal, the personal data which is contained in any documents prepared in the course of the University’s activities, including its internal documents, can be submitted to third parties during the Consent validity period. The University may store (in archives) and compile documents and personal data, including electronic (digital) documents (both originals and copies) in electronic and other databases;
7. Send complaints to authorized bodies in charge of protecting the PD Subjects’ rights (The Federal Service for Supervision of Communications, Information Technology, and Mass Media).

To withdraw this Consent, send a written request to HSE University.

This Consent shall be valid for five (5) years after the date hereof. If the PD Subject becomes an HSE University’s student (recipient of educational services) within the specified period of his/her personal data processing or enters into other legal relations with HSE University (enters into any transactions), this Consent shall be extended for the duration of the PD Subject’s study or the period of relations between the Parties and for additional 5 (five) years after the completion of studies (upon termination of educational services or educational relations) or upon termination of other legal relations.

No restrictions shall be imposed on HSE University in regards to organizing the archive storage of documents containing personal data, including electronic (digital) documents.

The PD Subject hereby grants HSE University consent for using his/her still image in the meaning of Article 152.1 of the Civil Code of the Russian Federation with the aim of ensuring the openness and transparency of the study process.

Full name of the PD Subject

signature

date

I hereby agree to receive HSE University newsletters with information about academic Olympiads, competitions, intellectual contests, other career-guidance, informative, educational and scientific events, as well as ongoing research, projects and relevant results;

Your agreement or refusal to receive newsletters will not affect your relationship with HSE University in any way.

Full name of the PD Subject

signature

date