Appendix

to Application for Admission to HSE University

**CONSENT**

**for Processing the Personal Data of Applicants under Bachelor’s and Master’s Programmes**

**For Adults (18+)**

**I**, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

registered at the address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

residential address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

series and number of passport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issuance date and issuing authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

hereinafter the “Personal Data Subject” or “PD Subject”,

freely, of my own volition and in my own interests, in accordance with Federal Law No. 152-FZ “On Personal Data”, dated July 27, 2006, submit this consent (hereinafter the “Consent”) for the processing of my personal data specified herein by **National Research University Higher School of Economics** (hereinafter “HSE University” or the “University”), located at: 20 Myasnitskaya Ulitsa, Moscow, Russian Federation.

Personal data processing means any action (operation) or set of actions (operations) with respect to the PD Subject’s personal data, including with the use of automated means of processing.

This Consent is hereby submitted in regards to the following types of personal data and the purposes/methods for its processing:

|  |  |  |  |
| --- | --- | --- | --- |
| **List of personal data for processing** | **Purpose of personal data processing**  | **Personal data processing methods**  | **Signature, confirming consent**  |
| 1. last name, first name, middle name/patronymic;
2. gender;
3. citizenship;
4. date and place of birth;
5. education, qualification, and their degree level;
6. data about academic performance, e.g., results of final state examinations in school subjects (for secondary school), course grades, assessments of skills and knowledge, interim testing (term papers) and final test (final graduation works) results, including papers as such, including the results for works, final state certification and final certification outcomes;
7. profession (specialization);
8. registration address and postal address;
9. telephone contacts (mobile, home, work);
10. e-mail contact;
11. place of residence;
12. series, number of passport, documents on education and qualification, date of their issue, name of issuing body and/or organization, or replacement document information;
13. personal insurance policy number (SNILS);
14. information about special rights upon admission to studies under Bachelor’s/Specialist degree programmes and the grounds for the emergence of such rights;
 | 1. making sure that current normative and non-normative legal regulations are properly followed, e.g., directives of the Russian Ministry of Education and Science, confirming the procedures for admission to studies under degree programmes, as well as normative/non-normative legal regulations, decisions, instructions and state institutional requests (on behalf of organs or authorized individuals as per their instruction or from such bodies), which may come into force during the period of the personal data’s processing;
2. transferring information and data to the federal information system for final state certification of learners, who have completed core programmes of general and secondary education, and admission of citizens to academic institutions for the pursuit of professional and higher education, formed in accordance with the Federal Law “On Education in the Russian Federation” and Russian Government Directive No. 744, dated August 31, 2013, and/or the receipt of such information and data from the aforementioned system, or information/data exchange with that system;
3. publishing on the HSE University corporate website (portal) information about persons/parties submitting documents necessary for admission, indicating information about admission or refusal to receive application documents, admission directives, the PD Subject’s involvement in entrance examinations and subsequent results, e.g., works that are the results of entry exams, in order to provide the PD Subject the option of re-checking his/her activities, so as to ensure openness and transparency in admission campaigns;
4. analysis of the interests of the PD Subject, identifying and developing his/her talents and abilities, conducting surveys and distribution of their results; effective establishment of educational trajectories;
5. providing the PD Subject with additional support and infrastructure necessary for mastering a degree/educational programme, e.g., corporate e-mail account, access to HSE University’s online learning systems and Learning Management System (LMS), e.g., transfer of personal data to third parties, representing educational platforms and services, registering information about the PD Subject via HSE University’s information systems, including the University’s integrated information system;
6. making audio/video recordings of course classes, ensuring subsequent storage and use of data in order to guarantee transparency in the educational process;
7. collecting audio/video recordings created by the PD Subject on their own as part of the study process, subsequent storage and use of data to guarantee transparency in educational processes;
8. monitoring the PD Subject’s taking of tests/examinations (e.g., involving proctors) and subsequent storage of such data, within the timeframes specified in the University’s internal bylaws; obtaining and transferring data necessary for proctoring activities;
9. maintaining records on attendance and academic performance, as well as identifying the reasons for possible poor performance and attendance and criteria for determining these reasons as valid;
 | 1. collection
2. recording
3. systematization
4. accumulation,
5. storage

 **6.** correction (updating, amending) 1. retrieval
2. use
3. transfer (distribution, including provision of access)
4. depersonalization
5. blocking
6. deletion

**13.** destruction of personal data |   |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. health condition, e.g., data about disabilities or limited mobility or capacity, cases of coronavirus (COVID) infection, results of laboratory tests for coronavirus (COVID) infection, as well as vaccination against coronavirus (COVID) infection;
2. personal photographs, photos and video recordings (voice, appearance);
3. place and address of work, position;
4. information about participation in Olympiads, competitions, tournaments and various events held by HSE University and/or third parties; provision of competition results;
5. information about conclusion of and/or a paid services agreement (agreement for the provision of paid educational services/targeted admission/targeted studies);
6. recommendations and grounds for such recommendations;
7. other data, provided to HSE University, in regards to participation in the University’s admissions campaign and/or provision of educational services (in respective educational processes), as well as the terms of this Consent.
 | 1. informing legal representatives and/or clients about the PD Subject’s academic performance and his/her overall attitude to studies, should a third party serve as the customer of the educational services provided to the PD Subject;
2. posting on the HSE University website (portal) information about the PD Subject’s performance, interim (term papers) and final examination (final graduation papers) results, these papers as such, results of final state certification and final certification, in order to maintain openness and transparency in the assessment process, along with information about the PD Subject’s participation in events held by HSE University (e.g., photographs and video recordings);
3. ensuring transparency and access of information about the PD Subject’s academic, learning, scientific, sports and other success and achievements, his/her awards and other accomplishments, and other data as specified by Russian legislation, the HSE University Charter, its internal bylaws, rules for living in dormitories and other accommodation, or the University’s internal bylaws; e.g., regarding the organization and implementation of educational activities, or violations thereof, as well as the results of his/her transfer, reinstatement or dismissal, e.g., through the placement of such information on the University’s corporate website (portal), information stands and other information sources;
4. ensure that the PD Subject has the opportunity to engage in work activities, including research, training and technical works, as well as the provision of services for procurements from third parties and within the framework of state assignments; provide assistance in job-finding, e.g., transfer of his/her data to third parties (e.g., founder of HSE University, clients, the Russian Government, institutions, employers, etc.);
5. ensure that the PD Subject is informed about Olympiads, competitions, intellectual tournaments (hereinafter “tournaments”), and other professional academic and scientific events (hereinafter “events”), research projects and their results, as held by HSE University;
6. ensure current security standards at HSE University, e.g., the University’s e-pass system and its monitoring, e.g., issuing one-time or student passes or special alumni passes (EPB), video monitoring and recording on the premises of HSE University, e.g., monitoring the PD Subject’s adherence to the University’s internal bylaws;
7. identification of the PD Subject;
8. promotion of HSE University’s goods, works, and services on the market;
9. execution of HSE University’s core activities as per its Charter;
10. accumulation of data on persons working in cooperation with HSE University, and subsequent archiving with the University’s information systems: in its integrated information system;
11. developing a unified community of learners and alumni to help boost interest in academic and inter-disciplinary integration;
12. military, migration and statistical reporting and accounting, e.g., for reports based on statistical formats such as VPO-1, 1PK, 1-Monitoring, and other types of rating reports.
 |  |  |

The processing of personal data via the aforementioned methods may be carried out either through non-automated or automated means. In turn, this Consent may be annulled should the rules for personal data processing be violated and as per those instances specified in Federal Law No. 152-FZ “On Personal Data”, dated July 27, 2006, whereby the PD Subject shall submit a written notification stating his/her reasons for requesting its annulment. HSE University shall have the right to store (archival storage) and compile documentation and personal data, e.g., electronic (digital) documents (originals and copies), and in electronic databases (inclusive). The University’s information systems for personal data processing may operate using services of the virtual environment provided by third parties.

Pursuant to the requirements of the current legislation on communications, HSE University may transfer personal data of users of the University's communications networks to communications operators to the extent stipulated by requirements of the legislation on communications.

**HSE University does not have the right to make the PD Subject’s personal data public with respect to his/her health.**

The timeframe, during which this Consent shall be valid, comes to 5 (five) years from the moment of its enactment. If the PD Subject becomes an HSE University learner (i.e., a recipient of educational services) during the processing of his/her personal data, this Consent shall be extended for the period of the PD Subject’s studies and an additional 5 (five) years as from the moment when he/she completes studies (i.e., halting the provision of educational services or suspension of educational relations).

This timeframe shall not limit HSE University with respect to the organization of archival storage of documentation containing personal data in electronic (digital) format.

For the purpose of ensuring the rights of the PD Student as a learner with respect to the provision of social support and incentives to him/her, e.g., scholarships, material assistance and other monetary payments, as specified in Russian legislation on education, in a cashless format (via payment cards) or the provision of assistance in obtaining a bank card (payment), the PD Subject hereby gives HSE University his/her consent for the transfer of the following PD Subject's personal data to credit organizations/banks, including: PAO Sberbank (19 Vavilova Ulitsa., Moscow) and Bank VTB (PAO (35 Myasnitskaya Ulitsa, Moscow): the personal data specified in p. 1, 4, 8, 9, 10, 11 and 12 of the table above, as well as his/her INN and SNILS numbers; HSE University shall have the right to process the PD Subject’s bank account information in order to provide social support and incentivizing.

The PD Subject hereby provides his/her consent to HSE University for the use of the PD Subject’s visage as per Art 152.1 of the Civil Code of the Russian Federation for ensuring transparency and openness with respect to study processes.

 full name of PD Subject signature date

**Annex**

**to the Consent for**

**Processing of Personal Data**

**Consent for Processing of Personal Data,**

**Permitted for Distribution by the Personal Data Subject**

**(for adults - Bachelor’s and Master’s programmes)**

**I,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*Last name, first name, patronymic/middle name (if any)*

(hereinafter the “Personal Data Subject” or “PD Subject”)

**e-mail/ telephone/ postal address** (at least one of these contact details)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

hereby, by my own will and in the PD Subject’s interest, grant my consent for the processing of my personal data (hereinafter “consent”, and “PD”, respectively) and permit their distribution through the online information resources listed below in such a way that my PD shall be made accessible to the public:

**Full and short name of operator carrying out the PD processing:** National Research University Higher School of Economics (HSE University) (hereinafter the “PD Operator”),

INN 7714030726, OGRN 2117746367132,

**PD Operator’s address:** 20 Myasnitskaya Ulitsa, Moscow, 101000

**Information resources of the PD Operator, whereby the public will be able to access the PD and undertake other actions:** <https://www.hse.ru/>

**Goals and terms of PD processing, categories and lists of PD, whose processing is being permitted by the PD Subject:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **PD Category and List**  | **Purpose** | **PD Subject’s Signature** |
| ***Information support for the admissions campaign[[1]](#footnote-1)***  |
| **1** | ***Personal data:*** SNILS, an applicant’s registration number; total USE points/entrance examinations results, scores awarded for personal achievements; grounds for admission without entrance exams (if applicable); presence of priority rights for admission (to Bachelor’s / Specialist degree programmes), priority rights for admission (to Bachelor’s / Specialist degree programmes), information about participation in the competitive selection to target places within a quota, information about the chosen competition for admission to study, including: the mode of study, HSE University’s campus, field of study/qualification, degree programme, a (state-funded/paid) place, and a faculty where an applicant will be enrolled.  | Publishing a list of persons who have filed their applications and documents necessary for admission, as well as information about results of entrance examinations (e.g., <https://ma.hse.ru/> - Master’s admissions campaign; <https://ba.hse.ru/> - Bachelor’s admissions campaign). |  |
| **2.** | ***Personal data:*** full name, total USE points/entrance examinations results, scores awarded for personal achievements; grounds for admission without entrance exams (if applicable); presence of priority rights for admission (to Bachelor’s / Specialist degree programmes), priority rights for admission (to Bachelor’s / Specialist degree programmes), information about participation in the competitive selection to target places within a quota, information about the chosen competition for admission to study, including: the mode of study, HSE University’s campus, field of study/qualification, degree programme, a (state-funded/paid) place, and a faculty where an applicant will be enrolled.  | Publishing matriculation directives |  |
| **3** | ***Personal data:*** SNILS, information about submission of the consent form for enrolment; as well as: For those admitted without entrance examinations: grounds for admission without entrance exams; total points for individual achievements; validity of priority rights for admission.For those admitted on the basis of entrance exams: total competition points (for both entrance exams and individual achievements); Total points for entrance examinations; Points for every entrance exam; Points for individual achievements; Validity of priority rights for admission (to Bachelor’s / Specialist degree programmes). | Publishing competition lists (e.g., <https://ma.hse.ru/> - Master’s admissions campaign; <https://ba.hse.ru/> - Bachelor’s admissions campaign). |  |
| ***Information Support for Educational Processes***  |
| **4** | ***Personal data:*** full name; degree programme; year; academic group; position in ranking; average score; minimal score; percentile; average weighted GPA; other data used for this purpose.  | Ensuring transparency of the ranking system by publishing cumulative student ratings on webpages of degree programmes within the portal: <https://www.hse.ru/>  |  |
| The term during which consent for purposes 1, 2, 3 and 4 remains valid shall come to 5 (five) years from the moment when it was granted. If a PD Subject becomes a matriculated student at HSE University (i.e., a recipient of educational services) during said timeframe for the processing of his/her personal data, the consent’s term shall be extended for the duration of the PD Subject’s studies and additionally for 5 (five) years after the completion of his/her studies (i.e., termination of the provision of educational services, termination of educational relations).  |
| **5** | ***Personal data:*** full name; degree programme, year; grade for the thesis defence; thesis topic and abstract; year of defence.  | Ensuring transparency for the system for student thesis defence and academic openness for students’ research work (<https://www.hse.ru/edu/vkr/>) |  |
| **6** | ***Personal data:*** full name; degree programme, year. | Publishing reports on completed works based on the results of the use of the HSE University Super Crow (i.e., supercomputer facilities) for the purposes of ensuring open access to information about research operations  |
| The term of the consent’s validity for purposes 5-6 is equivalent to the entire duration of exclusive rights for the thesis or the report for completed works  |
| **7** | ***Personal data:*** full name; series and No. of issued diploma, date of birth; degree programme; degree/qualification; period of studies; information about a degree with honours (if applicable); registration number of the European supplement to the diploma.  | Ensuring transparency of the information about HSE University graduates. Information is available to the public at: <https://devdiplom.hse.ru/> by entering Last name, First name, series and No. of the graduate’s diploma.  |  |
| The term of the Consent’s validity for purpose 7 is equal to 50 (fifty) years from the moment when it was granted. |
| **8** | ***Personal data:*** Full name, year and field of study, degree programme, PD Subject’s photographs and video records, as well as other data used for this purpose. | Publishing information about the PD Subject’s participation in the study process, research events, and competitions, as well as his/her achievements, on the website <https://www.hse.ru/>, and HSE University’s own social networks.  |
| The term of the Consent’s validity for purpose 8 is equal to 5 (five) years from the moment when it was granted.  |

**\_\_\_**

**Categories and lists of PD, the processing of which shall be subject to ban, or certain conditions set by the PD Subject, the list of set conditions and bans, as well as the conditions under which the received personal data may be transmitted by the PD Operator only via its internal network, thereby ensuring access to the information on the part of strictly defined group of staff members, or via communication networks, or without transmission of received personal data (to be filled in by the PD Subject, if they so wish)**

|  |
| --- |
| *There are no set conditions and bans in regards to any categories and lists of data[[2]](#footnote-2).* |

This Consent may be withdrawn by the PD Subject or his/her representative, by forwarding a notification with reasons for withdrawal stated therein to HSE University’s address (20 Myasnitskaya Ulitsa, Moscow, 101000).

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PD Subject’s full name Signature Date

1. The list of data for purposes 1, 2 and 3 can be expanded, pursuant to requirements of the legislation or directives of the official authorities. [↑](#footnote-ref-1)
2. If you wish to impose a ban on transmission, as well as processing, or set conditions for the processing, you are entitled to delete this line and input them for a specific list of data of the respective data category. HSE University retains the right to disregard such bans and conditions for the processing, as set by the PD Subject, with respect to purposes 1 and 3 pursuant to part 11 art. 10.1 of Federal Law No. 152-FZ “On Personal Data”, dated July 27, 2006, if such bans and conditions are contrary to the public interests with respect to the publishing of information. [↑](#footnote-ref-2)