

CONSENT for Processing Personal Data 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 refers to 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
<ol style="list-style-type: none"> 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 results; 7. profession (specialization); 8. registration address and postal address; 9. telephone contacts (mobile, home, work, etc.); 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. insurance policy number (SNILS); 14. information about 	<ol style="list-style-type: none"> 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 personal data’s processing; 2. transferring information and data to the federal information systems as per requirements of the legislation or requests and inquiries of public authorities as per established requirements for sharing information, and/or the receipt of such information and data from the aforementioned systems, or information/data exchange with that system, including: <ul style="list-style-type: none"> - 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. 755, dated August 31, 2013; - state information system “Modern Digital Education Environment”; - state information resource with respect to persons with outstanding talents, pursuant to Directive of the Ministry of Education of Russia No. 77, dated February 15, 2022; - state information systems as part of the implementation of the super service "Online University Admission", using the infrastructure that provides information and technological interaction of information systems for the provision of state and municipal services, as well as state and municipal functions in electronic form; 3. processing the PD Subject’s personal data in HSE University’s information systems and in hard copies for the purposes of the admission campaign and recording the admission outcomes, including 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 with the option of re-checking his/her activities; 4. analysis of 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 its integrated information 	<ol style="list-style-type: none"> 1. collection 2. recording 3. systematization 4. accumulation 5. storage 6. correction (updating, amending) 7. retrieval 8. use 9. transfer (distribution, including provision of access) 10. depersonalization 11. blocking 12. deletion 13. destruction of personal data 	

<p>special rights upon admission to studies under Bachelor's/Specialist degree programmes and the grounds for the emergence of such rights.</p>	<p>system;</p> <p>6. making audio/video recordings of course classes, ensuring subsequent storage and use of data in order to guarantee transparency in the educational process;</p> <p>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;</p> <p>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;</p> <p>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.</p>		
<p>15. one's 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;</p> <p>16. personal photographs, photos and video recordings (voice, appearance, etc.);</p> <p>17. place and address of work, position;</p> <p>18. information about participation in Olympiads, competitions, tournaments and various events held by HSE University and/or third parties; provision of competition results;</p> <p>19. information about conclusion of and/or paid services agreement (agreement for the provision of paid educational services/targeted admission/targeted studies);</p> <p>20. recommendations and grounds for such recommendations;</p> <p>21. other data, provided to HSE University, in regards to participation in the University's admissions campaign and/or provision of educational services (as part of respective educational processes), as well as the terms of this Consent.</p>	<p>10. 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;</p> <p>11. posting in the information systems and 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, the results of final state certification and final certification, in order to maintain openness and transparency in the assessment process, along with information about PD Subject's participation in events held by HSE University (e.g., photographs and video recordings);</p> <p>12. 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 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 sources of information;</p> <p>13. 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 activities, e.g., transfer of his/her data to third parties (e.g., founder of HSE University, clients, the Russian Government, institutions, employers, etc.);</p> <p>14. 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;</p> <p>15. 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;</p> <p>16. identification of the PD Subject;</p> <p>17. promotion of HSE University's goods, works, and services on the market;</p> <p>18. execution of HSE University's core activities as per its Charter;</p> <p>19. 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;</p> <p>20. developing a unified community of learners and alumni to help boost interest in academic and inter-disciplinary integration;</p> <p>21. transfer the PD Subject's information, including contact details (telephone numbers, email addresses) in response to requests from state authorities of the country of the PD Subject's citizenship, diplomatic missions, consular offices, or embassies, requested in order to update information about citizens of the respective country;</p> <p>22. military, migration and statistical reporting and accounting, e.g., for reports using statistical formats such as VPO-1, 1PK, 1-Monitoring, and other types of rating reports;</p> <p>23. processing data of the PD Subject's contact persons, including parents and other relatives, for contacts with respect to any issues relating to the PD Subject's interests.</p>		

The processing of personal data via 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. In turn, 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 computational environment provided by third parties.

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

HSE University discloses the PD Subject's personal data to educational institutions engaged in the implementation of a degree programme in a network-based format jointly with HSE University, in case the PD Subject has been admitted to study under the given degree programme.. In order to organize the proctoring procedures, HSE University has the right to transfer the data or give authority with respect to the data collection, including physiological and biological data, to third parties on the basis of relevant agreements, including Proctor LLC (OGRN: 1167746296684, address: Apartment 113, Building 1, 39 Perovskaya ulitsa, Moscow, 111141), ANO VO "Innopolis University" (OGRN: 11216000061424, address: 1 Universitetskaya ulitsa, City of Innopolis, Republic of Tatarstan, 20500).

The list of other persons who may receive the data transferred by HSE University within the framework and for the purposes of the consents provided by the PD Subject shall be available on the University's website (portal).

HSE University does not have the right to make public PD Subject's personal data 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, as well as an additional 5 (five) years as at the moment when he/she completes studies (i.e., cessation of 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 VTB Bank (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 bear 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 in order to ensure transparency and openness with respect to the study process.

The PD Subject hereby confirms the consent of the persons specified in clause 23 hereof to the processing of their data in accordance with this consent.

full name of PD Subject

signature

date

**Consent for Processing of Personal Data,
Permitted for Distribution by the Personal Data Subject
(for Adults – Bachelor’s and Master’s Students)**

I, _____,

(full name)

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

PD Subject’s e-mail/ telephone/ postal address (at least one of these contact details):

_____, hereby, by my own will and in my 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 performing 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 Ul, 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 permitted by the PD Subject:

No.	PD Category and List	Purpose	PD Subject’s signature
<i>Information support for the admissions campaign²</i>			
1	<i>Personal data:</i> SNILS/a unique code, 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, a special quota, information about the chosen competition for admission to study, including: the mode of study, the respective HSE University campus, field of study/qualification, degree programme, a (state-funded/paid) place, and a faculty where an applicant will be enrolled, as well as other information as per the	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, as well as websites of HSE University’s regional campuses).	

¹ Full name.

² 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.

	requirements of the legislation.		
2.	Personal data: SNILS/a unique code, code and name of the field of study, degree programme, total scores for competitive selection, scores awarded for personal achievements, total entrance examination results; grounds for admission; number and date of the matriculation directive.	Publishing information about results of entrance examinations (e.g., https://ma.hse.ru/ - Master's admissions campaign; https://ba.hse.ru/ - Bachelor's admissions campaign, as well as websites of HSE University's regional campuses).	
3	Personal data: SNILS/a unique code, information about submission of the consent form for enrolment, other information as per the established requirements; as well as: <u>For those admitted without entrance examinations:</u> grounds for admission without entrance exams; total points for individual achievements; Validity of priority rights for admission. <u>For those admitted on the basis of their entrance exams:</u> total competition points (for both entrance exams and individual achievements); Total points for entrance examinations; Points for each 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), as well as websites of HSE University's regional campuses.	
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, as well as 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/ .	
5	Personal data: Full name, degree programme, year of study, timetable information.	Ensuring availability of information about the timetable on the website https://ruz.hse.ru/ , as well as in the HSE University's mobile application for the purposes of the study process optimization.	
The term during which consent for purposes 1 - 5 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, or termination of educational relations).			
6	Personal data: full name; degree programme, year; grade for the thesis defence;	Ensuring transparency for the system for student thesis defence and academic openness for	

	thesis topic and abstract; year of defence.	students research (https://www.hse.ru/edu/vkr/)	
7	Personal data: full name; degree programme, year of study.	Publishing reports on completed works based on the results of the application 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 6 - 7 is equivalent to the entire duration of exclusive rights for the thesis or the report for completed works			
8	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 honors (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 8 is equal to 50 years from the moment when it was granted.			
9	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, awards, internships completed by the PD Subject, terms papers and their texts, outcomes of the final examinations and the final state certification, on the website https://www.hse.ru/ , and HSE University's social networks and information boards.	
The term of the Consent's validity for purpose 9 is equal to 5 (five) years from the date when it was granted.			

Categories and lists of PD, for which the processing 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 by a strictly defined group of staff members, or via communication networks, or without the transmission of received personal data (to be filled in by the PD Subject, if they so wish)

There are no set conditions and bans on any categories and lists of data³.

This Consent may be withdrawn by the PD Subject or his/her representative, by forwarding a substantiated notification to HSE University's address (20 Myasnitskaya Ulitsa, Moscow, 101000).

PD Subject's full name

signature

date

³ If you wish to impose a ban on transmission, as well as processing, or set conditions for 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 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 public interest with respect to publishing such information.