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**INFORMARE**  
**PRIVIND PROTECȚIA DATELOR CU CARACTER PERSONAL**  
**A PERSOANELOR CARE DERULEAZĂ ACTIVITĂȚI DE ÎNSCRIERE LA**  
**CONCURSUL DE ADMITERE ORGANIZAT DE UBB PENTRU**  
**CANDIDAȚI PE CONT PROPRIU VALUTAR DIN STATE TERȚE (NON-UE)**  
**- an pregătitor de limba română, licență, masterat**  
**INFORMATION**  
**REGARDING THE PROTECTION OF PERSONAL DATA**  
**OF PERSONS CARRYING OUT REGISTRATION ACTIVITIES AT**  
**ADMISSION CONTEST ORGANIZED BY UBB FOR**  
**SELF-SPONSORED CANDIDATES FROM THIRD STATES (NON-EU)**  
**- Romanian language preparatory year, bachelor's, master's degree**

Babeș-Bolyai University (UBB Cluj) has the pleasure to inform you that in order to carry out the activities corresponding to the fulfillment of the comprehensive university mission of advanced research and education, which aims to prepare young people for contemporary society and for the future processes personal data, according to European General Regulation on the protection of personal data 679/2016 hereinafter referred to as GDPR and Law 190/2018 on the implementation of GDPR.

The principles we have regarding the security of the personal data of the persons who register to apply for the admission to the study programs offered by UBB Cluj are the protection of confidentiality, integrity and availability of the data and information we collect, process, and we store and transmit. In order to comply with GDPR during the online admission process, UBB Cluj respects the principles of processing (art. 5 GDPR): (a) legally processed, fairly and transparently to the data subject ("legality, fairness and transparency"); (b) collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes; (c) appropriate, relevant and limited to what is necessary in relation to the purposes for which they are processed ("minimization of data"); (e) kept in a form which permits identification of data subjects for a period not exceeding the period necessary for the purposes for which the data are processed; f) processed in a manner that ensures adequate security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, by taking appropriate technical or organizational measures ("integrity and confidentiality")

UBB Cluj is a state higher education institution, part of the national higher education system in Romania. UBB Cluj is a public interest institution, it has legal entity and is apolitical. It was established in 1919 and it received, in 1924, the recognition as legal entity by the Law

published in the Official Gazette #243 of November 2, 1924. The headquarter of UBB Cluj is in Cluj-Napoca, 1, Mihail Kogălnicenu St, RO-400084, Cluj, Romania, Fiscal identification number 4305849.

One of the missions of UBB Cluj consists in the generation and transfer of knowledge, this materializing through the creation of knowledge through an intensive research and training process organized for students and researchers, active and responsible citizens, promoting education and research in accordance with the requirements of a society based on knowledge and values, through primary training, continuing education and integration into the universal values of the modern world. Given the generous missions that UBB Cluj assumes and in accordance with its values and principles, UBB collects personal data in both written and electronic format in the documents prepared and submitted by the self-sponsored candidates from third countries who are applying to the admission contest organized by UBB Cluj.

UBB Cluj is a personal data operator, as defined in art. 4 point 7 of the GDPR, performs operations and sets of operations, through which it processes personal data. In order to ensure the security of personal data for self-sponsored candidates from third countries who are applying to the admission contest organized by UBB Cluj, UBB Cluj implements a modern, flexible and secure system for collecting, processing, storing personal data, in accordance with the specific European and Romanian legislation.

The personal data collected by UBB are necessary for the fulfillment of UBB's mission and the performance of UBB's contractual obligations towards the self-sponsored candidates from third countries who are applying to the admission contest organized by UBB Cluj. The request for these categories of data is based on the legal obligations of UBB Cluj to comply with legal provisions in order to be able to carry out the necessary activities/formalities for the admission of the self-sponsored candidates from third countries who are applying to study at UBB Cluj. The processing for all purposes of the personal data collected by UBB Cluj is performed within the limits of the Law no. 1/2011, its subsequent legislation, in particular the Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission for studies and schooling of foreign citizens starting with the 2017/2018 university year, as well as for the purposes deriving from the mission of the higher education institution or are closely related to this mission. Depending on the purpose of the processing, we inform you about the main types of personal data processed, the purpose of the processing and the legal basis on which they process, store and transmit personal data:

<b>The type of the processed personal data</b>	<b>Data source and / or document requested where the data is entered</b>	<b>Purpose of processing</b>	<b>Legal basis according to Regulation 679/2016 (GDPR) and other legal obligations</b>
<b>Data related to the person's identity: name, surname, personal identification number, identity card, etc.</b>	<ul style="list-style-type: none"> <li>- Identity card/passport</li> <li>- valid personal identification document</li> <li>- birth certificate</li> <li>- application form</li> <li>- study documents (degree/diploma, transcript of records, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- establishing identity;</li> <li>- carrying out the registration;</li> </ul>	1. Article 6 paragraph 1 letter b of the GDPR: the processing is necessary for the execution of a contract to which the data subject is a party or to take steps at the request of the data subject before concluding a contract; 2. Law 1/2011, National Education Law, art. 115, art. 151 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to

			studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Data related to previous studies</b>	- previous studies documents (degrees/certificates/Transcripts of records)	- establishing the minimum conditions for the processing of the admission application file;	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Previous names</b>	- application form - marriage/divorce certificate - social status documents	- Registration to study programme - establishing the relationship between the name written on different personal and study documents, including the application form	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Place and date of birth</b>	- application form - all personal and study documents requested for admission	- Establishing identity;	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Parent's given name</b>	- application form - all personal and study documents requested for admission	- Establishing identity;	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Sex</b>	- application form	- Establishing identity;	1. Article 6 paragraph 1 letter c of

	- ID documents (personal and study documents)		the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
Marital Status	- application form - ID documents (personal and study documents)	- establishing identity; -providing accommodation facilities for married people	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Current citizenship (s)/previous citizenship (s)</b>	- application form - ID documents (personal and study documents)	establishing identity; establishing membership in the target group	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Current permanent address</b>	- application form - ID documents (personal and study documents)	- establishing membership in the target group	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Profession</b>	- application form	- collection of statistical data	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions;

			3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Workplace</b>	- application form	collection of statistical data	1. Article 6 paragraph 1 letter c of the GDPR: the processing is necessary in order to fulfill a legal obligation incumbent on the operator; 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year
<b>Images obtained from audio-video recordings</b> of the physiognomy of the persons accessing the UBB premises guarded by the operator	Access to UBB premises	To meet the conditions for the protection of objectives, assets and values as well as the protection of persons	1. GDPR Art 6, paragraph 1 letter c: <i>the processing is necessary in order to fulfill a legal obligation incumbent on the operator</i> ; 2. Law 333/2003 on the protection of objectives, goods and values as well as the protection of persons, Article 1 paragraph 2; 3. GD 301/2012 Methodological norms for the application of Law 333/2003 4. Instruction 9/2013 on performing the risk analysis at Physical Security
<b>Electronic identification addresses</b> - E-mail addresses; - IP addresses, identifiers of local Internet networks or hubs, geographical location, source of reference (from where you entered the UBB website). <b>See UBB's cookie usage policy</b>	- application form; - UBB site access form; - UBB site navigation	- Efficient, pragmatic, fast communication; - Protection and security against intruders or against accidental or deliberate digital attacks.	1. Article 6, paragraph 1 letter b ( <i>processing is necessary for the execution of a contract to which the data subject is a party or to take action at the request of the data subject before concluding a contract</i> ) and letter c GDPR ( <i>processing is necessary in order to fulfill a legal obligation which belongs to the operator</i> ); 2. National Education Law 1/2011, with subsequent amendments and completions; 3. Accounting Law no. 82/1991 with subsequent amendments and completions valid from 01.01.2018, respecting the MFP order with no. 2634/2015 article 39, paragraph 2.

<b>Phone number</b>	- application form	- Efficient, pragmatic, fast communication;	<p>1. Article 6, paragraph 1 letter b (<i>processing is necessary for the execution of a contract to which the data subject is a party or to take action at the request of the data subject before concluding a contract</i>) and letter c GDPR (<i>processing is necessary in order to fulfill a legal obligation which belongs to the operator</i>);</p> <p>2. National Education Law 1/2011, with subsequent amendments and completions;</p> <p>3. Order of the Minister of National Education 3473 of 17.03.2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017/2018 university year</p>
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The above table is filled out with the information provided through the UBB Cluj website where the Privacy Policy (Protection of personal data at UBB Cluj) is published <https://www.ubbcluj.ro/ro/politici/> and the Cookies Policy displayed on UBB Cluj and UBB faculties website.

The recipients and third parties to whom UBB may transfer certain personal data are public authorities or service providers which request such data, in accordance with the laws governing their activity. We are referring here at the following, but not only, entities: the Ministry of National Education, coordinating the activity of the National Council for Funding of the Higher Education; National Council for Statistics and Forecasting of Higher Education; General Directorate of University Education within Ministry of National Education, General Directorate for International Relations and European Affairs; Ministry of Public Finance, Romanian Court of Accounts, Romanian National Post Company (for correspondence), Banca Transilvania [Transylvania Bank] (for payment of fees), ROMCARD (for intermediation of card payment of fees), IT service providers (maintenance, software development), archiving in physical and/or electronic format; audit; etc., the Romanian and other countries judicial entities (EU, recognized by the EU as complying with the rules on personal data protection or having personal data protection agreements with Romania), such as courts, prosecutor's offices, authorities central and local public bodies in Romania (e.g. Ministry of Internal Affairs, National Agency for Tax Administration, National Office for the Prevention and Combating of Money Laundering, Competition Council, National Archives), Police bodies; Investigation and support institutions for cyber security incidents.

UBB has taken the necessary measures to ensure full security in the process of transferring personal data, in accordance with the GDPR.

Personal data that has been or will be requested will be provided by you or your empowered and will be processed for a period of time provided by the European and national law, in accordance with the GDPR and other legal bases that require this, in compliance with the principles of ensuring their security and respecting your rights. For the candidates who will be

accepted for studying at UBB Cluj and who will sign the study contracts with UBB Cluj, the admission files with all the documents will be converted into student files and will be completed with additional data based on Information on processing of personal data of students/trainees/trainees at UBB Cluj. The keeping time of this personal data are different depending on the legal requirements:

- register of registrations: permanent;
- admission tables: 5 years
- registration forms and files: 10 years;
- registration forms and files of the rejected candidates: 2 years
- personal file for master's degree admission: 10 years;

UBB Cluj guarantees to the self-sponsored candidates from third countries who are attending the admission process at the university the observance of the following rights regarding the protection of personal data:

- **the right to be informed** (article 13 and 14 of the GDPR) - by UBB CLUJ about the type, purpose, and legal grounds of the processing;
- **the right to access data** (article 15 of the GDPR) - the person has the right to obtain confirmation from UBB CLUJ if they processes personal data concerning him/her;
- **the right to rectification** (article 16 of the GDPR) - of personal data without undue delay;
- **the right to delete data** ("the right to be forgotten") - (article 17 of the GDPR) - to obtain from UBB CLUJ the deletion of personal data concerning you, without undue delay, and UBB CLUJ has the obligation to delete personal data without undue delay;
- **the right to restrict the processing of your personal data** (article 18 of the GDPR) - when you consider that the personal data are inaccurate, or you consider that the processing is illegal, or UBB Cluj no longer needs these data;
- **the right to be notified** on the rectification or deletion of personal data or the restriction of processing (article 19 of the GDPR);
- **the right to data portability** (article 20 of the GDPR) - you have the right to receive personal data concerning you and which you have provided to UBB Cluj in a structured format, commonly used and which can be read automatically to could pass them on to another operator;
- **the right to object** (article 21 of the GDPR) - you may object to the processing of personal data concerning you pursuant to Article 6 (1) (e) or (f) or Article 6 (1), including creating profiles based on those provisions;
- **the right not to be subject to a decision based solely on automatic processing, including the creation of profiles** (article 22), which produces legal effects that concern or affect you in a similar way to a significant extent;
- **the right to submit a complaint** to the National Authority for the Supervision of Personal Data Processing – ANSPDCP (art. 15) - [anspdc@dataprotection.ro](mailto:anspdc@dataprotection.ro) or [https://www.dataprotection.ro/?page=Plangeri\\_pagina\\_principala](https://www.dataprotection.ro/?page=Plangeri_pagina_principala);

Prior to submitting a complaint to ANSPDCP, a complaint/request must be made to UBB Cluj. If the petitioner has approached UBB Cluj in order to exercise the rights recognized by GDPR and no reply has been received within one month since having received the request (exceptionally the period may be extended by two months, subject to certain obligations by the operator) or the petitioner is dissatisfied with the answer received, a complaint can be

made to the National Authority for the Supervision of Personal Data Processing accompanied by evidence. See the approved Complaints Procedure Decision no. 133/2018.

*For additional information related to the security policy regarding the protection of personal data of UBB CLUJ, you can contact the Person in charge of personal data protection of UBB Cluj at [dpo@ubbcluj.ro](mailto:dpo@ubbcluj.ro) or by phone +40.264.405.300, fax +40.264 591 906, mobile phone +40.744.423.188; written correspondence can be sent by mail to the following address: 1, Mihail Kogălniceanu street, , RO-400084 Cluj-Napoca or be personally submitted to our office located on 7, Pandurilor street, Juventus building, office no. 4.*