

Annex 1

INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA

This notice is addressed to PhD students enrolled at the Bucharest University of Economic Studies (ASE) and contains information regarding the personal data collected and processed by ASE. ASE processes personal data in accordance with Regulation (EU) 2016/679 (GDPR) and the applicable national legislation, for the purpose of fulfilling its duties, rights, and legal obligations, in its capacity as data controller.

According to the definitions set out in the Regulation,

- **“personal data”** means any information relating to an identified or identifiable natural person (the “data subject”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person;
- **“processing”** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.

Legal basis for processing

The processing of personal data is carried out on the basis of **Article 6(1)(c) of the Regulation**, as such processing is necessary for compliance with the legal obligations incumbent upon ASE as the data controller, as well as **Article 6(1)(b) of the GDPR** – the performance of the PhD study contract.

- **Article 6(1)(c) GDPR** – compliance with the legal obligations incumbent upon ASE under **Law no. 199/2023 on Higher Education**, the **ASE Charter**, and the **ASE Regulations on the Organization and Conduct of University PhD Studies – IOSUD**;
- **Article 6(1)(e) GDPR** – performance of a task carried out in the public interest in the field of education and research;
- **Article 9(2)(b) and (g) GDPR** – processing of special categories of data (health data), where necessary, including for the application of **Law no. 319/2006 on Occupational Safety and Health**.

Categories of data processed

- **Identification data:** surname, first name, personal identification number (CNP), identity document series and number, signature.
- **Contact data:** address, telephone number, e-mail.
- **Academic and professional data:** PhD field, doctoral school, PhD supervisor, academic status, progress reports, PhD thesis.
- **Financial data:** tuition fees, scholarships, allowances, mobility grants.

- **Health data (where applicable):** medical leave, maternity/paternity leave.
- **Image/voice:** photo and video recordings made during academic activities.

Purposes of processing

- Enrollment and administration of the PhD study programme;
- Preparation of academic records and issuance of the PhD diploma;
- Management of the contractual relationship (tuition fees, scholarships, mobilities);
- Mandatory reporting to the Ministry of Education, CNATDCU, UEFISCDI, and other authorities;
- Organization of teaching and research activities;
- Publication and archiving of the PhD thesis in accordance with the law;
- Ensuring compliance with academic ethics and prevention of plagiarism.

Recipients of the data

- Internal structures of ASE (doctoral schools, secretariats, administrative departments);
- Ministry of Education, CNATDCU, UEFISCDI, and other public authorities;
- Partner institutions in Romania and abroad (in the case of co-supervisions and mobility programs);
- Service providers (e.g., IT, educational platforms), under contractual confidentiality conditions.

Rights of data subjects

In accordance with **Articles 15–22 GDPR**, you have the following rights:

- The right of access to data;
- The right to rectification;
- The right to erasure;
- The right to restriction of processing;
- The right to data portability;
- The right to object;
- The right not to be subject to automated individual decision-making;
- The right to lodge a complaint with the **National Supervisory Authority for Personal Data**

Processing and/or with the competent courts.

The personal data mentioned above are collected directly from the data subjects, and the retention period is that established by law and/or the durations defined in ASE's archival regulations.

At ASE, the **Data Protection Officer (DPO)** can be contacted at gdpr@ase.ro