

**DATA MANAGEMENT INFORMATION**  
for applying for a habilitation procedure at the Nemzeti Közszołgálati Egyetem (National University of Public Service)

**1. Data Manager Name:**

Nemzeti Közszołgálati Egyetem  
address: H-1083 Budapest, Ludovika tér 2.  
phone number: +36 1 432 9000,  
e-mail cím: [nke@uni-nke.hu](mailto:nke@uni-nke.hu);  
Website availability: <https://www.uni-nke.hu/>.  
representative: dr. András KOLTAY rector

**2. Name and contact details of the data protection officer**

Data Protection Officer of the University:  
Dr. Júlia Kovács Dr. Téglásiné, Senior Lecturer  
her direct contacts: [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu)  
phone number: +36 30 3690834

**3. Information for those involved in applying for a habilitation procedure in the event that the person directly provides personal information (content under article 13 of the GDPR)**

Categories of data subjects	Purpose of the data management:	Legal basis	Consequence in case of failure to provide data
<b>A university citizen or a third party, including a foreign applicant, expressing his / her interest in participating in the habilitation process by applying and having the necessary conditions to enter into the habilitation procedure.</b>	- conducting of the application for a habilitation procedure, - determining compliance with applicable legal requirements and minimum habilitation requirements set by the Data Controller	Article 6 (1) paragraph (e) of the GDPR, which states that it is necessary for the performance of a task carried out in the public interest. Legal basis os Article 6 of Government Decree 387/2012 (XII. 19) on Doctoral Schools, Order of Doctoral Procedure and Habilitation.	The University is obliged to handle the above data according to the law, the applicant is obliged to provide it at the time of application. Therefore, failure to provide the data will result in the rejection of the application.

4. Data management in connection with the processing of personal data included in the annexes to be submitted when applying for a habilitation procedure, in the event that the University indirectly discovers the personal data of the data subject (content under Article 14. of the GDPR)

The person concerned	Scope of managed data	Purpose of the data management:	Legal basis	Source of personal information
Natural persons holding a scientific degree, a master's degree or an equivalent university degree	name, place and date of birth, degree	<ul style="list-style-type: none"> <li>- conducting of the application for a habilitation procedure,</li> <li>- establishing compliance with applicable legal requirements and minimum habilitation requirements set by the University.</li> </ul>	<p>Article 6 (1) paragraph (e) of the GDPR, which states that it is necessary for the performance of a task carried out in the public interest. It is based on Article 6 of Government Decree 387/2012 (XII. 19) on Doctoral Schools, Order of Doctoral Procedure and Habilitation.</p>	<p>Applicants for the habilitation procedure must provide this information when applying.</p>
Natural persons listed on a doctoral diploma obtained abroad				
Natural persons appearing on the copy of the certificate of criminal record	name, place and date of birth, nationality, name of work, address of work, position at work			
a natural person on the official certificate issued by the employer certifying the criminal record	name, place and date of birth, nationality, name of work, address of work, position and contact information			
Head of department certifying higher education teaching duties or other natural person authorized to issue a certificate	name, academic degree, job title, address of the workplace, job title and contact details			
student applying to the Applicant for guidance of thesis, TDK, PhD	name			
a statement, in part or in full, confirming the acceptance of the application and processing fees.	name			

## **5. The recipients or categories of recipients of the personal data**

For the purposes of data management, the departments and university bodies involved in the habilitation process are as follows:

-Office of the Scientific Affairs, submitting a request for a habilitation procedure, administrative support for the procedure;

-University Doctoral and Habilitation Council: Request of the Habilitation Judging Committee, decision on certain stages of the habilitation procedure and the award and possible revocation of the habilitated doctoral title;

Habilitation Committee: conducting the habilitation procedure and preparing the committee decision.

Ongoing habilitation procedures and a list of habilitated doctors are public on the University's website.

## **6. Duration of data management**

Section 24 (2) of Government Decree 387/2012 (XII. 19) on Doctoral Schools, Order of Doctoral Procedure and Habilitation provides the opportunity to revoke the title of Doctor of Habilitation. In order to document the scientific work and carry out a possible revocation procedure, data management is justified for 50 years from the date of obtaining the Habilitated Doctorate.

## **7. Data protection**

The University shall take all reasonable steps to ensure that the data it manages are not accessible to unauthorized persons. Access to data is limited and the password protection works.

The University has a policy on the protection and security of personal and public data. The University also has an IT Security Policy.

The controller shall pay particular attention to the confidentiality of the data. For this purpose, the Controller shall only store the data under its control on servers under its control.

## **8. Automated data management (including profiling)**

No decision-making based on automated data management takes place at the University.

## **9. Transfer of data to a third country or international organization**

No data is transferred to a third country or international organization.

## **10. Exercise rights, remedies**

The data subject may exercise his or her rights under the GDPR throughout the term of the data processing, which he or she may exercise at any time through the contact details set forth in sections 1 and 2.

The data subject may request for the following, that may apply to him/her:

- access to personal data (the data subject has the right to receive feedback from the controller as to whether their personal data are being processed and if such processing is ongoing, have the right to access personal data and information specified in the GDPR) (Article 15 GDPR),
- rectification of personal data (the data subject is entitled to rectify any personal data concerning him or her without undue delay upon request. Having regard to the purpose of the processing, the data subject shall have the right to request that personal data which are incomplete be corrected, including by means of a supplementary declaration (Article 16 GDPR),
- deletion of personal data (the data subject shall have the right, upon request, to delete personal data relating to him without undue delay and the data controller shall be obliged to delete the personal data of the data subject without undue delay if justified by the GDPR; a deletion request cannot be executed in the case of data processing required by law) (Article 17 GDPR),
- restriction of the processing of personal data (the data subject is entitled to request that the controller restrict the processing of data if the condition of the GDPR is met) (Article 18 GDPR),
- assert the right to data portability (the data subject is entitled to receive the personal data relating to him or her which he or she has made available to a data controller in a well-defined, widely used, machine-readable format, and has the right to transfer such data to another controller without being hindered by

the controller to whom the personal data have been made available to him, subject to the conditions set out in the GDPR) (Article 20 GDPR),

- object to the processing of personal data (the data subject shall have the right at any time to object to the processing of his or her personal data based on Article 6 (1) (e) or (f), including for profiling purposes based on those provisions). In this case, the controller may not further process the personal data unless the controller proves that the processing is justified by compelling legitimate grounds overriding the interests, rights and freedoms of the data subject, or relating to the filing, enforcement or defense of legal claims; a request for opposition may not be granted in the case of data processing required by law) (Article 21 GDPR).

Pursuant to Article 17 of the GDPR, a deletion request cannot be executed in the case of data processing required by law.

The request must be submitted to the postal address of the controller or to the e-mail address [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu). The controller shall provide written notice within the shortest possible time, and within a maximum of 1 month (15 days in the case of a protest) (this deadline may be extended by a further 2 months due to the complexity of the request). In addition, in the event of a breach of law, you can go to court the person concerned may, if he so wishes, bring the action before the competent court in the place where he is domiciled or resident) and the National Data Protection and Freedom of Information Authority (H-1125 Budapest, Szilágyi Erzsébet fasor 22 / c. -1-391-1400, Website URL: <http://naih.hu>, Email Address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)) can also be contacted.