



File no.: NKE/11087/2023.

## **INFORMATION ON DATA PROCESSING regarding implementation of the Ludovika Scholars Program of the University of Public Service**

### **1. Name of Data Controller**

University of Public Service  
address: 1083 Budapest, Ludovika tér 2.  
phone: +36 1 432 9000,  
e-mail: [nke@uni-nke.hu](mailto:nke@uni-nke.hu);  
website: <https://www.uni-nke.hu/>  
Represented by: Dr. Gergely Deli Rector

### **2. Name and contact details of the Data Protection Officer**

Data Protection Officer of the University:  
Adrienn Bernadett Dr. Kincses  
Direct contact: [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu)  
Phone: +36 1 432 9000/ extension: 29833

### **3. Information about the Ludovika Scholars Program applicants in connection with the application process, in case personal data is collected directly from the data subjects**

#### **3.1. Processing of data related to the application and evaluation of applications**

<b>Categories of data subjects</b>	<b>Scope of processed data</b>	<b>Purpose of data processing</b>	<b>Legal basis</b>
Academic researchers or experts from CEE ("guest lecturer") applying for the program	Form: Applicant's name; place and date of birth; mother's name; citizenship; gender; passport number and date of expiry; e-mail address; address of permanent residence; telephone number.  Personal data content of the following documents: Detailed curriculum vitae; detailed work plan; letter of motivation.	Submitting the application documents, enabling the evaluation of the application.	Pursuant to Article 6 (1) a) of the GDPR <sup>1</sup> , the consent of the data subject.

<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

**Consequences of failure to provide such data:** This information is necessary for the successful submission of the application. The application can not be evaluated in the absence of the required data and documents.

### 3.2. Data processing in connection with Agency Agreement

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis	Consequences of failure to provide such data
Successful applicant (guest lecturer)	Applicant's name; place and date of birth; mother's name; tax identification number; name of the financial institution holding the bank account; bank account number; permanent address; billing address; e-mail; telephone number.	Ensuring the performance of the agreement between the Data Controller and the Applicant, payment of the agency fee and proof of performance.	Performance of the agreement between the Parties and the legal obligation pursuant to Articles 6(1)(b) and (c) of the GDPR.	The agreement cannot be concluded.
	Photo of the guest lecturer	Promotion of the guest lecturer's lecture.	Pursuant to Article 6 (1) a) of the GDPR, the consent of the data subject.	The lecture's promotion cannot include the guest lecturer's photograph.

### 3.3. Processing of data related to recordings of guest lecturers

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis
Guest lecturers in an agency agreement with the University	Photos and video recordings of the guest lecturer <sup>2</sup> .	The purpose of making the recordings is to fulfil the agreement between the Data Subject and the Data Controller, to record and document the lectures and seminars and to verify that they have taken place. The recordings may be published on the University's website, journals, publications and social platforms (e.g. Facebook, YouTube, Instagram, Twitter).	The data processing is based on Article 6 (1) (e) of the GDPR, Article 2:48 (2) of the Civil Code, according to which the consent of the data subject is not required for the creation and use of a visual or audio recording in the case of public recordings and recordings of public appearances.

<sup>2</sup> Public appearance shall mean any speech or activity that affect the life of the society, the developments in local or national relations. Public appearance is based on speaking or acting in the public interest. Typically the speaking and public participation at different cultural, social events and gatherings shall fall into this group. Anyone can be a public figure, hence this classification is not linked to any formal social or legal status.

**Consequences of failure to provide such data:** The contract cannot be concluded and the lectures and seminars cannot be documented in lack of the data.

**4. Information on the processing of the personal data of the reference persons required for the application file, in case the University indirectly obtains knowledge of the personal data of data subjects**

<b>Categories of data subjects</b>	<b>Scope of processed data</b>	<b>Purpose of data processing</b>	<b>Legal basis</b>	<b>Source of data</b>
Persons who are identified in the application documents as reference persons.	Institution, position, e-mail address, telephone number.	Providing information on the professional qualifications of applicants.	The University's legitimate interest based on Article 6(1)(f) of the GDPR.	The person applying for the competition.

**5. Recipients of personal data, the persons entitled to access the data**

The following departments and employees of the University:

- a) Program Monitoring Board,
- b) Regional Cooperation Department,
- c) International Office,
- d) Employees of the departments or research institutes who are required to access the concerned personal data based on their employment relationship,
- e) Economics Office,
- f) Human Resources Office.

The University, in terms of the data processing as per Section 3.3 of the notice, uses the services of:

- SDA Informatika Zrt. (head office: 1111 Budapest, Budafoki út 59., represented by István Fehér, company registration number: 01-10-140314, tax number: 11684057-2-43, website: <https://www.sdadms.hu/>).

Promotional materials of the guest lecturers' lectures including their photographs and recordings made of the persons participating at the University events may be published on various social media sites of the University, and therefore the following entities, as processors, are entitled to access the data:

- YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA; [legal@support.youtube.com](mailto:legal@support.youtube.com)
- Meta Platforms Inc., 1 Hacker Way, Menlo Park, CA 94025, USA; Meta Platforms Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Írország, <https://www.facebook.com/help/contact/540977946302970>
- Twitter Inc., 1355 Market Street, Suite 900, San Francisco, CA 94103, USA, <https://help.twitter.com/en/contact-us>

**6. Duration of data processing**

- a) Unsuccessful applicant: the application will be deleted immediately after the evaluation of the application.
- b) Successful applicants: the University will enter into an agreement with the successful applicants. The applicants' personal data will be processed for 5 years from the expiry of the period specified in the contract.
- c) In the case referred to in Section 3.3 of the notice, the University shall keep the recordings of the guest lecturers concerned for promotional, scientific and educational purposes. The criteria for determining the storage period is the possible use of the recording for future articles and university publications.

## **7. Implementation of the processing activity**

Ludovika Scholars Program provides an opportunity for the University to exchange ideas with guest lecturers from Central and Eastern Europe, to listen to their lectures, to make contacts, and to familiarize lecturers, researchers and experts (collectively "guest lecturers") with the professional work of the University.

The aim is to develop and improve the University's international relations, to increase its competitiveness and to promote the scientific research of its academics.

Applications can be submitted online at <https://reg.uni-nke.hu/index.php/338115?new-test=Y&lang=en> by filling in a form (with the data indicated above) and attaching the documents specified in the call for applications. The Programme Monitoring Board will examine each application individually to determine whether it meets the requirements of the call. In the event of a successful application, the University will conclude an agreement with the Applicant. The University shall promote the guest lecturers' lectures on various online (social media platforms, its own websites and University newsletters) and offline (posters and flyers in University buildings and dormitories) platforms. Upon completion of the agreement, an agency fee will be paid to the Applicant.

The University will record the guest lecturers' presentations and the seminar related to the performance of their contract and may publish the recorded images and videos on its website and social platforms.

The University shall process the data transmitted to it solely for the purposes and under the conditions specified above. The data processing activities shall be carried out in full compliance with the University's regulations on the protection and security of personal data and data of public interest, as well as the University's IT Security Policy.

## **8. Data protection**

Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the University shall implement appropriate technical and organisational measures to ensure a level of data security appropriate to the risk.

The University shall take all reasonable measures to ensure that the data processed by it do not become accessible to unauthorised parties. Access to data is limited, password protection is in place.

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

## **9. Automated data processing (including profiling)**

The University does not use automated data processing for decision-making regarding personal data specified above.

## 10. Data transfers to third countries or international organisations

There is no direct transfer of personal data to third countries regarding the processing detailed above.

## 11. Exercise of rights, legal remedies

The data subject may exercise the rights provided for in the GDPR for the entire duration of the data processing, which he may do at any time at the contact details specified in Section 1 and 2.

The data subject may request

- *access to personal data* (the data subject has the right to obtain confirmation from the data controller as to whether or not personal data concerning him or her are being processed, and where that is the case, the right to access personal data and information specified in the GDPR) (Article 15 GDPR),
- *rectification of personal data* (the data subject has the right to obtain the rectification of inaccurate personal data concerning him or her, at his or her request, without undue delay. Taking into account the purpose of the data processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.) (Article 16 GDPR),
- *erasure of personal data* (the data subject has the right to obtain from the data controller the erasure of personal data concerning him or her, at his or her request, without undue delay and the data controller shall have the obligation to erase the personal data of the data subject without undue delay on the grounds specified in the GDPR; in case of data processing for compliance with a legal obligation the erasure request shall be declined ) (Article 17 GDPR),
- *restrictions on the processing of personal data* (the data subject has the right to obtain from the data controller restriction of processing if the conditions set out in the GDPR are met) (Article 18 GDPR),
- *exercise the right to personal data portability* (The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to the data controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another data controller without hindrance from the data controller to which the personal data have been provided, as long as the conditions set out in the GDPR are met) (Article 20 GDPR),
- *may object to the processing of personal data* (shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defence of legal claims; in case of data processing for compliance with a legal obligation the objection request shall be declined) (Article 21 GDPR),
- *withdrawal of the abovementioned consent to processing of personal data*, the data subject may withdraw his or her consent at any time by sending an e-mail to [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu), without affecting the lawfulness of the processing carried out on the basis of consent prior to its withdrawal.

The application must be submitted to the postal address of the data controller or to the following e-mail address: [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu). The data controller shall provide

written information as soon as possible, within a maximum of 1 month (within 15 days in the event of an objection) (this deadline may be extended by a further 2 months due to the complexity of the request). If any rights of the data subject have been violated, the data subject may apply to a court (the data subject may, at his or her choice, initiate a proceeding before the court competent according to his or her place of residence or stay) or may turn to the National Authority for Data Protection and Freedom of Information (1055 Budapest, Falk Miksa utca 9-11., phone: 06-1-391-1400, website URL: <http://naih.hu>, e-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)).

**Budapest, 10 July 2023.**

