



File no.: NKE/08053/2024.

**INFORMATION ON DATA PROCESSING**  
**for those who are concluding contract with the National University of Public Service, entities involved in the conclusion of the contract, and for employees of the University of Public Service who are involved in the contracting process**

**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 Kincses dr iur,  
Direct contact: [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu)  
Phone: +36 1 432 9000/ extension: 29833

**3. Information for natural persons entering into contract with the University of Public Service**

<b>Categories of data subjects</b>	<b>Purpose of data processing</b>	<b>Legal basis</b>	<b>Consequences of failure to provide such data</b>
Natural persons entering into a contract with the Data Controller (including: sole proprietor, individuals issuing an invoice)	Ensuring the fulfillment of the contract between the Data Controller and the Data Subject and the confirmation of its fulfillment.	Pursuant to Article 6 (1) b) and c) of the GDPR , the processing of data is necessary for the performance of a contract and compliance with a legal obligation.	The contract can not be concluded.

Representative or executive officer of an entity legally competent under its personal law entering into a contract with the Data Controller	The partner entering into a contract with the Data Controller shall manage the signature of the representative under subsection (1) of section 3:116 of Act V of 2013.	Pursuant to Article 6 (1) c) of the GDPR , the processing of data is necessary for compliance with a legal obligation to which the controller is subject.	Legal requirement without which the contract can not be concluded.
Responsible party, financial counter-signer, authorising officer, natural person issuing a certificate of performance entering into a contract with the Data Controller	Fulfilment of the obligation set out in sub-chapter 25-26 of Act CXCV of 2011 on the State Budget		
Natural person entitled to provide transparency statement for the Data Controller.	Fulfilment of the obligation set out in paragraph 50 (1a) of the Government Decree 368/2011. (XII. 31.) on the implementation of the Act on State Budget		

**Scope of processed data:** name, e-mail address, phone number, position, signature.

**4. Information on the processing of the personal data of natural persons in the contractual relationship whose personal data are indirectly disclosed to the Data Controller during the execution of the contract**

Categories of data subjects	Scope of processed data	Source of data	Legal basis
Natural persons indicated in documents held by the Data Controller in case the indication of such personal data is a legal obligation (eg. countersignature of an	Name, telephone number, e-mail and work address, bar identification number, position.	Documents handed over by the data subject.	Pursuant to Article 6 (1) c) of the GDPR , the processing of data is necessary for compliance with a legal obligation to which the

attorney or legal counsel)			controller is subject.
Contact person of an entity legally competent under its personal law in a contractual relationship with the Data Controller	Name, telephone number, email address, position.	Employer of the data subject.	Pursuant to Article 6 (1) f) of the GDPR, it is in the common legitimate interest of the contracting parties to carry out a transparent and efficient contracting process
Natural person other than the contact person involved in the execution of the contract (eg issuer of an authority licence, data protection officer)	Name, telephone and cell phone number, email address, position, personal data indicated on documents that are necessary to process in compliance with Act CL of 2016 on General Public Administration Procedures.	Employer or employee of the data subject or any other public source.	

**Purpose of processing of personal data:** making the performance of the contract more effective.

#### 5. Information for the employees of the Data Controller

Categories of data subjects	Purpose of data processing	Legal basis	Consequences of failure to provide such data
The responsible party, the financial counter-signer, the countersignature of the legal counsellor certifying the certificate of performance, which are within the scope of Act LXXVIII of 2017 on attorney's activity.	Shall manage the signature of the representative under subsection (1) of section 3:116 of Act V of 2013., and the fulfillment of the obligation set out in subchapter 25-26 of Act CXCV of 2011 on the State Budget	Pursuant to Article 6 (1) c) of the GDPR, the processing of data is necessary for compliance with a legal obligation to which the controller is subject.	Legal requirement without which the contract can not be concluded.

Natural persons contributing to the fulfillment of the contract other than the contact person.	Making the performance of the contract more effective.	Pursuant to Article 6 (1) f) of the GDPR, it is in the common legitimate interest of the contracting parties to organize the contracting process quickly, efficiently and transparently.	It may slow down and make the process of the conclusion of a contract difficult, which can be a disadvantage for the parties.
The legal countersigning person, the legal reviser	Proof of legal checking of the contract, the purpose of which is to ensure compliance with legal instruments.	Pursuant to Article 6 (1) f) of the GDPR, it is in the common legitimate interest of the contracting parties to carry out a transparent and efficient contracting process	The signing persons assure the other party that they have substantially examined the contract and found it to be in order. Without this, the contractual process cannot be completed. An exception to this is where the internal regulations justify the non-signature.
Data protection officer	Ensuring compliance with the European Union's relevant regulative instruments	Pursuant to Article 6 (1) c) of the GDPR, the processing of data is necessary for compliance with a legal obligation to which the controller is subject.	Compliance to legal obligations can not be ensured.

## 6. Information on data processing regarding entrance to the Data Controller's facilities during in-person conclusion of contract

**Categories of data subjects:** natural persons entering University buildings.

Scope of processed data	Purpose of data processing	Legal basis
Data recorded by the electronic surveillance system.	An electronic surveillance system (CCTV system) is operated by the University in order to protect human life, physical safety and personal freedom, safeguard the storage of hazardous materials, protect the critical infrastructure used for building management and communication, and ensure property protection. The system makes and stores recordings.	The University's legitimate interest based on Article 6 (1) f) of the GDPR.

## 7. Recipients of personal data, the persons entitled to access the data

### a) Recipients entitled to access the data

- Personal data may be accessed by Data Controller's employees involved in the preparation, execution and storage of the contract, and by organizations which are authorized by law to conclude controls.

### b) Data processors entitled to access personal data

Microsoft Corporation (headquarters: One Microsoft Way, Redmond, WA 98052, USA, registration number: 600-413-485), the operator of the Microsoft Teams and Microsoft Outlook platforms used during the negotiation and negotiation processes necessary for the conclusion of the contract, is entitled to access the personal data.

If the contract is in the public domain and is published on the Data Controller's media sites, the following entities may be entitled as data processors to access the personal data (including images and audio recordings):

- 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, Ireland , <https://www.facebook.com/help/contact/540977946302970>
- X Corp., 1355 Market Street, Suite 900, San Francisco, CA 94103, USA, <https://help.twitter.com/en/contact-us>

## 8. Duration of data processing

The retention period of the contracts - and therefore of the personal data contained in them - depends on the specific the storage or expiry of the limitation period for the specific legal transaction.

The storage period of the transparency statement is 8 years from the termination of the contract.

## 9. 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.

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

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

## **11. Data transfers to third countries or international organisations**

Personal data may be transferred to third countries only by publishing public contracts on social media platforms or by providing the contact e-mail address and using it for the purpose of communication.

## **12. 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).

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, 26 April 2024.**

