



Reg. number: 34000/4736-1/2021

INFORMATION ON DATA PROCESSING at University of Public Service related to the English degree programs for international applicants

1. Name of Data Controller

University of Public Service
address: 1083 Budapest, Ludovika tér 2.
telephone number: +36 1 432 9000,
e-mail address: nke@uni-nke.hu;
website: <https://www.uni-nke.hu/>.
Represented by Dr. András Koltay, Rector

2. Name and contact details of the Data Protection Officer

University Data Protection Officer:
Veronika Deák
Direct contact: adatvedelem@uni-nke.hu
Telephone number: +36 1 432 9000 / 29833

3. Information on data subjects involved in the submission of an application for the English language degree programs, when the personal data are collected directly from the data subject (content under Article 13 of the GDPR¹)

3.1. Data processing related to the procedure of the application

Categories of data subjects	Purpose of data processing	Legal basis	Consequences of failure to provide such data
Persons who are non-Hungarian international applicants applying for English language degree programs.	To enable the assessment of applications submitted for the English language degree programs by non-Hungarian international applicants and to enable the enrolment of them. To allow the monitoring of the implementation.	Pursuant to Article 6 (1) b) for the performance of a contract and e) for the performance of the University's core activities.	Can hinder the assessment, the implementation of the application and monitoring the implementation.

¹ 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)

<p>Persons who are non-Hungarian international applicants applying for English language degree programs.</p>	<p>To check the applicant's medical fitness.</p>	<p>Pursuant to Article 6 (1) e) of the GDPR, processing is necessary for the performance of University's core activities. The processing of health data, being a special category of personal data, is necessary pursuant to Article 9 (2) i) the processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health.</p>	
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3.2. Data processing related to the procedure of the enrolment

Categories of data subjects	Purpose of data processing	Legal basis	Consequences of failure to provide such data
<p>Accepted applicants for the English language degree programs who successfully completed the application procedure.</p>	<p>Establishment of the student's legal status. To prove that the submitted copies during the application procedure provided by applicant correspond with the original documents.</p>	<p>Pursuant to Article 6 (1) e) of the GDPR, processing is necessary for the performance of University's core activities.</p>	<p>The application will be cancelled and additional legal action can be taken if the submitted documents and data are proved to be invalid or forged. In case of absent of enrolment, no legal status is established between the student and University and the student cannot start the degree program.</p>
	<p>To check criminal record.</p>	<p>Pursuant to Article 6 (1) c) for compliance with a legal obligation and e) for the performance of the University's core activities. The processing of criminal personal data, being a special category of personal data, is necessary pursuant to Article 9</p>	<p>If the applicant does not prove clean criminal record, the application cannot be accepted.</p>

		(2) g), for reasons of substantial public interest.	
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3.3. The signing of the learning agreement

Categories of data subjects	Purpose of data processing	Legal basis	Consequences of failure to provide such data
Accepted applicants for the English language degree programs who successfully completed the application procedure.	To ensure the applicant for successful enrolment and participation in the English language degree program. To state all the terms and conditions necessary for participating in the degree program. To establish learning agreement.	GDPR Section 6 (1) b) for the performance of a contract and c) for compliance with a legal obligation e) for the performance of the University's core activities.	In case of non-fulfilment, learning agreement cannot be established and study program cannot be started by the applicant.

4. Scope of data processed

In relevance to 3.1.

The applicant is obliged to provide the following data in the application interface:

- personal data: name; mother's maiden name; date and place of birth; citizenship; gender, passport number; passport validity date,
- personal contact details: address, email address; telephone number; online contact details requested for the entrance exam,
- details of current job - if applicable: name of institution; job title; applicant's position, field of work,
- details of education / higher education: name of institution; degree title; level of education; field of study; certification, date of document,
- details of English language exam certificate to prove English language proficiency: type; level; result; type(s) of additional language examination certificates; level, result achieved.

List of documents to be submitted with the application attached as annexes:

- CV in English;
- a state-recognized English language examination certificate copy or a document equivalent thereto in accordance with Hungarian legislation;

- c) in case of applying for undergraduate program, copy of secondary school certificate recognized by Hungarian legislation;
- d) in case of applying for master's degree, a diploma recognized as a document certifying undergraduate level of education according to Hungarian legislation; if the higher education diploma does not include the qualification of the diploma, the certificate containing the qualification of the diploma issued by the higher education institution issuing the original document;
- e) in case of applying for undergraduate program, records of final two years in Secondary School with a certified English translation
- f) in case of applying for masters courses, the Transcript of Records - a credit certificate of previous academic results - and the documents proving the completed competencies required for the recognition of credits, if the Transcript of Records does not include the above.
- g) cover letter;
- h) passport or identity document;
- i) a document describing the qualification system for the diploma / certificate in that country;
- j) a medical certificate not exceeding 3 months old stating that the applicant's state of health is adequate to demonstrate that the applicant does not suffer from any of the following conditions: AIDS, Hepatitis A, B, C or any other infectious disease;
- k) proof of payment of the institutional application fee;
- l) parental consent, if the candidate holding a Secondary School Certificate is still under 18.

In relevance to 3.2.

At the time of enrolment, the admitted applicant must present the following documents upon request:

- a) in case of undergraduate program: an original Secondary School Certificate and a copy, in case of a master's program: an original college / university diploma and a copy, the original and a copy of the language examination certificate(s);
- b) an original official certificate not exceeding 3 months old certifying a clean criminal record;
- c) identity card or passport;
- d) the official Social Security Identification Number certificate or health and accident insurance for at least five month;
- e) address card or equivalent proof of residence or a rental contract;
- f) 1 ID card picture (standard size - 35 * 45 mm), with name of the student indicated at the back;
- g) an enrolment form printed and signed from an electronic study record system (hereinafter referred to as the Neptun system);
- h) signed learning agreement;
- i) original medical certificate not exceeding 3 months old.

In relevance to 3.3.

The learning agreement includes the following:

- a) name;
- b) birth name;
- c) mother's maiden name;
- d) place and date of birth;
- e) permanent address;

- f) notification address;
- g) telephone number;
- h) identity card number;
- i) admission resolution number;
- j) admission identification number;
- k) Neptun-code.

5. Recipients of personal data and categories of recipients

- a) The following organizational units of the data controller:
 - Education and Training Arrangement Department of the Faculty of Public Governance and International Studies; International Office; Education Services Office;
 - Education and Training Arrangement Department of the Faculty of Water Sciences and the International coordinator;
 - Education and Study Office;
 - International Directorate;
 - Admissions Committee;
 - Credit Transfer Committee;
 - Legal Directorate;
 - Finance Department;
 - Human Resources Department.
- b) Other employees of the Data Controller who due to the nature of their employment, need to handle personal data of applicants.
- c) A student delegated by the University's Student Government may participate in the decision making procedure.
- d) Official bodies specified in the legislation which are empowered by law to inspect.
- e) Ludovika-UPS Epidemiological Operational Corps.
- f) National Directorate-General for Aliens Policing.

6. Data processing partner

The official data processing partner of Ludovika-UPS is SDA Informatika Zrt. (address: 2030 Érd, Retyezáti street 46., telephone: +36 1 209-4748, e-mail: info@sdainformatika.hu, registration number: 13- 10-041083, tax code: 11684057-2-13, website: <http://www.sdainformatika.hu/>).

7. Duration of data processing

In case of a successful and effective application and the applicant signed the learning agreement with the data controller, the duration of data processing is 80 years.

In case of non-contracting: the personal data of the applicant will be deleted after 6 months from the end of the given registration period affected by the admission decision, and for 5 years from the publication of the admission decision.

Personal data regarding the clean criminal record will be deleted by the university:

- a) until the date of the decision on student's legal status,
- b) in the case of the establishment and maintenance of student's legal status, until the termination of student's legal status.

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 security appropriate to the risk,

The University shall take all reasonable measures to ensure that the data it processes are not accessible to unauthorized persons. Access to data is limited, password protection is in place. Reading, writing and editing access on the central interfaces of the Data Controller varies from job to job, depending on the need for data processing.

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

9. Automated data processing (including profiling)

The University does not use automated data processing for decision-making.

10. Transfer of data to a third country or to an international organization

Data may be transferred to foreign representation on the basis of unique requests.

11. Exercise of rights, remedy

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 points 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 the following e-mail address: adatvedelem@uni-nke.hu. The data controller shall provide

written notice 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). In addition, in the event of infringement, the data subject may apply to a court (the data subject may, at his or her choice, initiate the proceeding before the court competent according to his or her place of residence or stay) and 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).

