



Reg. number: 34000/16739-1/2020

**INFORMATION ON DATA PROCESSING
at University of Public Service (related to the Stipendium Hungaricum Program)**

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 for data subjects involved in the submission of an application,
the event when personal data are provided directly by the data subject (content
according to Article 13 GDPR)**

**3.1. Data processing related to the evaluation, implementation, and monitoring
of the implementation of the application**

Categories for data subjects	Purpose of data processing	Legal basis	Consequences of not processing data
Persons with student status at a partner institution (in non-EU countries)	Enable the Assessment and the implementation of applications submitted by Stipendium Hungaricum applicants. To allow the monitoring of the implementation	GDPR Section 6 (1) b) for the conclusion of a contract and e) for the performance of the tasks of the data controller	It makes it impossible to assess and implement the application and to monitor its implementation.

**3.2. Data processing by processing the personal data of third parties in the
application (Content under Article 14 GDPR)**

Data subject	Scope of processed data	Purpose of data processing	Legal basis	Source of personal data
The person making the recommendation in support of the applicant	Data and contact details necessary to identify the person making the recommendation	To provide a recommendation to the applicant for a successful and efficient application evaluation	Under GDPR Article 6 (1) (a), the consent of the data subject	The applicant submits it together with the complete application package
The person specified by the applicant, who can be notified by the data controller in case of emergency	home address, residence address, email address, telephone number, name	Communication with a relative is necessary for the health and safety of the student. The purpose of the communication is to ensure that the student receives all assistance as needed		

4. Recipients of personal data and categories of recipients

- *The following organizational units of the data controller: International Directorate, Legal Directorate, Economic Office, Human Resources Office.*
- *Other employees of the Data Controller who due to their employment relationship, need to know the personal data.*
- *As well as the bodies defined by law that are empowered by law to inspect.*
- *Tempus Public Foundation (Erasmus + Program National Agency) (headquarters: 1077 Budapest, Kéthly Anna tér 1., represented by: Károly Cibere, Chairman of the Board of Trustees, website: <https://tka.hu/>)*
- *Ministry of Foreign Affairs and Trade (seat: 1027 Budapest, Nagy Imre tér 4.)*
- *Institutional organization of the European Student Network (headquarters: Rue Joseph II / Jozef II-straat 120 1000 Brussels, Belgium, regional website address: <http://nups.esn.hu/>)*
- *Ludovika-UPS Epidemiological Operational Corps*

5. Duration of data processing

In case of a successful and efficient application, if the applicant establishes a student legal relationship with the data controller: 80 years.

Rejected application package: In case of rejected application package, the personal data of the applicant will be deleted on the 21st day from the rejection decision.

6. 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.

7. Automated data processing (including profiling)

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

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

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

9. 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 injury, 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) 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).

