



File no.: NKE/22909/2025.

**INFORMATION ON DATA PROCESSING**  
**regarding the application of self-financed international students 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 Kincses dr. iur.  
Direct contact: [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu)  
Phone: +36 1 432 9000/ extension: 29833

**3. Information about processing personal data in case personal data is collected directly from the data subjects**

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis
Self-financed international students applying for programmes of the University.	Personal data content of the <b>application form</b> : Name, gender, nationality, country of citizenship/second citizenship, country of residence, mother's maiden name, personal identification document data (number, country of issue, expiry date), date and place of birth, e-mail address, address, phone number, Teams account.,	Personal data is processed to administer applications for optional programmes and also for the University to be able to communicate with applicants.	Pursuant to Article 6 (1) c) and e) of the GDPR <sup>1</sup> , processing is necessary for compliance with a legal obligation <sup>2</sup> to which the controller is subject related to the exercise of official authority vested in the Controller.

<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)

<sup>2</sup> Based on Act CCIV of 2011 on National Higher Education.

	<p>other personal data provided via the application form.</p> <p>Personal data content of the <b>attached documents</b>:  Bachelor's or Higher Degree,  Transcript of Records,  Proof of English language proficiency,  CV,  Motivation letter.</p>		
	Copy of passport or personal identification document.	Confirming the accuracy of passport data provided by the data subject to avoid administrative discrepancies during the admissions and enrolment process.	Pursuant to Article 6 (1) a) of the GDPR, the data subject's consent.

**Consequences of failure to provide such data:** In lack of the abovementioned data the data subjects cannot apply for programmes of the University.

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

Employees of the departments or research institutes who are required to access the concerned personal data based on their employment relationship.

#### 5. Duration of data processing

- In case the data subject gets accepted to the University, their personal data shall be processed for 80 years after the conclusion of their student status, according to Hungarian legislation and the data controller's inner policies.
- In case the data subject does not get accepted to the University, their personal data shall be stored for ten years after the conclusion of the admission procedure according to the data controller's policy on keeping records of admissions.
- Personal data processed on the legal basis of the data subject's consent shall be processed until the withdrawal of such consent. Withdrawal of consent does not affect the legality of processing the personal data prior to it. In lack of such withdrawal personal data processed based on the consent of the data subject shall be deleted after the conclusion of the admission procedure.

#### 6. Implementation of the processing activity

The University offers self-financed programs for people of foreign nationality. Applicants shall submit their applications for admission online via the application site provided by the University by uploading data and documents required by Hungarian legislation and relevant policies of the University. Detailed information on the available programmes is available on the following links.

Faculty of Public Governance and International Studies	BA	<a href="#">International Public Management</a>
	MA	<a href="#">International Relations</a>
	MA	<a href="#">International Public Service Relations</a>

	MA	<u>International Cybersecurity Expert</u>
	Doctoral	<u>PhD in Public Administration Sciences</u>
Faculty of Water Sciences	BSc	<u>Civil Engineering</u>
	BSc	<u>Environmental Engineering</u>
	MA	<u>International Water Governance and Water Diplomacy</u>
Faculty of Military Science and Officer Training	Doctoral	<u>PhD in Military Sciences</u>
	Doctoral	<u>PhD in Military Engineering</u>

The University as Data Controller requires passport or travel document information from international applicants because it is essential for verifying the applicant's identity, citizenship, and legal status. Providing accurate personal data—such as the correct spelling of the applicant's name and other identifying details—is necessary to ensure that all official records and future documents are issued properly. The University confirms the accuracy of data provided by the data subject through the requirement of uploading the scanned copy of the travel document to the application site. Admissions offices also confirms that the travel document will remain valid for at least six months from the time of application, as this is often a prerequisite for visa processing and compliance with immigration regulations. Collecting these details helps the university authenticate the application, meet legal requirements, and avoid any administrative discrepancies during the admissions and enrolment process.

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.

## **7. 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.

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

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

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

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

## 10. 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, 26th November 2025.**

