



Reg. number: 34000/16738-1/2020

## **INFORMATION ON DATA PROCESSING at University of Public Service (related to the Erasmus+ 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](mailto: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](mailto:adatvedelem@uni-nke.hu)  
Telephone number: +36 1 432 9000 / 29833

### **3. Information for those involved in the evaluation, implementation, and monitoring of the implementation of applications submitted under the Erasmus + Program, in the event when the data subject provides personal data directly (content under Article 13 GDPR)**

<b>Categories for Data Subjects</b>	<b>Purpose of data processing</b>	<b>Legal basis</b>	<b>Consequences of not providing data</b>
<b>Persons with student status at the data controller</b>	To enable the assessment and implementation of the applications submitted by Erasmus + applicants.	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.
<b>Teachers and employees of the data controller</b>			
<b>Persons with student status at a partner institution (in EU and non-EU countries)</b>	To upload data to the Mobility Tool database to enable the monitoring of the implementation.		
<b>Teachers and employees of a partner institution (for EU and non-EU countries)</b>			

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

<b>Data Subject</b>	<b>Scope of processed data</b>	<b>Purpose of data processing</b>	<b>Legal basis</b>	<b>Source of personal data</b>
<b>The person making the recommendation in support of the applicant</b>	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 Article 6 (1) (a) GDPR, the consent of the Data Subject.	The applicant submits it together with the complete application package.
<b>The person specified by the applicant, who can be notified by the Data Controller in case of emergency</b>	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.		

## 5. Recipients of personal data and categories for 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, are required to access the personal data..*
- *As well as the bodies defined by law that are empowered by law to inspect.*
- *Successful application package for the host university*
- *European Commission (Rue de la Loi / Wetstraat 170 B-1049 Brussels / Brussels Belgique / België, website in Hungarian: [https://ec.europa.eu/info/index\\_en](https://ec.europa.eu/info/index_en))*
- *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/>)*
- *Epidemiological Operational Corps of the Data Controller*

## 6. Duration of data processing

In case of a successful and efficient application, if the applicant establishes student status at the Data Controller: 80 years.

Rejected application package: In case of rejected application package, the applicant will be placed on a waiting list. Personal data will be deleted by the Data Controller at the end of the implementation period if the application is rejected.

## 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 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.

Part of the data processing for intra-EU mobility takes place on the Erasmus Application Portal maintained by the Data Controller. The portal has password protection based on limited access.

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.

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

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

## **9. Transfer of data to a third country or an international organization**

Data may be transferred to a partner institution in a third country and the data will be uploaded to the Mobility Tool system maintained by the European Commission to monitor the implementation of institutional projects.

## **10. 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 to the following e-mail address: [adatvedelem@uni-nke.hu](mailto: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](mailto:ugyfelszolgalat@naih.hu)).

