

## PRIVACY POLICY

for those who are concluding contract with the National University of Public Service,-  
entities involved in the conclusion of the contract, and for those who are employed by the National  
University of Public Service and involved in the contracting process

### 1. Name of the Data Controller

National University of Public Service  
address: HU-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. Koltay András rector

### 2. Name and contact details of the Data Protection Officer

The University's data protection officer:  
Dr. Téglásiné Dr. Kovács Júlia, senior lecturer  
Direct contact: [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu)  
Phone: +36 30 3690834

### 3. Information for persons entering into a contract with the Data Controller

Scope of the data subjects	Purpose of the data process	Legal basis	Consequences of the failure to provide data
<b>Natural persons entering into a contract with the Data Controller</b> <i>(including: sole proprietor, individuals issuing an invoice)</i>	Ensuring the fulfillment of the contract between the Data Controller and the Data Subject and the confirmation of its fulfillment	GDPR Article 6. subsection (1) point b)	Prerequisite for the conclusion of the contract
<b>Legal entity, representative or executive officer of an entity legally competent under its personal law entering into a contract with the Data Controller</b>	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.	GDPR Article 6. subsection (1) point c)	Legal requirement, the contract cannot be concluded without this
<b>Responsible party, financial counter-signer, authorising officer, natural person issuing a certificate of performance entering into a contract with the Data Controller</b>	Fulfillment of the obligation set out in sub-chapter 25-26 of Act CXCV of 2011 on the State Budget		

### 4. Information to natural persons in the contractual relationship whose personal data are indirectly or directly disclosed to the Data Controller during the execution of the contract

Scope of the data subjects	Categories of the data processed	Source of the data	Legal basis of the data process
Document held by the Data Controller containing the personal data of natural persons where the indication of such personal data is a legal obligation (eg. countersignature of an attorney, countersignature of a legal counsel)	name, phone, e-mail, address of workplace, bar identification number, position	Documents handed over by the data subject	GDPR Article 6. subsection (1) point c)
Legal entity, contact point of an entity legally competent under its personal law in a contractual relationship with the Data Processor	name, phone, e-mail	Employer of the data subject	GDPR Article 6. subsection (1) point f) – it is in the common interest of the contracting parties to carry out a transparent and efficient contracting process
Other natural person other than the contact point involved in the execution of the contract (eg issuer of an authority licence)	name, phone, mobile phone, e-mail	Employer of the data subject	

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

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

Scope of the data subjects	Purpose of the data process	Legal basis of the data process	Consequences of the failure to provide 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	GDPR Article 6. subsection (1) point c)	Legal requirement, the contract cannot be concluded without this
Other natural persons contributing to the fulfillment of the contract – other than contact point or the contact person.	Making the performance of the contract more effective.	GDPR Article 6. subsection (1) point f) – needed in order to organize the contracting process quickly, efficiently and transparently	It may slow down and make difficult the process of the conclusion of a contract which can be a disadvantage for the parties
The legal countersigning person, the legal reviser, the data protection officer	Justification of the control of the contract	GDPR Article 6. subsection (1) point f) - It is mutual interest of the parties to ensure that the contract is in conformity with the applicable legal requirements and that both parties ascertains in merit.	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.

## 6. Recipients of the personal 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.
- After the conclusion of a data processing contract, personal data may be transferred to a business association in relation to the purpose of the contract.

## 7. Duration of the data process

Contracts, including the personal data contained therein, shall have a retention period of 10 years, in accordance with the applicable regulations.

## 8. Data protection

The University shall take all reasonable steps to ensure that the data which is managed by the University are not accessible to unauthorized persons and password protection is in operation.

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

## 9. Automated data processing (including profiling)

No decision-making based on automated data processing takes place at the University.

## 10. Data transfer to third countries or international organisations

No data transfer will be carried out to third countries or international organisations.

## 11. Exercising the rights, legal remedies

The data subject may exercise its rights - provided under the GDPR during the entire period of the data process - , which the data subject may exercise at any time through the contact details set forth in sections 1 and 2.

The data subject may request in connection with data relating to him/her:

- *access to personal data* (the data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and information defined in the GDPR) (GDPR Article 15),
- *right to rectification of personal data* (The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement) (GDPR Article 16),
- *the erasure of personal data* (The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay, if it is justified by the GDPR; in case of data process required by law, a request for erasure cannot be executed) (GDPR 17. cikk),
- the restriction of personal data processing The data subject shall have the right to obtain from the controller restriction of processing where the conditions set forth in the GDPR applies) (GDPR Article 18),
- to pursue its right of *data portability* of the personal data (The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided,
- subject to the terms of the GDPR) (GDPR Article 20),
- right to object against the process of the personal data (The data subject 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.) (GDPR Article 21).

The request shall be submitted to the postal address of the data controller or to the e-mail address [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu). The data controller shall provide written information within the shortest possible time,

and within a maximum of 1 month (15 days in the case of a protest) (this deadline may be extended by a further 2 months due to the complexity of the request)

Furthermore, the data subject may also go to court in case of legal infringement (the data subject – upon its choice – may bring the action before the competent court in the place of residence or place of abode), also may turn to the National Authority for Data Protection and Freedom of Information (HU-1125 Budapest, Szilágyi Erzsébet fasor 22/c., phone.: 06-1-391-1400, website: <http://naih.hu>, e-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu) ).