

Information on the processing and protection of personal data at the University of Szeged

1. Preamble

In accordance with *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)*—hereinafter GDPR—The University of Szeged hereby informs data subjects on the conditions under which their personal data area processed.

2. Personal Data Controller

The Personal Data Controller is the University of Szeged, HU-6720, Szeged, Dugonics square 13, Hungary VAT ID No.: HU19308650,

3. Data Protection Officer

Dr. Dóra Lajkó Address: University of Szeged, Rector's Office, Data Protection Office 6720 Szeged, Dugonics tér 13, 3rd floor, room 304. Tel: 36 (62) 342-376, +36 (62) 544-000/2376 E-mail: dpo@szte.hu

For any questions or concerns related to the processing and protection of your personal data, please contact the Data Protection Officer.

Principles for Personal Data Processing at the University of Szeged

4. The University of Szeged considers personal data protection a key issue and devotes much attention to it. Your personal data are processed only within the scope necessary for the university's operations, or in relation with the University of Szeged services you use. Personal data is protected to the maximum extent possible and in accordance with the relevant legislations. Principles and rules governing the processing of personal data at the University of Szeged are defined in MU Directive No. 1/2018 "Personal Data Processing and Protection". The Directive applies the rules and principles following from GDPR as follows:

1. **Lawfulness:** University of Szeged is required to always process your personal data in accordance with legal regulations and based upon at least one legal title.
2. **Fairness and transparency:** University of Szeged is required to process your personal data openly and transparently, and provide you with information on the processing method and on who will have access to your personal data. This includes our obligation to inform you of any instance of severe security breach or personal data leakage.
3. **Restrictions on purposes for personal data collection:** University of Szeged is allowed to collect your personal data only for clearly defined purposes.
4. **Data minimisation:** University of Szeged is required to process only personal data that are adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
5. **Accuracy:** University of Szeged is required to take every reasonable step to ensure regular updates or correction of your personal data.

6. **Data storage limitations:** University of Szeged is required to store your personal data no longer than it is necessary for the purposes for which the personal data are processed. Therefore, after the expiration of the period necessary for the purpose for which the personal data are processed, we will delete or anonymize your personal data to ensure that it cannot be traced back to you.
7. **Integrity and confidentiality, non-repudiation, and availability:** University of Szeged is required to secure your personal data and protect them from unauthorized or illegal processing, loss, or damage. Therefore, several technical and logistical measures have been taken in order to protect your personal data. At the same time, we ensure that only authorized employees have access to your personal data.
8. **Accountability:** University of Szeged is required to be able to demonstrate our compliance with all the conditions indicated above.

5. **Purposes of processing personal data**

In order to accomplish its mission, University of Szeged processes personal data for the following purposes:

1. **Education**

1. Study programmes
2. Instruction
3. Admission procedure
4. Exchange programmes
5. Lifelong learning
6. Library services

2. **Research & Development, and Creative work**

1. Project investigation
2. Expert conference organization
3. Publishing and editorial services
4. Habilitation and professorships procedures

3. **Administration and Operations**

1. HR and wages
2. Financial management and accounting
3. Public Procurement
4. Asset administration
5. Operating agendas
6. E-infrastructure (IT and storage systems, computer network, e-mail, voice network)

4. Asset protection and Security

1. Camera systems
2. Access to protected zones
3. Security monitoring of computer network operation
4. Handling security incidents

5. Information Provision and Promotion

1. Websites
2. Marketing and promotion
3. Alumni
4. University of Szeged

6. Healthcare

1. Operation of a healthcare facility

6. Categories of persons whose personal data processed by University of Szeged

The University of Szeged processes personal data of the following categories of persons (data subjects):

1. Employees (persons employed by the University of Szeged),
2. Students (persons taking part in any educational program at the University of Szeged),
3. Applicants (persons participating in the admission procedure to the University of Szeged),
4. Alumni (persons who studied at the University of Szeged in the past),
5. Third parties (persons not employed by the University of Szeged who take part in educational, research, contractual, and other activities of the University of Szeged),
6. Survey participants (persons participating in research and projects as research subjects),
7. Customers (persons using or purchasing products and services of the University of Szeged),
8. Applicants for recognition of foreign qualifications and higher education studies in Hungary.

7. Categories of personal data processed

The University of Szeged processes personal data provided directly by individual natural persons—whether based upon their consent or other legal reasons—as well as other personal data created as part of processing activities and those necessary for its operation. The most important categories of these are the following:

1. **Address and identification data** (name, surname, date and place of birth, marital status, birth ID No., title, nationality, postal and email addresses, telephone number, ID card/passport number, digital identifier, signature, etc.).
 2. **Descriptive data** (education, foreign language skills, professional qualifications, knowledge and skills, number of children, portrait photography, video / audio records of persons, military service, previous employment, health insurance, membership in interest organizations, criminal records, etc.).
 3. **Student data** (records on study programs and study activities, academic results, academic awards).
 4. **Financial management data** (bank connection, wages, bonuses, fees, liabilities and receivables, orders, purchasing, taxes, etc.).
 5. **Job-related data** (records on jobs and work-related activities, employer, unit, job descriptions and positions, work evaluation, awards, etc.).
 6. **Data concerning operations and locations** (usually data from electronic systems concerning a specific data subject, e.g., data on the use of information systems, data operation and electronic communication, telephone use, access to various areas, CCTV records, etc.).
 7. **Subject activity data** (publications, expert activities, participation in conferences, taking part in projects, data on business trips or student academic trips, etc.).
 8. **Data concerning another person** (address and identification data of a family member, husband/wife, child, partner, etc.).
 9. **Special personal data category** (sensitive personal data related to health status, union membership, etc.).
8. **Legal reasons for personal data processing**
Personal data processing that takes place as part of the activities indicated above is carried out based upon the following legal reasons:

Fulfilment of legal obligations concerning the Controller:

We need to process your personal data to fulfil our legal obligations as a Controlling entity. These obligations are dictated by:

Act CCIV of 2011 on National Higher Education

Act LXXVI of 2014 on scientific research, development and innovation,

Act I of 2012 on the Labour Code,

Act C of 2000 on Accounting,

Act L of 2013 on the Electronic Information Security of State and Local Government Bodies,

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Government Decree No 484/2013 (XII. 17.) on the rules related to the establishment and operation of the National Cybersecurity Coordination Council, the Cybersecurity

Forum and the cybersecurity sector working groups, their tasks and competences and others.

Contract performance:

We need your personal data to be able to conclude a contractual relationship and for the purposes of the subsequent contractual performance; the data may be necessary to provide before the conclusion of the contract.

Consent of the data subjects:

this is your consent to process your personal data for a single purpose or several purposes.

Controller's legitimate interest consist, among other things, in:

- protection of assets and preventing fraud,
- transfer of personal data within a university unit for internal administrative and operational purposes,
- ensuring security of computer network and information.

9. Personal data transfer

To fulfil its legal obligations, University of Szeged may transfer selected data to specified entities (e.g., public administration authorities). Similarly, this applies on cases when the authorisation to transfer personal data outside the University of Szeged is given by individual instances of consent expressed by data subjects.

10. Retention period of personal data

Data are stored only for the time necessary with respect to the processing activity in question; subsequently, they will be destroyed or archived in accordance with an relevant document shredding plan. Personal data processed with your consent will only be stored for as long as the purpose of the consent was given.

11. Exercise of Data Subjects' rights

Data Subjects shall be entitled to exercise their rights under GDPR as of 26 May 2018. Data subjects must exercise their rights vis-à-vis the Personal Data Controller either (a) by sending a request with the data subject's signature authorized by the notary public to the following address: University of Szeged, HU-6720 Szeged, Dugonics square 13

12. The right to lodge a complaint with the competent supervisory authority

Data subjects shall be entitled to lodge a complaint concerning personal data processing to the competent supervisory authority, specifically The Office for Personal Data Protection. Contact: Nemzeti Adatvédelmi és Információszabadság Hatóság (National Authority for Data Protection and Freedom of Information)
Address: 1055 Budapest, Falk Miksa street 9-11.
Address for correspondence: 1363 Budapest, Pf. 9.
Tel.: +36 (1) 391-1400
E-mail: ugyfelszolgalat@naih.hu