

Privacy Policy

on data processing to the summer accommodation request at the Hungarian University of
Agriculture and Life Sciences

1. Data Controller

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| Full name: | Hungarian University of Agriculture and Life Sciences |
| Representative: | Dr. Csaba Gyuricza |
| Position: | rector |
| E-mail address: | adatvedelem@uni-mate.hu |
| Telephone number: | 06-28-522-000 |
| Website: | www.uni-mate.hu |
| Head office: | 2100 Gödöllő, Páter Károly str. 1. |
| Postal address: | 2103 Gödöllő, Pf. 303. |
| Tax number: | 19294784-4-44 |
| Name of Data Protection Officer: | Bence Györe |
| E-mail address: | dpo@uni-mate.hu |

2. Legal background

The Hungarian University of Agriculture and Life Sciences (*hereinafter referred to as the University*) processes personal data related to student disciplinary procedures in accordance with the following legislation:

- [THE 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 their personal data and on the free movement of such data, and repealing Regulation \(EC\) No 95/46/EC \(hereinafter referred to as "GDPR"\)](#),
- [Act XX of 1996 on Identification Methods Replacing the Personal Identification Number and the Use of Identification Codes](#) (*hereinafter referred to as: Szaz. tv.*)
- [Act V of 2013 on the Civil Code](#) (*hereinafter referred to as: Ptk.*)

3. The scope of the processed personal data, the purpose and the legal basis of data processing

| Személyes adat | Adatkezelés célja | Adatkezelés jogalapja |
|---|---|--|
| name | Data required for identification. | Carrying out the pre-contractual steps [GDPR 6. article (1) b)] |
| place and date of birth | | |
| mother's maiden name | | |
| address | | |
| NEPTUN code | | |
| information related to the study program | | |
| internship verification form and the personal data included therein | Determination of the dormitory accommodation fee and verification of eligibility. | |
| declaration of employment verification and the personal data included therein | | |
| duration and location of the accommodation request | Provision and allocation of dormitory accommodation. | |
| name of the roommate with whom you wish to share a room | Assignment of students to dormitory rooms. | |

4. Length of data processing

The personal data provided in the summer dormitory application are retained by the University in accordance with point 7-3 ("Dormitory admission applications, appeals, exclusions") of the [Records Management Plans](#), Annex 1 of the University's Records Management Regulations, for a period of 10 years from the date of the final substantive action.

5. Data security measures

5.1. Data storage

The personal data provided in the summer dormitory application are stored by the University on its own server located at its headquarters, within the electronic study system (NEPTUN TR). Taking into account the current state of technology, the University ensures the security of data processing through technical, organizational, and administrative measures that provide a level of protection appropriate to the risks related to data processing. Its IT systems and networks are protected against computer-aided fraud, espionage, sabotage, vandalism, fire and flood, as well as computer viruses, hacking attempts, and other attacks. Security is maintained through server-level and application-level

protective procedures. Furthermore, appropriate measures are taken to protect your personal data against unauthorized access, unauthorized alteration, transmission, disclosure, deletion, destruction, accidental loss, damage, and inaccessibility caused by changes in the applied technology.

The operator of the NEPTUN TR system is SDA Informatika Zrt., acting as the data processor. The data processor's registered office is located at 1111 Budapest, Budafoki street 59., tax number: 11684057-2-43, company registration number: 01-10-140314

5.2. Access to data and data transfer

Access to your personal data related to the evaluation of the summer dormitory application is granted to the heads and relevant staff members of the organizational units involved (University Dormitory Directorate and Dormitory Departments) strictly to the extent necessary for the performance of their duties and for specific purposes. Your personal data will not be disclosed to any third parties.

6. Data subject rights related to data processing

You may exercise your data subject rights related to data processing through the contact details specified in point 1. If you wish to exercise any of the following rights, please do so within the retention period; otherwise, we will only be able to inform you about the deletion of the data.

6.1. Right to information and access

You have the right to request information about whether your personal data is being processed, and if so, which personal data is being processed, on what legal basis, for what purpose, from what source, and for how long. You may also request access to the processed personal data, for example, in the form of a copy. We will fulfil your request within one month [Article 15 of the GDPR].

6.2. Right to rectification

You shall have the right to request the rectification, modification, correction and the completion of your personal data. We will make every effort to comply with the request without delay. [GDPR Art. 16].

6.3. Right to erasure and right 'to be forgotten'

You may request the deletion of your personal data if the contract has not yet been concluded. After the contract has been concluded, a deletion request cannot be fulfilled before the mandatory retention period expires. After the expiration of the mandatory retention period—if the data controller

has not complied with the deletion obligation—you may request the deletion of your personal data [GDPR Art. 17].

6.4. Right to restriction of processing

You shall have the right to request the restriction of data processing [GDPR Art. 18]

- if you believe the data are inaccurate or not up-to-date. In such cases, we will suspend data processing until the accuracy of the data is verified.
- if data processing is unlawful and you oppose the erasure of the personal data. In such cases, we will block your data.
- if we no longer need the data, but you require them for the establishment, exercise or defence of legal claims.

6.5. Right to data portability

You have the right to receive a copy of your personal data in a structured, commonly used, and machine-readable format, or to request the direct transmission of your data to another data controller. We will comply with your request within one month [GDPR Article 20]

7. Legal remedies relating to data processing

The University's Data Protection Officer is entitled to take action in the event of problems or comments relating to data processing. Please report the problem to the Data Protection Officer in the first instance, using the contact details provided in section 1. We will investigate the problem as quickly as possible and try to find a solution to it, and we will try to ensure that it does not happen again in the future. If the problem cannot be resolved or you are dissatisfied with the solutions we propose and if you consider that the processing of personal data relating to you infringes the regulation, you may choose to take the matter to the court in your residence or to the Hungarian National Authority for Data Protection and Freedom of Information (*hereinafter: The Authority.*)

Contact details of the Authority:

Email: ugyfelszolgalat@naih.hu

Phone: +36-1-391-1400

Fax: +36-1-391-1410

Website: www.naih.hu

Seat: 9-11. Falk Miksa u. 1055 Budapest

Postal Address: PO Box: 9. 1363 Budapest