Data Protection Factsheet

On managing and transferring data related to Covid-19 pandemic

# Data Controller

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| Organization legal name: | Hungarian University of Agriculture and Lifesciences |
| Organization legal representatives: | Dr. Csaba Gyuricza and Szilárd Tóth  |
| Positions of legal representatives: | Rector and Chancellor |
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| Postal address: | 2103 Gödöllő, Pf. 303 |
| Tax number: | 19294784-2-13 |
| Data Protection Officer’s name:  | Bence Györe |
| Data Protection Officer’s email: | dpo@uni-mate.hu  |
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1. Legislative background

Hungarian University of Agriculture and Lifesciences (hereinafter referred to as "the University") acts in accordance with the following legislation during processing and transferring data related to Covid-19 pandemic:

* 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 (hereinafter referred to as "GDPR")
* Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Nftv.)
* Government Decree 408/2020 of 30 August on travel restrictions during the epidemiological preparedness period.
* Government Decree 409/2020 of 30 August on certain rules and regulation applicable to epidemiological surveillance related to COVID-19. (VIII. 30.)
* Act XLVII of 1997 on Processing and Protection of Medical and Other Related Personal Data
* Government Decree 93/2020 (6 April) on certain rules relating to data processing and traffic applicable during the period of state of danger

# Data management related to Covid-19 pandemic

* 1. The scope of managed personal data and the purpose of data management

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| The nature of personal data  | Purpose of data management | Legal basis for managing data |
| Name of Student/Employee | These data are necessary to identify you during managing your data. | voluntary contribution |
| NEPTUN code | These data are necessary to identify you during managing your data. | voluntary contribution |
| Social Security ID/other ID card with a photo | These data are necessary to identify you during managing your data. | voluntary contribution |
| Date and Place of Birth | These data are necessary to identify you during managing your data. | voluntary contribution |
| Nationality, gender | These data are necessary to identify you during managing your data. | voluntary contribution |
| Mother’s name | These data are necessary to identify you during managing your data. | voluntary contribution |
| Educational ID | These data are necessary to identify you during managing your data. | voluntary contribution |
| Tax number | These data are necessary to identify you during managing your data. | voluntary contribution |
| Place of residence, Place of stay (country, town, street, house number, floor, door number) | These data are necessary to identify you during managing your data, and if necessary, to notify the competent authority of residence. | voluntary contribution |
| Data related to student status (Name of Faculty, Academic Programme) | These data are necessary to identify you during managing your data. | voluntary contribution |
| Contact data: email address, phone number | These data are necessary for us to contact you and inform you about how to make an appointment. | voluntary contribution |
| Issues relevant to the spread of the epidemic(pl. social network, symptoms, hospital visit …etc.) | These data are necessary to gather all information for the competent authorities in order that the competent authorities can detect the people, the areas affected by virus infection and the spread of the virus. | voluntary contribution |

* 1. Legal basis for data management and source of data

The legal basis for data management is your voluntary consent which you can, of course, withdraw at any time. However, we must inform you that the University will transfer your data in order to protect your and others’ health in order to speed up the registration process; consequently, the withdrawal of your consent may slow down the process.

The University collects the data from the educational register at its disposal and on the basis of the data received from you.

* 1. Duration of data management

The University is obliged to store student data for 80 years according to Nftv., so we cannot delete your data from our education record. The data provided during the pre-registration will be deleted by the University immediately after the confirmation after the pre-registration.

* 1. Access to data

The data that the data subject provides will be processed by

* the designated employees at the Registrar’s Office of the University responsible for data transfer
* the designated employees of the University responsible for data transfer
* the designated employees of Semmelweis University Clinical Centre.
	1. Data security measures

The University stores the data in electronic form.

Electronic files are stored on a server located at the University's headquarters, in accordance with the appropriate data security measures.

1. Rights of the data subject regarding data management

Under GDPR, the data subject has

* the right to information,
* the right to rectification,
* the right to restrict data management,
* the right to prohibit data management,
* right to delete data

in connection with his/her personal data.

Since the University only collects and/or transfers the data and it does not process them, the legal remedies for data subjects are ensured by Semmelweis University Clinical Center.

* 1. Right to request information

The data subject can request information from the University in writing at the contact details given in section 1 of this document regarding

* the categories of personal data concerned,
* the legal basis of the processing,
* the purposes of the processing,
* the source of data
* the period for which the personal data will be stored.

The University shall respond to the request within 30 days.

* 1. Right to rectification

In case the data subject’s personal data have changed, he or she can request the rectification of inaccurate personal data concerning him or her by sending an e-mail to dpo@uni-mate.hu. The University shall respond to the request as soon as possible.

* 1. Right to restrict data management

If the data subject wants to request that the University suspends data management until further notice and does not perform any further operations with their personal data (i.e. does not delete or use them), the data subject can request the restriction of use of their personal data at the e-mail address adatvedelem@uni-mate.hu. The University shall respond to the request as soon as possible. It is important to know that in this case, given the deadlines, the University cannot guarantee its participation during the pre-registration which may lead to an extended procedure.

* 1. Right to prohibit data management

In case the data subject wants to prohibit the University to use their personal data, the data subject can request the prohibition of use of their personal data at the e-mail address adatvedelem@uni-mate.hu. The University shall respond to the request as soon as possible.

* 1. Right of data deletion

An application containing your data will be destroyed by our staff after the expiration of the retention period. If you request the deletion of your data at an earlier date, this may mean that the University will not be able to participate in the pre-registration procedure, so you will have to do so, which may result in an extended procedure. Please make sure to consider this if you request the deletion of your data. Your application can be submitted in an email at adatvedelem@uni-mate.hu or by post to the mailing address of the University specified in Section 1.

1. Legal remedies related to data processing

Should the data provider encounter any problem concerning data processing, please, first report it to the University Data Protection Officer. It helps the University find an immediate solution and prevent such a problem happening in the future. Please, contact the University at adatvedelem@uni-mate.hu or dpo@uni-mate.hu so that the situation can be handled immediately.

In case the data provider is not satisfied with the University’s suggestions for solutions, an investigation at the competent court of his/her place of residence can be initiated (<https://birosag.hu/birosag-kereso>) or at the [Hungarian National Authority for Data Protection and Freedom of Information](https://www.naih.hu/about-the-authority) (hereinafter referred to as the “Authority”) on the basis of the infringement of personal data processing rights or the immediate danger of it.

Contact details of the Authority:

Postal address: 1530 Budapest, Pf.: 5.

Address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c

Phone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

Email: ugyfelszolgalat@naih.hu