



A HAZA SZOLGÁLATÁBAN

Reg. No.: NKE/10314/2022

INFORMATION ON DATA PROCESSING
for the selection procedure related to the
Ludovika Fellowship Program of the University of Public Service

1. Name of the Data Controller

University of Public Service

Address: 1083 Budapest, Ludovika tér 2., Hungary

Phone No.: +36 1 432 9000

E-mail: nke@uni-nke.hu

Website: <https://www.uni-nke.hu/>

Legal Representative: Dr. Gergely Deli rector

2. Name and contact details of the Data Protection Officer

Data Protection Officer of the University:

Dr. Veronika Debreceniné Deák

E-mail: adatvedelem@uni-nke.hu

Phone No.: +36 1 432 9000/ 29833 (ext.)

3. Information on data subjects regarding the application procedure for the Ludovika Fellowship Program, when the personal data are collected directly from the data subjects

3.1. Data processing related to the submission of the application

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis	Consequence of failure to provide data
Foreign lecturer applying for the Ludovika Fellowship Program	Name, citizenship, date of birth, address, telephone number, e-mail address	Evaluation of the submitted application.	Pursuant to Article 6 (1) (b) of the GDPR, the application dossier shall be deemed as a letter of intent to conclude a contract with the successful applicant.	In the absence of the listed data, the application cannot be evaluated.
		Information on future application opportunities.	Consent of the data subject pursuant to Article 6 (1) (a) of the GDPR.	It is not possible to provide information on related application opportunities.

3.2. Data processing related to the conclusion of a contract

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis	Consequence of failure to provide data
Lecturer with successful application for the Ludovika Fellowship Program	Name, birth name; Place of birth, year, month, day of birth; mother's name; tax identification number; bank account number; name of the financial institution holding the account; home address / delivery address (if the delivery address is different from the home address); contact details (email, phone number)	Ensuring the performance of the contract concluded between the University and the Applicant and certifying the completion of contractual obligations	Based on Article 6 (1) paragraph b) of the GDPR, necessary for the performance of the contract.	The contract cannot be concluded.

4. Recipients and categories of recipients of personal data

The following organizational units and employees of the University:

- a) International Office,
- b) Vice-Rector for International Affairs,
- c) Employees of the departments or research institutes concerned, who are required to access the concerned personal data based on their employment relationship,
- d) Finance Department,
- e) Human Resources Office.

5. Duration of data processing

- a) *non-successful applicants*: in the case of applicants who have not consented to the further processing of their personal data, the application will be deleted immediately after the application has been evaluated, and in the case of applicants who have consented, in the absence of withdrawal data is treated for up to one year.
- b) *successful applicant*: the University concludes a contract with the successful applicants, for this purpose the personal data will be processed for 5 years from the expiry of the period specified in the contract.

6. Implementation of the data processing activity

By announcing the Ludovika Fellowship Program, the University provides foreign lecturers with the opportunity to continue their teaching and research activities at the University. The purpose of this is to establish and develop the international relations of the University, to increase its competitiveness, and to promote the scientific research of the lecturers and the University. In the event of a successful application, the University will enter into a contract with the applicant. In the case of a non-winning application, the personal data of the applicant will only be further processed - for the purposes of information on the possibilities of subsequent applications - if the data subject has given his / her prior consent. The University will process the data transmitted to it only for the purpose and under the conditions mentioned above. The data processing activity is carried out entirely

on the basis of the University's regulations on the protection and security of personal and public data, as well as the IT Security Regulations.

7. Data protection and security

The University shall take appropriate technical and organizational measures – taking into account the state of science and technology, the costs of implementation, the nature, scope, circumstances and purposes of data processing and the varying probability and severity of the risk to the rights and freedoms of natural persons - to guarantee a level of data security commensurate with the level of risk.

The University shall apply reasonable physical, technical and organizational security measures to protect the data concerned, in particular against their accidental, unauthorized, unlawful destruction, loss, alteration, transmission, use, access or processing. Access to data is limited and password protection is in place.

The University has a regulation on the protection and security of personal and public interest data, as well as an IT Security Regulation.

8. Automated decision making (including profiling)

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

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

No data will be transferred to a third country or to an international organization.

10. Exercise of rights, legal 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 Section 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. The data controller shall provide written information 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). If any rights of the data subject have been violated, 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) or may turn 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).

Budapest, the 23rd of May 2022

