

DATA MANAGEMENT INFORMATION

in case of applying for the doctoral program at the Nemzeti Közszoigálati Egyetem (National University of Public Service)

1. Data Manager Name:

Nemzeti Közszoigálati Egyetem
address: H-1083 Budapest, Ludovika tér 2.
phone number: +36 1 432 9000,
e-mail address: nke@uni-nke.hu;
Website availability: <https://www.uni-nke.hu/>.
representative: Dr. András KOLTAY rector

2. Name and contact details of the data protection officer

Data Protection Officer of the University:
Dr. Júlia Kovács Dr. Téglásiné, Senior Lecturer
her direct contacts: adatvedelem@uni-nke.hu
phone number: +36 30 3690834

3. Information for those interested in applying for a doctoral program in the event that the person directly provides personal information (content under Article 13 GDPR)

Categories of data subjects	Purpose of the data management:	Legal basis	Consequence in case of failure to provide data
- natural person applying for doctoral program - including the foreign applicants; -the applicant has been awarded a scholarship under a transnational treaty or international cooperation	- conducting the admission procedure for doctoral program, - determining compliance of the candidate with the legal conditions and the admission conditions determined by the Data Controller	Pursuant to Article 6 (1) (e) of the GDPR, according to which data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The statutory provision is Nftv. Section 18, Section 40 and Annex 3, I / B. paragraph.	The University is obliged to handle the above data according to the law, and the candidate or student is obliged to provide it. Therefore, failure to provide data may result in rejection of the application for admission or failure to establish a student legal relationship, and may make it impossible to maintain it or to pay benefits and exercise rights.

4. Data management in connection with the processing of personal data included in the annexes to be submitted when applying for doctoral training, in the event that the University indirectly discovers the personal data of the data subject (content under Article 14 of the GDPR)

The person concerned	Scope of managed data	Purpose of the data management:	Legal basis	Source of personal information
Natural persons holding a Master's degree or equivalent university degree, including a natural person holding a university degree abroad	name, date and place of birth	- conducting the admission procedure for doctoral program, - determining compliance of the candidate with the legal conditions and the admission conditions determined by the Data Controller	Pursuant to Article 6 (1) (e) of the GDPR, according to which data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The statutory provision is Nftv. Section 18, Section 40 and Annex 3, I / B. paragraph.	Applicants for the doctoral program process should provide it during the application process
Natural person on the language certificate	name, date and place of birth	- conducting the admission procedure for doctoral program, - determining compliance of the candidate with the legal conditions and the admission conditions determined by the Data Controller		Applicants for the doctoral program process should provide it during the application process
in the case of internal and sectoral applicants, the employer or the person in charge	name, grade, position, job, signature	- conducting the admission procedure for doctoral program,		application form and attached annexes
A natural person who has been awarded a certificate of placement in OTDK (National Scientific Students' Associations Conference)	name	- conducting the admission procedure for doctoral program		Applicants for the doctoral program process should provide it during the application process
Natural persons appearing on the copy of the	name, place of birth, time, name of workplace, address	- conducting the admission procedure		Applicants for the doctoral program process should

certificate of criminal record	of workplace, position at work concerned	for doctoral program, - determining compliance of the candidate with the legal conditions and the admission conditions determined by the Data Controller		provide it during the application process
Official certificate issued by the employer to prove a clean criminal record	name, place of birth, time, name of job, address of job, position and contact of affected person	- conducting the admission procedure for doctoral program, - determining compliance of the candidate with the legal conditions and the admission conditions determined by the Data Controller		Applicants for the doctoral program process should provide it during the application process
The person on the proof of payment of the admission fee	name	- conducting the admission procedure for doctoral program		proof of payment for the admission procedure
a statement of the full or partial acceptance of the procedural fee.	name	- conducting the admission procedure for doctoral program		Proof of payment of procedural fees

5. The recipients or categories of recipients of the personal data

Pursuant to Section 4 of Chapter I / B of Annex 3 to the CCIV Act 2011 on National Higher Education (hereinafter "Nftv"), the data listed in Annex I / B of Annex 3 to the Nftv may be transmitted:

- (a) the maintainer of all data for the performance of the maintainer's management duties;
- b) data necessary for the court, the police, the prosecutor's office, the bailiff, the public administration to decide on the specific case;
- c) all data necessary for the National Security Service to perform the tasks specified in the Nbtv;
- (d) all data for the body responsible for operating the higher education information system;
- e) ...
- f) the body responsible for recording the fulfillment of the conditions of the Hungarian state scholarship with regard to the training and the student status.

Pursuant to Article 40 (3) of Government Decree 423/2012 (XII. 29) on the procedure for admission to higher education, the institution shall inform the Office of Education by September 15 of the year of commencement of training.

Organizations, university bodies that assist / may assist in the admission process or in the organization of doctoral training, such as:

- Educational Authority - keeping records;
- rector- legality review, adjudication of any appeal;
- Worker of the Office of Scientific Affairs - receiving applications for doctoral training, formal checking of application materials, administrative support for the procedure;
- doctoral school leader, deputy directors - information on doctoral education, admission decision, opinion, ranking of applicants, elaboration of admission position;

- admissions committee set up by the doctoral school - evaluation of the candidate according to the criteria defined in the University Doctoral and Habilitation Regulations, formulation of the proposal
- Disciplinary Doctoral Council - decision on admission or rejection;
- Representative of doctoral students at the doctoral school - Participation in the work of the selection committee with consultation rights
- University Doctoral and Habilitation Council (EDHT) - Appeals against TDT's decisions may be filed with the President of the EDHT
- Doctoral Student Committee on Social Affairs - examining any doctoral student's social applications.

6. Duration of data management

According to Chapter 3 of Chapter I / B of Annex 3 to the Nftv, the period of data management for the persons admitted and enrolled is eighty years from the date of the notice of termination of the student status.

In the case of admission data, in case of a rejected application, or if the applicant does not establish a student relationship at the University after the admission decision, for one month from the end of the enrollment period affected by the admission decision.

7. Data protection

The University shall take all reasonable steps to ensure that the data it manages are not accessible to unauthorized persons. Access to data is limited and the password protection works.

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

The controller shall pay particular attention to the confidentiality of the data. For this purpose, the Controller shall only store the data under its control on servers under its control.

8. Automated data management (including profiling)

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

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

No data is transferred to a third country or international organization.

10. Exercise rights, remedies

The data subject may exercise his or her rights under the GDPR throughout the term of the data processing, which he or she may exercise at any time through the contact details set forth in sections 1 and 2.

The data subject may request for the following that may apply to him/her:

- access to personal data (the data subject has the right to receive feedback from the data controller as to whether and how personal data are being processed, have the right to access personal data and information specified in the GDPR) (Article 15 GDPR),
- rectification of personal data (the data subject is entitled to rectify any personal data concerning him or her without undue delay upon request. Having regard to the purpose of the processing, the data subject shall have the right to request that personal data which are incomplete be corrected, including by means of a supplementary declaration (Article 16 GDPR),
- restriction of the processing of personal data (the data subject is entitled to request that the controller restrict the processing of data if the condition of the GDPR is met) (Article 18 GDPR),
- assert the right to data portability (the data subject is entitled to receive the personal data relating to him or her which he or she has made available to a data controller in a well-defined, widely used, machine-readable format, and has the right to transfer such data to another controller without being hindered by the controller to whom the personal data have been made available to him, subject to the conditions set out in the GDPR) (Article 20 GDPR),

- object to the processing of personal data (the data subject shall have the right at any time to object to the processing of his or her personal data based on Article 6 (1) (e) or (f), including for profiling purposes based on those provisions). In this case, the controller may not further process the personal data unless the controller proves that the processing is justified by compelling legitimate grounds overriding the interests, rights and freedoms of the data subject, or relating to the filing, enforcement or defense of legal claims; a request for opposition may not be granted in the case of data processing required by law) (Article 21 GDPR).

Pursuant to Article 17 of the GDPR, a deletion request cannot be executed in the case of data processing required by law.

The request must be submitted to the postal address of the controller or to the e-mail address adatvedelem@uni-nke.hu. The controller shall provide written notice 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). In addition, in the event of a breach of law, you can go to court the person concerned may, if he so wishes, bring the action before the competent court in the place where he is domiciled or resident) and the National Data Protection and Freedom of Information Authority (H-1125 Budapest, Szilágyi Erzsébet fasor 22 / c. -1-391-1400, Website URL: <http://naih.hu>, Email Address: ugyfelszolgalat@naih.hu) can also be contacted.

DATA MANAGEMENT INFORMATION
in case of applying for a degree from the Nemzeti Közszołgálati Egyetem (National University of Public Service)

1. Data Manager Name:

Nemzeti Közszołgálati Egyetem
 address: H-1083 Budapest, Ludovika tér 2.
 phone number: +36 1 432 9000,
 e-mail cím: nke@uni-nke.hu;
 Website availability: <https://www.uni-nke.hu/>.
 representative: Dr. András KOLTAY rector

2. Name and contact details of the data protection officer

Data Protection Officer of the University:
 Dr. Júlia Kovács Dr. Téglásiné, Senior Lecturer
 her direct contacts: adatvedelem@uni-nke.hu
 phone number: +36 30 3690834

3. Information for those interested in applying for a degree, in the event that the person directly provides personal information (content under Article 13 GDPR)

Categories of data subjects	Purpose of the data management:	Legal basis	Consequence in case of failure to provide data
candidate for a doctoral degree	- establishing compliance of the applicant with the legal conditions and with the conditions determined by the Data Controller; - award of doctoral degree; - access to the doctoral dissertation.	Pursuant to Article 6 (1) (e) of the GDPR, according to which data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The statutory provisions are those contained in Sections 18, 40 and Annex 3, I / B of the Nftv.	The University is obliged to handle the above data according to the law, the student is obliged to provide it. Therefore, failure to provide data may result in failure to establish a doctoral candidate, and may make it impossible to maintain it or to pay benefits and exercise rights.

4. Data Management in relation to the processing of personal data contained in annexes to be submitted when applying for a degree, in the event that the University indirectly discovers the personal data of the data subject (content under Article 14 GDPR)

The person concerned	Scope of managed data	Purpose of the data management:	Legal basis	Source of personal information
Natural persons holding a Master's degree or equivalent university degree, including natural persons holding a university degree abroad	name, title	- establishing compliance of the applicant with the legal conditions and with the conditions determined by the Data Controller;	Pursuant to Article 6 (1) (e) of the GDPR, according to which data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The statutory provision is Nftv. Section 18, Section 40 and Annex 3, I / B. paragraph.	Applicants for the degree process must provide it during the application process.
Natural person who has completed Absolutorium	name, place and date of birth, mother's name, neptun code, name of training and course, beginning / end of legal relationship, list of completed subjects	- establishing compliance of the applicant with the legal conditions and with the conditions determined by the Data Controller;		Issued by the competent doctoral school at the University and attached by the applicant during the procedure
Natural person on the language certificate	name	- establishing compliance of the applicant with the legal conditions and with the conditions determined by the Data Controller;		Applicants for the degree process must provide it during the application process.
Natural person appearing on the copy of the certificate of a clean criminal record	name, job title, address of the workplace, occupational position of the person concerned	- establishing compliance of the applicant with the legal conditions and with the conditions determined by the Data Controller;		Applicants for the degree process must provide it during the application process.
A person who is certified on an official certificate issued by the employer proves a clean criminal record	name, job title, address of the workplace, occupational position and contact details of the person concerned	- establishing compliance of the applicant with the legal conditions and with the conditions determined by the Data Controller;		Applicants for the degree process must provide it during the application process.
The person on the proof of payment of the degree fee	name	- conducting the graduation process		Proof of payment of procedural fees

5. The recipients or categories of recipients of the personal data

With regard to the management of student data, the organizational units, university bodies which assist or may assist in the conduct of the procedure:

- rector- legality review, adjudication of any appeal;
- Worker of the Office of Scientific Affairs -receiving applications for graduation, formal examination of application materials, supporting the work of the Doctoral and Habilitation Council of the University and the administrative support of the procedure, issuing doctoral degrees;
- doctoral school leader, deputy leader, research supervisor, workshop participants - administrative tasks, application review,
- Doctoral Council of the Discipline (TDT) - decision to accept the application and start the procedure, or to reject the application;
- official reviewer- preparation of the dissertation review;
- Doctoral Review Panel appointed by TDT - conducting a public discussion of the doctoral dissertation, deciding whether to accept the dissertation, evaluating the public defense;
- University Doctoral and Habilitation Council - decision on awarding the doctoral degree;**
- representative of doctoral students of the doctoral school;**
- National Doctoral Council - Maintain a record of graduation procedures and dissertations.

Section 53 / A of the CCIV of 2011 on National Higher Education (hereinafter: Nftv). (1), the dissertation - and its theses - is open to the public. Publication may be deferred until the date of publication of the patent or property application. The doctoral dissertation and its theses shall be registered and published in electronic and printed form by the higher education institution awarding the doctoral degree, by placing a cataloged copy of the doctoral dissertation and its theses on a printed and electronic medium in the central library of the higher education institution.

Pursuant to Section 53/A (2) of the Nftv, doctoral dissertations and their theses must be made available in electronic form to the Database with a generally accepted international practice (DOI) identifier.

6. Duration of data management

Annex I / B to the Nftv 3 Chapter 3 states that the duration of data management is eighty years from the date of obtaining the doctoral degree.

If you fail to meet the deadline set in the doctoral program for graduation, the duration of data management is the same as the general limitation period of 5 years.

7. Data protection

The University shall take all reasonable steps to ensure that the data it manages are not accessible to unauthorized persons. Access to data is limited and the password protection works.

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

The controller shall pay particular attention to the confidentiality of the data. For this purpose, the Controller shall only store the data under its control on servers under its control.

8. Automated data management (including profiling)

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

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

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- restriction of the processing of personal data (the data subject is entitled to request that the controller restrict the processing of data if the condition of the GDPR is met) (Article 18 GDPR),
- assert the right to data portability (the data subject is entitled to receive the personal data relating to him or her which he or she has made available to a data controller in a well-defined, widely used, machine-readable format, and has the right to transfer such data to another controller without being hindered by the controller to whom the personal data have been made available to him, subject to the conditions set out in the GDPR) (Article 20 GDPR),
- object to the processing of personal data (the data subject shall have the right at any time to object to the processing of his or her personal data based on Article 6 (1) (e) or (f), including for profiling purposes based on those provisions). In this case, the controller may not further process the personal data unless the controller proves that the processing is justified by compelling legitimate grounds overriding the interests, rights and freedoms of the data subject, or relating to the filing, enforcement or defense of legal claims; a request for opposition may not be granted in the case of data processing required by law) (Article 21 GDPR).

Pursuant to Article 17 of the GDPR, a deletion request cannot be executed in the case of data processing required by law.

The request must be submitted to the postal address of the controller or to the e-mail address adatvedelem@uni-nke.hu. The controller shall provide written notice 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). In addition, in the event of a breach of law, you can go to court the person concerned may, if he so wishes, bring the action before the competent court in the place where he is domiciled or resident) and the National Data Protection and Freedom of Information Authority (H-1125 Budapest, Szilágyi Erzsébet fasor 22 / c. -1-391-1400, Website URL: <http://naih.hu>, Email Address: ugyfelszolgalat@naih.hu) can also be contacted.