

Guidelines for data management and processing

of the data of contact persons designated and specified in the contracts

1. Data Controller

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Tax number:	19294784-4-44
Name of Data Protection Officer:	Dr. Melitta Fuchs
E-mail address:	dpo@uni-mate.hu

2. Legislative background

The University of Agriculture and Life Sciences of Hungary (hereinafter referred to as the University) shall act in accordance with the following legislation when processing the data of contact persons included in the contracts:

- 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 LXVI of 1995 on public records, public archives and the protection of private archival material (hereinafter: Ltv.),
- Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (hereinafter: Infotv.).

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

The University processes the contact person's personal data specified in the contracts on the basis of the legitimate interests of the contracting parties. Such legitimate interests are to ensure prompt and efficient communication and problem-solving between the parties.

Personal data	Purpose of data management and processing	Legislative basis for data management and processing
Name of contact person	Communication	legitimate interest [Article 6 (1) f) GDPR]
Position		
E-mail address		
Telephone number		

4. Duration of data management and processing

Depending on the type and subject of the contract, the duration of data management and processing is determined in accordance with the provisions of the Data Protection Act by the Records Management Plan in accordance with Annex 1 of the University's Data Management Regulations. In general, it is 10 or 15 years, but contracts of certain types and subjects may not be discarded. The storage period shall be calculated from the first day of the year following the date of the last substantive measure.

5. Data security measures

5.1. Storage of data

The University manages, processes and stores contracts, together with the personal data they contain, both on paper and electronically. Paper documents are stored in a lockable cabinet, protected from physical interference.

The University stores electronic data on its server at its headquarters. Given the state of the art, the University shall take technical, organisational and institutional measures to ensure a level of security appropriate to the risks associated with the processing of the data. Its IT systems and networks are protected against computer fraud, espionage, sabotage, vandalism, fire and flooding, computer viruses, computer intrusions and other attacks. Security is ensured through server-level and application-level protection procedures. It shall also take appropriate measures to protect personal data against, inter alia, unauthorised access, alteration, disclosure, transmission, disclosure, deletion,

destruction, accidental destruction, damage or loss, and inaccessibility due to technical changes in the application.

Electronic documents are stored in the University's electronic document management system (Poseidon). Campus Codeworks Zrt., the data manager and processor of the system, controls and processes the data. The data processor prepares the updates and program version changes necessary for the operation of the system and solves the system errors that occur. The data processor's registered office is located at Hauszmann Alajos srt. 3/B., 1117 Budapest, tax number: 11684057-2-43, company registration number: 01-10-140314, the name and position of its representative: József Zoltán Varga, CEO.

5.2. Access to data

The managers and relevant staff of the departments and organizational units involved in the preparation, conclusion and performance of the contract may have access to personal data, to the extent necessary for the performance of their work and for the purposes for which they are intended.

5.3. Transmission of data

We do not transfer personal data to third parties, but in the case of certain specific types or subjects of contracts, the law may order the public disclosure of the contract (e.g. public procurement) or if such data falls into the category of public data of public interest for business contact purposes [Infotv. § 3, subsection 6].

6. The rights of subjects in relation to data processing

Data subjects may exercise their rights in relation to the processing of their personal data by contacting the following contact details provided in point 1. If they wish to exercise any of the following rights, they can do so within the storage period, otherwise, we will be able to inform such persons only about the deletion of the data.

6.1. Right of information and access to data

You may request information on whether your personal data is being processed and, if so, which personal data, on what legal basis, for what purpose, from what source and for how long. You may request access to the personal data processed, for example in the form of a copy. We will comply with your request within 1 month [Article 15 GDPR].

6.2. Right of rectification

You may request the rectification of your personal data such as the modification, correction or addition to your data. We will endeavour to respond to your request promptly. In the event of a change of person, the contracting party must notify the change of contact details [Article 16 GDPR].

6.3. Right to erasure and oblivion

You may request the erasure of your personal data if the contract has not yet been concluded. After the conclusion of the contract, no request for erasure may be made before the expiry of the mandatory storage period. After the mandatory storage period has expired, you may request the erasure of your personal data if the controller has not complied with its erasure obligation [Article 17 GDPR].

6.4. Right to restriction of data management and processing

You may request the restriction of data management and processing [Article 18 GDPR],

- if, in your opinion, they are inaccurate or not up to date. In this case, data management and processing will be suspended for the period of time necessary to verify the accuracy of the data.
- If the processing is unlawful and you oppose the erasure of your personal data. In this case, the data will be blocked.
- if we no longer need the data, but you require them for the establishment, exercise or defence of legal claims.
- if you object to the data management and processing. In this case, we will suspend the data management and processing for the time necessary to investigate whether the grounds for your objection override the legitimate interests of the contracting parties.

6.5. Right to object

You may object to data management and processing on grounds relating to your particular situation or if the processing is against your will and you contest its legitimate grounds. In such a case, we will investigate within 1 month whether the grounds for your objection override the legitimate interests of the contracting parties [Article 21 GDPR].

7. Legal remedies in relation to data management and processing

The University's Data Protection Officer is authorised to deal with any problems or comments relating to data management and processing. Please report the problem to the Data Protection

Officer in the first instance, using the contact details indicated in point 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 solved or you are not satisfied with the solutions we have proposed, or if you believe that your data is being processed unlawfully, or if you want to enforce your rights, you can contact the court in the place of your residence or domicile or the National Authority for Data Protection and Freedom of Information (hereinafter referred to as the Authority):

E-mail address: ugyfelszolgalat@naih.hu

Telephone number: 06-1-391-1400

Fax: 06-1-391-1410

Web: www.naih.hu

Address: 1055 Budapest, Falk Miksa u. 9-11.

Postal address: 1363 Budapest, PO Box 9.