

Guidelines for data management and processing

on data management and processing related to various contracts of the Hungarian University of
Agriculture and Life Sciences

1. Data controller

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Name of Data Protection Officer:	Dr. Melitta Fuchs
E-mail address:	dpo@uni-mate.hu

2. Legislative framework

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

- [REGULATION \(EU\) No 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 \(EC, \(General Data Protection Regulation\)\) No 95/46/EC \(hereinafter: "GDPR"\)](#)
- [Act CCIV of 2011 on National Higher Education \(hereinafter: Nftv.\)](#)
- [Act V of 2013 on the Civil Code \(hereinafter: Civil Code\)](#)
- [Act CXXVII of 2007 on Value Added Tax \(hereinafter: VAT Act\)](#)
- [Act XX of 1996 on the means of identification and the use of identification codes replacing the personal identification mark \(hereinafter: Personal Identification Act\)](#)

- [Act C of 2000 on Accounting](#) (*hereinafter: Accounting Act*)
- [Act CXVII of 1995 on Personal Income Tax](#) (*hereinafter: the Personal Income Tax Act*)
- [Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives](#) (*hereinafter: Ltv.*)

3. Scope, purpose and legal basis of the processed personal data

3.1. Contract for teaching assignment / final examination /review of PhD thesis with a natural person

Personal data	Purpose of data management and processing	Legal basis for data management and processing
name at birth and name used	data necessary to identify the contracting party	fulfilment of legal obligation [Article 6(1)(c) GDPR] [Personal Identification Act § 4 (1) b)]
place and date of birth		
mother's name at birth		
address		
nationality		
tax identification number	necessary to meet tax and other contribution obligations arising from contractual legal relationship	fulfilment of legal obligation [Article 6 (1) c) GDPR] [Personal Identification Act § 19]
social security number (TAJ-number)		fulfilment of legal obligation [Article 6 (1) c) GDPR] [Personal Identification Act § 23.a)]
bank account number	necessary for the transfer of remuneration which is the subject of the contract	fulfilment of contract [GDPR Article 6 (1) b)]

FIR-identification number	registration of contracting party in the staff register of the University	fulfilment of legal obligation [GDPR Article 6 (1) c] [Annex 3 I/A.]
qualification	necessary to verify the conditions for the establishment of the contractual status	
highest qualification		
official certificate of good conduct		fulfilment of legal obligation [GDPR Article 6 (1) c] [Nftv. § 25 (5)]
contact details (e-mail address or phone number)	necessary to communicate with contracting party	fulfilment of contract [GDPR Article 6 (1) b)]

3.2. Special-order contract for lecture, on a case by case basis, with a natural person

Personal data	Purpose of data management and processing	Legal basis for data management and processing
name at birth and name used	data necessary to identify the contracting part-time teacher/examiner	fulfilment of legal obligation [Article 6(1)(c) GDPR] [Personal Identification Act § 4 (1) b)]
place and date of birth		
mother's name at birth		
address		
nationality		
tax identification number	necessary to fulfil tax and other contribution obligations arising from contractual relationship	fulfilment of a legal obligation [Article 6 (1) c) GDPR] [Personal Identification Act § 19]
social security number (TAJ- number)		fulfilment of legal obligation [Article 6 (1) c) GDPR] [Personal Identification Act § 23.a)]

bank account number	necessary for the transfer of the remuneration which is the subject of the contract	fulfilment of contract [GDPR Article 6 (1) b)]
contact details (e-mail address or phone number)	necessary to communicate with contracting teacher /examiner	fulfilment of contract [GDPR Article 6 (1) b)]

3.3. Other contracts concluded by the University with natural persons

Personal data	Purpose of data management and processing	Legal basis for data management and processing
name at birth and name used	data necessary to identify contracting party	fulfilment of legal obligation [Article 6(1)(c) GDPR] [Personal Identification Act § 4 (1) b)]
place and date of birth		
mother's name at birth		
address		
nationality		
tax identification number	necessary to fulfil tax and other contribution obligations arising from contractual relationship	fulfilment of legal obligation [Article 6 (1) c) GDPR] [Personal Identification Act § 19]
social security number (TAJ-number)		fulfilment of legal obligation [Article 6 (1) c) GDPR] [Personal Identification Act § 23.a)]
bank account number	necessary for the transfer of the remuneration which is the subject of the contract	fulfilment of contract [GDPR Article 6 (1) b)]
contact details (e-mail address or phone number)	snecessary for communication	fulfilment of contract [GDPR Article 6 (1) b)]

4. Duration of data management and processing

Depending on the type and subject of the contract, the duration of the management and processing of data is determined by the Archive Plan as set out in Annex 1 of the [Data Management Regulations](#) of the University in accordance with the provisions of Ltv. (Act LXVI of 1995 on public records, public

archives and the protection of private archives), which stipulates that the retention period for contracts is 50 years.

The retention 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. Data storage

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 the electronically managed and processed data on its own server at its headquarters. The University ensures the security of data management and processing in accordance with the current state of the art, by means of technical, institutional and organisational measures that provide a level of protection appropriate to the risks associated with data management and processing. The IT system and network of the University are protected against computer fraud, espionage, sabotage, vandalism, fire and flooding, as well as computer viruses, cyber hacking and other attacks. Security is ensured through server-level and application-level protection procedures. The University shall also take appropriate measures to protect personal data against, inter alia, unauthorised access or unauthorised alteration, disclosure, transmission, deletion, destruction, accidental erasure, damage or loss, and inaccessibility resulting from changes in the technology used.

Electronic documents are stored in the Electronic Document Management System (Poseidon) of the University. It is operated by SDA Informatika Zrt., as the data processor. The data processor prepares the updates and version changes necessary to process the data during the operation of the system and troubleshoots any system errors that occur. The registered office of data processor: Budafoki út 59, 1111 Budapest, tax number: 11684057-2-43, company registration number: 01-10-140314, name and position of its representative: Zoltán Szabó, CEO.

5.2. Access to data

Heads of departments and relevant staff involved in the preparation, conclusion and fulfilment of the contract may have access to personal data to the extent necessary for the performance of their duties and for the performance of the tasks assigned to them.

5.3. Transmission of data

Personal data will be disclosed to third parties only and exclusively in accordance with Annex III, section IV (3) of Nftv.

6. The rights of contracting parties in relation to data management

Contracting parties may exercise their rights concerning the management of their personal data using the 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 about whether your personal data is currently being managed, and, if so, which personal data, on what legal basis, for what purpose, from what source and for how long they are being used. You may request access to the personal data processed, for example in the form of a copy. We will respond to your request within 1 month [Article 15 GDPR].

6.2. Right to rectification of data

You may request that your personal data be rectified: amended, corrected or supplemented. We will respond to your request promptly. In the event of a change of person, the contracting party must notify University of of the change of contact details [Article 16 GDPR].

6.3. Right to erasure and oblivion

You can request the deletion of your personal data if the contract has not yet been concluded. After the conclusion of the contract, no request for erasure can be made before the expiry of the mandatory storage period.

After the mandatory retention period has expired, if the controller has not fulfilled its obligation to erase, you may request the erasure of your personal data. [Article 17 GDPR].

6.4. Right to restriction of data management

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

- if, in your opinion, they are inaccurate or not up to date. In this case, data management will be suspended for the period of time necessary to verify the accuracy of the data.
- If the data management 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.

6.5. Right to data portability

The person concerned is entitled to receive the personal data relevant to him/her which he or she has provided to a data controller and which are necessary for the conclusion of a contract, in a structured, commonly used, machine-readable format, or to request the direct transfer of his or her data to another data controller [Article 20 GDPR].

7. Legal remedy in relation to data management

The Data Protection Officer of the University is authorised to deal with any problems or comments relating to data management. 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 rule out the possibility of this happening again in the future.

If the problem has not been 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 may, at your option, apply to 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):

Contact details of 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.