

## PRIVACY POLICY

We inform you about the University Library and Archive (hereinafter: EKL) registration and membership and the services provided by EKL, that

Széchenyi István University attaches particular importance to the protection of personal data and intends to ensure the right of individuals to self-determination in all circumstances.

Széchenyi István University manages any data in accordance with the provisions of Act CXII of 2011 on Informational Self-Determination and Freedom of Information (Privacy Act), Regulation (EU) 2016/679 of the European Parliament and 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 (General Data Protection Regulation).

### 1. Name of the Data Controller:

Széchenyi István University (hereinafter: the University)

concerned department: University Library and Archive

address: 9026 Győr, Egyetem square 1.

email: [sze@sze.hu](mailto:sze@sze.hu)

phone number: +36(96) 503-400

website: [uni.sze.hu](http://uni.sze.hu)

### 2. Applicable legislation of data processing:

- Regulation (EU) 2016/679 of the European Parliament and 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 (General Data Protection Regulation);

- Act CXII of 2011 on Informational Self-Determination and Freedom of Information (Privacy Act);

- Act CCIV of 2011 on National Higher Education

### 3. Subjects of data management:

- The subject of data management is: EKL registration and membership, research, services provided by EKL

- The data subjects: persons who register and hold membership in EKL, researchers

#### 4. The scope of the processed data, the purpose, duration, legal basis and source of the data processing:

##### 4.1. Data management concerning the applicant

Scope of the processed data	Purpose of the data processing	Legal basis of the data processing	Duration of the data processing	Source of the data processing
Personal data of the Data Subject (name, place and date of birth, mother's name, address, identity card number)	Administration, exercise of membership rights and obligations	GDPR Article 6 Point 1. (b) – performance of a contract	until the termination of the membership and the expiration of the deadline for asserting any claims	voluntary data provision of the Data Subject
Contact details of the Data Subject (phone number, e-mail address)	Administration, exercise of membership rights and obligations, maintaining contact with the Data Subject	GDPR Article 6 Point 1. (b) – performance of a contract	until the termination of the membership and the expiration of the deadline for asserting any claims	voluntary data provision of the Data Subject
Neptun code (if the Data Subject is a student of the university)	Administration, exercise of membership rights and obligations	GDPR Article 6 Point 1. (b) – performance of a contract	until the termination of the membership/student status and the expiration of the deadline for asserting any claims	voluntary data provision of the Data Subject

##### 4.1.1. The process of data management

The personal data of the Data Subject will only be managed by EKL employees, in order to facilitate the exercise of the rights and fulfil the obligations arising from the membership.

##### 4.2. Processing of data relating to services provided by the EKL (e.g. support of publication, „Szakdoga Para”, language proofreading, inter-library loans)

Scope of the processed data	Purpose of the data processing	Legal basis of the data processing	Duration of the data processing	Source of the data processing
Personal data of the Data Subject (name, place and date of birth, mother's name, address, Neptun code, employee/alumni/student card number)	Administration, management of a service	GDPR Article 6 Point 1. (b) – performance of a contract	the provided service will store the data for 5 years after the expiry of the enrolment or after decommissioning	data provision of the Data Subject

Contact details (e-mail address, phone number)	Organising and running a service, contact with the affected persons	GDPR Article 6 Point 1. (b) – performance of a contract	the provided service will store the data for 5 years after the expiry of the enrolment or after decommissioning	data provision of the Data Subject
Other information (name of the department/faculty/doctoral school, any additional information provided by the Data Subject)	Organising and running a service, statistics, measurement of satisfaction	GDPR Article 6 Point 1. (b) – performance of a contract	the provided service will store the data for 5 years after the expiry of the enrolment or after decommissioning	data provision of the Data Subject
Recordings of the data subject in a crowd or in a public event (only relevant for certain services and events)	Promotion and documentation of a service	GDPR Article 6 Point 1. (b) – performance of a contract	the provided service will store the data for 5 years after the expiry of the enrolment or after decommissioning	photographs and/or video footage taken at the event

#### 4.2.1. The process of data management

The data subject's data are processed only by the staff of the EKL, for the organisation and management of the services provided by the EKL. The contact details of the data subject are processed only for the purpose of providing information and organising the services.

The Records and the personal data contained in the Records will be processed by the Data Controller for an indefinite period of time, i.e. until they can be reasonably used for the purpose of the processing as set out in this document or until they are deleted at the request of the data subject. The Data Controller may publish the material for marketing, promotional or documentation purposes on its websites, social networking sites, newsletters and advertisements.

#### 5. Data transmission, data processing:

The University will only transfer personal data to third parties with the permission of the law or with the consent of the Data Subject. The University does not use a data processor for this data management.

#### 6. Data-security measures:

The University shall ensure the adequate security of personal data, including the protection against unauthorized or unlawful processing, accidental loss, destruction or damage to personal data, by applying appropriate technical or organizational measures.

#### 7. Your rights regarding data management:

Your data protection rights and remedies, and their limitations are set out in detail in the GDPR (In particular Articles 15, 16, 17, 18, 19, 21, 22, 77, 78, 79 and 82). At any time, you may request information about your data, request the rectification, erasure or restriction of your personal data, or object to the processing of data based on a legitimate interest.

You may exercise your rights through the following contact details:

in person: 9026 Győr, Egyetem square 1.

by phone: +3696 503 400

on e-mail: [adatvedelem@sze.hu](mailto:adatvedelem@sze.hu)

DPO: dr. Pőcze Péter

**-Right to request information:**

You may request information about the processing of your personal information at any time in written form, such as:

- what personal information is being processed
- the legal basis on which we process your personal data
- the purpose for which we process your personal data
- the source from which we process your personal data
- how long we process your personal data
- what data management rights apply to you
- whether we will pass on your personal data and to whom

**-Right to rectification:**

You have the right to have inaccurate personal data about you rectified by the University upon request.

**-Right of cancellation:**

You can request the cancellation of your personal data from the University in written form. This provision does not apply if the processing of personal data is necessary: for the purpose of fulfilling an obligation under EU or Member State law applicable to the University requiring the processing of personal data, or for the submission, enforcement and protection of legal claims.

**-Right to restriction:**

At the written request of the Data Subject

- a) the Data Subject debates the accuracy of the personal data, in which case the restriction shall apply for a period which allows the Data Controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the Data Subject opposes the deletion of the data and instead requests that their use be restricted;
- c) the data controller no longer needs the personal data for the purpose of data processing, but the Data Subject requests them in order to submit, enforce or protect legal claims

Your request for a restriction on data processing must also indicate the reason for requesting the restriction.

**-Right to protest:**

You have the right to object to data processing based on a legitimate interest for reasons related to your own situation. In this case, the University will investigate your personal data processing on the basis of a balance of interests and, if your request is found to be well-founded, we will delete your personal data. We will inform you of the result of the investigation in every case.

**-Right to withdraw voluntary consent:**

Your consent to data management can be withdrawn at any time, and you can also request the deletion of your uploaded data if your consent is withdrawn. Withdrawal of consent shall not affect the legality of the data processing prior to withdrawal.

**-Common rules of practice:**

The University shall, without undue delay, provide information in written form, in an accessible format, within one month of the reception of the application, on the measure taken in response to the application, or on its rejection and reason. If necessary, taking into account the complexity of the application and the number of applications, this period may be extended by a further two months.

**8. Your law enforcement options:**

If you consider that the data processing is unlawful, you can apply to the Hungarian National Authority for Data Protection and Freedom of Information (NAIH) or a court as follows:

*-Notification of the competent authority*

If you consider that the processing of your personal data – or the exercise of your rights to access public data or data of public interest – has been infringed or is in danger, you may initiate an investigation with the supervisory authority:

Contact information of NAIH:

address:	1055 Budapest, Falk Miksa street 9-11
postal address:	1363 Budapest, Pf.:9.
phone number:	+36 (1) 391-1400
fax:	+36 (1) 391-1400
e-mail address:	<a href="mailto:ugyfelszolgalat@naih.hu">ugyfelszolgalat@naih.hu</a>
website:	<a href="https://naih.hu/">https://naih.hu/</a>

*-Initiation of an official procedure*

If you find the processing of your personal data illegal, you can initiate a civil lawsuit against the Data Controller. In Hungary, such a lawsuit falls within the jurisdiction of the regional courts. You can find out about the jurisdiction and contact information of the courts on the following website: [www.birosag.hu](http://www.birosag.hu)