

## PRIVACY NOTICE

### I. INTRODUCTION OF DATA CONTROLLER

In order to ensure the legality of its internal data protection processes and the rights of the data subjects, **Obuda University** (hereinafter: University, Data controller) formulates the following privacy notice.

Name of data controller:	<b>Obuda University</b>
Ministry of Education ID nr.:	<b>FI12904</b>
Headquarters of Data controller:	<b>1034 Budapest, Bécsi út 96/B</b>
Electronic address of Data controller:	<b>jog@uni-obuda.hu</b>
Representative of Data controller:	<b>Prof. Dr. Kovács Levente rector</b>
Data protection officer:	<b>Bovard Kft. (info@bovard.hu)</b>

As an institution for higher education the data processor is an organisation founded with the core activities of education, scientific research, and artistic creation – as set forth in Act CCIV of 2011 on National Higher Education (hereinafter: Nftv). This obligatory data processing is necessary for the University to guarantee its lawful operation and to ensure the realization of the educational goals set forth in relevant law.

The personal data of the data subjects are managed in accordance with the requirements of all effective laws, but primarily in accordance with the requirements of the following laws:

- Act CXII of 2011 on the right of informational self-determination and the freedom of information (hereinafter: Infotv.),
- 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 personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter: GDPR).

The University keeps personal data confidential and employs technical and organizational measures relating to the storage of processing of said data in order to ensure its safety.

### **Concepts**

The conceptual framework of this Privacy Notice is identical to that described in Article 4 of the GDPR, and in some points supplemented by the interpretative provisions of Section 3 of the Infotv.

When the Privacy Notice mentions data or data processing/controlling it refers to personal data and the processing/controlling of personal data.

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### II. DATA PROCESSING PURPOSES

#### **1. Carrying out the application procedure**

Within the framework of the Pannonia Scholarship Programme established by the Ministry of Culture and Innovation, the University offers short- and long-term mobility opportunities to its

students, including mobility for study and research purposes, as well as mobility for internships in the case of long-term mobility (hereinafter referred to as the "exchange program").

Students can apply for each exchange program in accordance with the conditions set out in the call for applications, by providing the information and, where applicable, specific documents specified therein. In order to carry out the application procedures, the University will necessarily process the personal data of the applicant students.

### **Purpose of data processing**

The purpose of the processing of personal data is the lawful management of the application procedure for participation in the exchange program, including the assessment of applications received, in particular the identification of the applicant students, the examination of compliance with the application criteria and, depending on the exchange program, the examination of the academic results and social situation, as well as the contact with applicants and the notification of the applicants on the outcome of the application.

### **Nominations of the exchange students applying to the program**

For certain applicant students, the registration in the system is preceded by a nomination by a designated employee of the Data Controller (coordinator) (hereinafter "Nomination"). On the basis of this nomination, the student will receive an invitation to apply for the exchange program by e-mail.

### **Personal data and the legal basis for their processing**

In general, the University processes the following personal data in connection with the application process:

- a) data necessary to identify and contact the applicant;
- b) data relating to the studies at the University and, depending on the exchange program concerned, to the academic achievements;
- c) additional data necessary for the assessment of the application, including in particular language skills and academic and artistic achievements related to the studies (e.g. TDK placement), previous research activities;
- d) the fact of previous mobility (including Erasmus+ mobility) (if applicable);
- e) the fact of participation in any specific scholarships or grants;
- f) information on the type, date and location of the mobility applied for; and
- g) any additional information provided by the applicant during the application procedure (e.g. in a CV, cover letter).

The exact scope of the data processed will be specified in the application interface and in the individual calls for applications.

The University may request the applicant to provide evidence of the data required for the assessment of the application and to attach specific documents.

The processing of data is necessary for the performance of a public task by the University, in this case for the lawful management of the application procedure for participation in the exchange program. Therefore, its legal basis is Article 6 Paragraph (1) point (e) of the GDPR.

### **The source of personal data**

The source of personal data is the data subject, or, in the case of a nomination, the University coordinator for the information provided.

### **Access to personal data**

The personal data of students submitting applications may only be processed by the University's employees who are involved in the assessment of applications and the coordination of the exchange program.

During the nomination process, the Data Controller's employee designated to carry out the nomination is entitled to access the personal data necessary for the nomination and application process.

### **Transfer of personal data to third country or international organisation**

The University does not transfer any personal data to third country or to an international organisation.

### **Time period of processing personal data**

The University shall process personal data regarding the application process of the exchange program within the limitation period.

### **Automated decision making and profiling**

No automated decision making and profiling shall take place during the data processing.

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## **2. Conclusion and performance of contracts related to the exchange program**

The University concludes a learning agreement with the students for the participation in a given exchange program for study mobility, a research agreement for research mobility and a training agreement for internship mobility, and a grant agreement for supporting these mobility activities. The University shall process personal data for the purpose of concluding and performing these contracts (hereinafter collectively referred to as “mobility agreements”).

The monitoring of the exchange program is the responsibility of the Ministry of Culture and Innovation (hereinafter referred to as the Ministry) and the Tempus Public Foundation, which provide guidance and monitor the implementation, follow-up and evaluation of the programme. In accordance with this, our University is obliged to provide data on the performance of contracts to the extent and in the manner specified by the Ministry and the Tempus Public Foundation. In addition to this data provision, the Ministry and the Tempus Public Foundation may at any time, within the retention period set by the Ministry and the Tempus Public Foundation, verify the use of the grant funding related to the exchange program. Until that time, the University is obliged to keep the documents and records, including any personal data necessary for the verification.

### **Purpose of data processing**

The purpose of the processing of personal data is the conclusion and performance of mobility agreement for students who have been awarded a mobility scholarship.

### **Personal data and the legal basis for their processing**

The University processes the following data necessary for the conclusion and performance of contracts related to the exchange program:

- a) the data necessary to identify and contact the student;
- b) in the case of an academic mobility activity, data relating to the courses to be taken at the University and at the host institution during the period covered by the exchange program, and data related to the completion of these courses by the student;
- c) in the case of research mobility, data relating to the research plan and the research report;
- d) in the case of training mobility, details of the internship to be carried out at the host organisation;
- e) information on the fulfilment by the student of any other conditions of the exchange program;
- f) data necessary for the granting and accounting of financial support related to the exchange program, including data on the insurance taken out by the student;
- g) data contained in the copy of the application for credit transfer and data relating to the process of credit transfer and its outcome.

In order to contact the student's relatives without delay in the event of an emergency that may affect the student abroad during the mobility period (e.g. accidents, life-threatening or bodily injury), the University also processes the name and contact details of the person to be notified in the event of an emergency provided by the student. However, the provision of this information is voluntary.

The processing of data is necessary for the performance of a public task by the University, in this case for conclusion and performance of contracts related to the exchange program (learning agreement, research agreements, training agreement and grant agreement) as well as for fulfilling the University's reporting obligations to the Tempus Public Foundation. Therefore, its legal basis is Article 6 Paragraph (1) point (e) of the GDPR.

### **The source of personal data**

The source of personal data is the data subject.

The host organisation issues various certificates to the University in connection with the completion of the exchange program, in particular, but not limited to, a certificate of arrival, a certificate of attendance and, in the case of study mobility, a transcript of records of the courses completed by the student at the host institution, which in some cases is sent by the host institution or sent to the University by the student. The data subject also receives these certificates and is therefore aware of their content.

The details of the person to be notified in the event of an emergency (name, contact details) are provided by the student to the University.

### **Access to personal data**

The personal data of students submitting applications may only be processed by the University's employees who are involved in the coordination of the exchange program.

Regardless of the type of mobility, the University will transfer to the host organisation the data requested by the host organisation that is necessary to identify the student who has been awarded the mobility scholarship and, depending on the type of mobility, the data necessary for the student to carry out their studies, research plan or internship. The University has no control over what data the host organisation requires to be provided. The host organisation shall act as an independent data controller with regard to the provision of the student's studies, research or internship there.

The Hungarian diplomatic mission or consular post of the host organisation's country may request from the University the data concerning the student's stay in the host country and the data necessary for maintaining contact with the student, which the University shall forward. The scope of the requested data is determined by the diplomatic mission or consular post, and the University has no control over which data the diplomatic mission or consular post deems necessary for its own data processing. The Hungarian diplomatic mission or consular post shall act as an independent controller in respect of its own processing.

The University has a contractual obligation to provide data to the Tempus Public Foundation (Hungary – 1077 Budapest, Kéthly Anna tér 1.) which is the organisation supervising and monitoring the implementation of the exchange program.

In addition to the above, the Ministry establishing the exchange program may also request data from the University in order to monitor the implementation of the program and the legal use of the grant provided. The scope of the data requested is determined by the Ministry as the independent data controller, over which the University has no control.

In addition to the Ministry, the legality of the grant and the use of the grant may also be checked by the State Audit Office, the Government Audit Office, the Hungarian State Treasury and other bodies authorised by law. The audits may be carried out before the issue of the grant document, during the period of use of the grant, at the end or closure of the supported activity and for a period of 5 years after the acceptance of the financial report.

The University stores data on students' studies under the exchange program in its NEPTUN system. This data processing is governed by the University's Privacy Notice on the performance of higher education tasks.

### **Transfer of personal data to third country or international organisation**

The University does not transfer any personal data to an international organisation.

The University will transfer personal data to a third country only if the host organisation is located in a third country. In the case of transfers to the host organisation of a third country and to the diplomatic mission or consular post of the third country, the University will provide information on the details of the transfer on a case-by-case basis, stating that the University is typically obliged to transfer to the host organisation the data necessary to identify and contact the student and the data relating to the scholarship or studies (e.g. name and level of education), while the University is obliged to transfer to the diplomatic mission or consular post the data relating to the student's stay in the host country and the data necessary to contact the student.

### **Time period of processing personal data**

The University shall process personal data related to the participation in the exchange program for 5 years after the acceptance of the report on the exchange program concerned.

The University shall process the personal data stored in the NEPTUN system for a period of 80 years from the notification of the termination of the student's status in accordance with Annex 3, point 1/B.3 of the Nftv.

### **Automated decision making and profiling**

No automated decision making and profiling shall take place during the data processing.

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### **3. Promoting the exchange program and collecting feedback on the program**

Upon returning home, the student may be invited to fill in a questionnaire on their experience of the exchange program, as agreed in the grant agreement. Some information is mandatory, others voluntary. The data provided in the questionnaire will be used by the University to compile anonymous statistics. The University will not use the personal data contained in the questionnaire for any other purpose.

The contents of the questionnaire are determined by the Ministry and the Tempus Public Foundation, which also have access to the data provided in the questionnaire as independent data controllers.

Based on the student's specific consent, the University may publish on its website, with or without the student's name, any recommendation(s) or opinion(s) on the exchange program.

In addition to the above, the student is required to write a report on their experience of the exchange program, including photographs if they so choose, as agreed in the grant agreement, which will be published on the University's website. The scope of the personal data provided in this report, in particular whether the report is published with the student's name or anonymously, is determined by the data subject.

Further, the student may provide their e-mail address in order to be contacted in the future by other students interested in the exchange program. Providing an e-mail address for this purpose is completely voluntary.

### **Purpose of data processing**

The purpose of processing personal data is to promote the exchange program as well as to improve the programme and help future participants by collecting student feedback on the programme.

### **Personal data and the legal basis for their processing**

The personal data processed by the University include the personal data provided by the student in the questionnaire, in the recommendation(s) and opinion(s) written by the student, as well as the personal data contained in the student's report on their experience of the programme. If the student consents to the transfer of their e-mail address to future participants, the University will also process their e-mail address for this purpose.

The processing of data is necessary for the performance of a public task by the University, in this case for promoting the exchange program, and improving the programme and help future participants by collecting feedback on the programme. Therefore, its legal basis is Article 6 Paragraph (1) point (e) of the GDPR.

### **The source of personal data**

The source of personal data is the data subject.

### **Access to personal data**

The only employees having access to or processing personal data are the ones whose job specifically requires them to do so.

Regarding the data provided in the questionnaire completed by the student, the Ministry and the Tempus Public Foundation act as independent data controllers.

### **Transfer of personal data to third country or international organisation**

The University does not transfer any personal data to third countries or international organisations, but due to the borderless nature of the internet, data uploaded to the internet can be accessed by anyone after uploading. The University has no control over and assumes no responsibility for the use to which the students' reports and the photographs contained therein, or the recommendation(s) and opinion(s) written by the student, are used by those who read them.

### **Time period of processing personal data**

The University will not delete the reports, opinion(s) and recommendation(s) written by the students in relation to the exchange program from its website, except upon the express request of the data subject, in case of objection to the processing of the data, or in case of termination of the exchange program and other international exchange programmes announced as a result thereof, or termination of the University's participation in them.

The data provided in the questionnaire will be processed for a period of 5 years after the acceptance of the report on the exchange program concerned.

### **Automated decision making and profiling**

No automated decision making and profiling shall take place during the data processing.

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## **III. THE RIGHTS OF THE DATA SUBJECT**

### **Right to be informed**

The data subject has the right to be informed with regard to the data processing, which right is observed by the Data controller by providing this privacy notice.

### **Right of access by the data subject**

The data subject shall have the right to obtain from the Data controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:

- a) the purposes of the processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- d) where possible, the planned period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the data subject is informed about their right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with a supervisory authority;
- g) where the personal data are not collected directly from the data subject, any available information as to their source;
- h) the existence of automated decision-making, including profiling, and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

The Data Controller shall provide the data subject with a copy of the personal data processed upon request.

### **Right to rectification**

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

If a request is made to rectify (modify) personal data then the data subject needs to prove the authenticity of the data to be modified. Additionally, the data subject must verify that the person requesting rectification is authorised to do so. This is the only way for the data controller to verify the authenticity of the new data before modifying it.

Please report any changes in your personal data to the Data controller as soon as possible, facilitating the legality of data processing and the enforcement of your rights.

### **Right to erasure ('right to be forgotten')**

The data subject shall have the right to obtain from the Data controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) the data subject withdraws consent on which the processing is based, and where there is no other legal ground for the processing;

- c) the data subject objects to the processing and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing of personal data for direct marketing purposes;
- d) the personal data have been unlawfully processed;
- e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- f) the personal data have been collected in relation to the offer of information society services.

### **Right to restriction of processing**

The data subject shall have the right to obtain from the Data controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- d) the data subject has objected to processing pending the verification whether the legitimate grounds of the controller override those of the data subject.

### **Right to object**

If the legal basis for processing personal data is the legitimate interest of the Data controller (point (f) of Article 6(1) of the GDPR) or the processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller (point (e) of Article 6(1) of the GDPR), the data subject 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, including profiling based on the relevant provisions.

If the personal data of the data subject are processed for direct marketing purposes (i.e.: sending marketing e-mails), the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing. If the data subject objects to the processing of their personal data for direct marketing purposes then such data can no longer be processed for that purpose.

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## **PROCEDURES FOR ENFORCING THE RIGHTS OF DATA SUBJECTS**

The above rights can be exercised by data subject by sending an electronic mail to this e-mail address: **jog@uni-obuda.hu**, or regular mail to the seat of the Data controller or in person at the seat of the Data controller. The data subject shall be informed about the measure taken in response to the request within 1 month. If we are unable to fulfil the request, we inform the data subject about the reasons of the rejection and the administrative and judicial redress rights of the data subject.

The rights of the deceased may be enforced within five (5) years by an authorised person who possesses administrative provisions, or a statement towards the data processor included in a public document or full probative private document. If multiple such statements exist at the same data processor, then the statement made the latest will prevail. If the subject has made no such legal statement, then a close relative – as defined in Act V of 2013 on the Civil Code – is still able to enforce certain rights of the deceased within five (5) years of death. These rights are defined in Article 16 (right to rectification) and Article 21 (right to object), as well as – if the data processing was unlawful during the life of the subject, or the purpose of data processing has ceased with the death of the subject – Articles 17 (right to erasure) and 18 (right to restriction of processing) of the GDPR. The close relative who exercises their right first will be entitled to enforce rights of the subject as set forth in this Paragraph.

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#### **IV. THE RIGHT TO LODGE A COMPLAINT AND TO AN EFFECTIVE JUDICIAL REMEDY**

To ensure your right to an effective legal remedy you may seek the Court's decision if in your judgement our University or one of our data processors, or data controllers working according to our provisions has handled your personal data by breaching the relevant legal provisions or regulations set forth in the compulsory legal acts of the European Union. The court will handle the case out of turn. Resolving the case is the authority of the Court. The claim may be filed – according to the subject's decision – at the court of the subject's residence, or at the court of our University's seat (Fővárosi Törvényszék). Court searching: <https://birosag.hu/birosag-kereso>.

If in your judgement your personal data was handled in breach of the law or there is a direct threat of it happening, or if the University hinders you in exercising your right regarding data processing, or if the University denies your request to exercise such rights, you may lodge a formal complaint at the Hungarian National Authority for Data Protection and Freedom of Information (NAIH).

The claim can be filed at one of the below addresses:

National Authority for Data Protection and Freedom of Information (NAIH)

Mailing address: Po.box.: 9, Budapest, H-1363

Address: 9-11. Falk Miksa utca, Budapest, H-1055

Telephone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

E-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

URL: <http://naih.hu>

Budapest, 21 May 2025