

Privacy Policy

on data processing related to student appeal (review) procedure

1. Data Controller

Full name:	Hungarian University of Agriculture and Life Sciences
Representative:	Dr. Csaba Gyuricza
Position:	rector
E-mail address:	adatvedelem@uni-mate.hu
Telephone number:	06-28-522-000
Website:	www.uni-mate.hu
Head office:	2100 Gödöllő, Páter Károly u. 1.
Postal address:	2103 Gödöllő, Pf. 303.
Tax number:	19294784-2-44
Name of Data Protection Officer:	Bence Györe
E-mail address:	dpo@uni-mate.hu

2. Legal background

The Hungarian University of Agriculture and Life Sciences (*hereinafter referred to as the University*) processes personal data related to the student appeal (review) procedure, the following laws and internal regulations shall apply:

- [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 CCIV of 2011 on National Higher Education (*hereinafter referred to as: Nftv.*)
- Act XX of 1996 on Identification Methods Replacing the Personal Identification Number and the Use of Identification Codes
- Government Decree 51/2007 (III. 26.) on Student Benefits and Certain Fees Payable by Students in Higher Education
- Act CXXX of 2016 on the Code of Civil Procedure
- The Organizational and Operational Regulations of the University
- [The University's Study and Examination Regulations](#)
- The Rules of Procedure of the Student Review Committee

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

In connection with appeals submitted against decisions, actions, or omissions of the University, its committees, or bodies, as well as decisions made by institutes in student-related matters, the University—beyond the personal data processed in the framework of the first-instance procedure—processes personal data that are strictly necessary for conducting and documenting the appeal procedure. The legal basis for data processing is the performance of a task carried out in the public interest, pursuant to Section 57 (1) (c) and Section 58 (4) of Nftv., in accordance with Article 6 (1) (e) of the GDPR.

4. Length of data processing

Pursuant to Annex 3, Section I/B, points 1 and 3 of the Nftv., personal data shall be retained for a period of 80 years from the date of notification concerning the termination of the student status.

For documents generated during the appeal procedure, the duration of data processing is determined by the University's currently effective Records Management Policy and Records Retention Schedule, depending on the type of the first-instance case.

5. Data security measures

5.1. Data storage

The University stores personal data processed in electronic form via the official email address of the Student Review Committee (hereinafter: HFB), as well as on a password-protected, cloud-based storage provided by the University, hosted on the University's own server located at its central premises.

In accordance with the state of technological development, the University implements technical, organizational, and administrative measures to ensure the security of data processing, providing a level of protection appropriate to the risks associated with data processing. Its IT systems and networks are protected against computer-assisted fraud, espionage, sabotage, vandalism, fire and flood, as well as computer viruses, hacking, and other forms of attack. Security is ensured through server-level and application-level protection procedures. The University also takes appropriate measures to protect personal data against unauthorized access, unlawful alteration, transmission, disclosure, deletion, destruction, accidental loss or damage, and inaccessibility due to changes in the

applied technology. Paper-based documents are stored in lockable cabinets, in a physically secure location, within the archive of the HFB.

5.2. Access to data

Your personal data may be accessed by the Chair, members, and secretary of the HFB, as well as by any witnesses and experts involved in the procedure, to the extent necessary and strictly for the purpose of conducting the procedure.

In the course of processing personal data, the University uses the following data processors:

- For communication with the data subjects: electronic mail system (Outlook), Microsoft Hungary Ltd. (registered office: 1031 Budapest, Graphisoft Park 3., tax number: 10836653-2-44, company registration number: 01-09-262313)
- For the registration of documents generated during the procedure: electronic document management system (Poszeidon), SDA Informatika Zrt. (registered office: 1111 Budapest, Budafoki út 59., tax number: 11684057-2-43, company registration number: 01-10-140314)
- For record-keeping in the academic system: academic system (NEPTUN TR), SDA Informatika Zrt. (registered office: 1111 Budapest, Budafoki út 59., tax number: 11684057-2-43, company registration number: 01-10-140314)

5.3. Data transfer

Your personal data will not be transferred to any third party.

6. Data subject rights related to data processing

You may exercise your data subject rights related to data processing using the contact details provided in point 1. You may also direct your requests or inquiries to the Chair of the HFB directly at the email address hfb@uni-mate.hu.

6.1. Right to information and access

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

6.2. Right to rectification

You shall have the right to request the rectification, modification, correction and the completion of your personal data. We will make every effort to comply with the request without delay, provided that its authenticity can be established beyond any doubt. [GDPR Art. 16].

6.3. Right to erasure and right 'to be forgotten'

You may request the deletion of your personal data. In such cases, we will assess whether the grounds for deletion are met or whether the data processing is still necessary pursuant to Article 17 of the GDPR, due to:

- compliance with a legal obligation under Union or Member State law,
- reasons of public interest, or
- the establishment, exercise, or defence of legal claims.

6.4. Right to restriction of processing

You shall have the right to request the restriction of data processing [GDPR Art. 18]

- if you believe the data are inaccurate or not up-to-date. In such cases, we will suspend data processing until the accuracy of the data is verified.
- if data processing is unlawful and you oppose the erasure of the personal data. In such cases, we will block your data.
- if we no longer need the data, but you require them for the establishment, exercise or defence of legal claims.
- if you object to data processing. In such cases, the restriction will apply until it is determined whether the University's legitimate grounds override your legitimate rights.

6.5. Right to object

You shall have the right to object to processing of personal data on grounds relating to your particular situation or when the data processing is against your will and you contest its legitimate grounds. In such cases, we will examine within one month whether the grounds of your objection override the University's legitimate grounds. [GDPR Art. 21].

7. Remedies relating to data processing

The University's Data Protection Officer is entitled to take action in the event of problems or comments relating to data processing. Please report the problem to the Data Protection Officer in the first

instance, using the contact details provided in section 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 resolved or you are dissatisfied with the solutions we propose and if you consider that the processing of personal data relating to you infringes the regulation, you may choose to take the matter to the court in your residence or to the Hungarian National Authority for Data Protection and Freedom of Information (*hereinafter: The Authority.*)

Contact details of the Authority:

Email: ugyfelszolgalat@naih.hu

Phone: +36-1-391-1400

Fax: +36-1-391-1410

Website: www.naih.hu

Seat: 9-11. Falk Miksa u. 1055 Budapest

Postal Address: PO Box: 9. 1363 Budapest