

# Privacy notice

on data management related to the PANNONIA Scholarship Programme of the Hungarian University of  
Agriculture and Life Sciences

## 1. Data Controller

Full name:	Hungarian University of Agriculture and Life Sciences
Representative:	Prof. Dr. Csaba Gyuricza
His position:	Rector
Your email address:	<a href="mailto:adatvedelem@uni-mate.hu">adatvedelem@uni-mate.hu</a>
Phone number:	06-28-522-000
Website:	<a href="http://www.uni-mate.hu">www.uni-mate.hu</a>
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
Availability:	<a href="mailto:dpo@uni-mate.hu">dpo@uni-mate.hu</a>

## 2. Legal background

The Hungarian University of Agricultural and Life Sciences (*hereinafter referred to as the "University"*) shall act in accordance with the following legislation when processing personal data related to the PANNÓNIA scholarship programme:

- [REGULATION \(EU\) No 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural](#)  
[the protection of individuals with regard to the processing of personal data and the free movement of such data](#)  
[and repealing Directive 95/46/EC on the protection of individuals with regard to the processing of personal data \(hereinafter: GDPR\)](#)
- [Act LXVI of 1995 on public records, public archives and the protection of private archival material](#)  
(*the hereinafter: Ltv.*)

The data processing is carried out in the framework of the [Pannonia Scholarship Programme VI/309-2/2024/FÁFIN](#) project.

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

The conditions of application and the list of documents to be attached to the application are set out in the call for applications published on the University's website.

### 3.1. Personal data related to the submission of an application

Personal data	Purpose of data processing	Legal basis for data processing
Name	identification of the data subject	performing a task in the public interest [Article 6 (1) e) GDPR]
Place and date of birth		
Citizenship		
Education identifier		
Code NEPTUN		
Campus, Institute	checking compliance with the tender criteria, selecting, evaluating, assessing and ranking suitable applications	
Name, level, type of training		
Form of funding for training		
Student / employer certificate of status		
Academic average and credit certificate		
Mandatory annexes required for the evaluation of the application (CV, motivation letter, teacher's recommendation, language certificate and diploma copy)		
To authorise a posting necessary documentation	contact, notification	
E-mail address, telephone number		

### 3.2. Personal data related to the conclusion of a student grant contract

Personal data	Purpose of data processing	Legal basis for processing
Name	the conclusion and performance of the student grant contract	performance of the contract [Article 6 (1) b) GDPR]
Date of birth		
Citizenship		
No		
Permanent address		
Notification address		
E-mail address, telephone number		
Level of study		
Number of years of higher education completed		
Theme area		
ISCED-F code		

Bank account number	fulfilment of the student grant contract	
Bank account holder		
Bank name		
BIC/Swift number		
Bank account / IBAN number		

### 3.3. Personal data related to the settlement of a student grant contract

Personal data	Purpose of data processing	Legal basis for processing
Credit confirmation	fulfilment of the student grant contract	performance of the contract [Article 6 (1) b) GDPR]
Duration certificate		
Certificate of professional practice		
Certificate of participation		
Student report		
Research report		
Original proof of travel use invoices, receipts, other documents		
Travel documents confirming the date of travel Documents		
Proof of use of housing benefit, including the cost of housing and the duration of the service a copy of the contract		
Housing-related payments supporting documents		
A receipt for the tuition fee grant from the host institution, stating the amount of the tuition fee Contract		
Proof of payment of tuition fees		

## 4. Duration of processing

The University manages (stores) the application materials of students who have been awarded the scholarship for 5 years from the date of submission of the application, while in the case of students who have not been awarded the scholarship, the University manages (stores) the application materials until the end of the application and selection procedure, after which the University deletes the data.

The duration of the storage of electronic and paper documents is determined in accordance with the provisions of the Archives Plan in Annex 1 [of the University's Records Management Regulations](#). 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

You can submit your application via the online application form on the University's website. The

University collects the personal data you provide electronically and stores it on its own server at its headquarters. The University ensures the security of data processing by taking technical, organisational and organisational measures to ensure a level of protection appropriate to the risks associated with the processing, taking into account the state of the art. Its IT systems and networks are protected against computer fraud, espionage, sabotage, vandalism, fire and flooding, computer viruses, computer intrusions and other attacks. A security is ensured through server-level and application-level protection procedures. Retrieved from You will also take appropriate measures to protect your personal data against, among other things unauthorised access to, or unauthorised alteration, disclosure, transmission or disclosure of personal data disclosure, deletion, destruction, accidental destruction, accidental loss, damage, or loss of personal data, and the use of inaccessibility due to technical changes to the employee.

For the purposes of the submission of applications and electronic communication, the University may use the following data processor:

- Microsoft Magyarország Kft., a Hungarian subsidiary of Microsoft Corporation, Microsoft Hungary (headquarters: 1031 Budapest, Graphisoft Park 3., tax number: 10836653- 2-44, company registration number: 01-09-262313), is the operator of the enterprise version of Microsoft 365.

The University will keep the concluded grant agreement in a lockable cabinet during the mandatory retention period The grant agreement will be kept in a locked safe deposit box.

### 5.2. Access to data

Your personal data may be accessed by the International Directorate and by the staff responsible for the management of tenders and contracts, to the extent necessary for the performance of their duties and for the purposes for which they are collected.

### 5.3. Data transmission

Your personal data will be transferred, to the extent necessary and for the purposes for which it is collected, to the following recipients:

- Tempus Public Foundation (head office: 1077 Budapest, Kéthly Anna tér 1., tax number: 18154180-2-42)
- Ministry of Culture and Innovation (headquarters: 1054 Budapest, Szemere utca 6.)
- Partner organisations and host institutions

## 6. Data subjects' rights in relation to data processing

You can exercise your data subjects' rights in relation to data processing by using the contact details indicated in point 1. You can also send your requests directly to [pannonia@uni-mate.hu](mailto:pannonia@uni-mate.hu). If you wish to exercise any of the following rights, please do so within the retention period, otherwise we will only be able to inform you of the deletion of the data.

### 6.1. Right to information and access

You may request information on whether your personal data is being processed and, if so, which personal data, on what legal basis, for what purposes, 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 to rectification

You may request the rectification: modification, correction or integration of your personal data. We will endeavour to comply with your request without delay [Article 16 GDPR].

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

You may request the deletion of your personal data [Article 17 GDPR]. We will endeavour to comply with your request without delay, provided that the conditions are met. In the case of personal data relating to the submission of your application, a request for erasure will entail the withdrawal of your application.

### 6.4. Right to restriction of processing

You can request restriction of processing [Article 18 GDPR],

- if you think they are inaccurate or not up to date. In this case, we will suspend processing for the period of time necessary to verify the accuracy of the data.
- if the processing is unlawful and you object to the erasure of your personal data. In this case, the data will be blocked.
- if we no longer need the data, but you require it for the establishment, exercise or defence of legal claims.

- if you object to the processing. In this case, we will suspend the processing for a period of time while we investigate whether the grounds of your objection override the legitimate interests of the University.

#### 6.5. The right to data portability

You have the right to receive a copy of your personal data processed under the contract (points 3.2.-3.3) in a structured, commonly used, machine-readable format or to request the direct transfer of your data to another controller. We will comply with your request within 1 month [Article 20 GDPR].

#### 6.6. Right to object

You may object to the processing of personal data processed for the performance of a task carried out in the public interest (point 3.1) [Article 21 GDPR] on grounds relating to your particular situation or where the processing is against your will and you contest the legitimate grounds for the processing. In this case, we will investigate within 1 month whether the grounds of your objection override the legitimate interests of the University.

### 7. Remedies in relation to data processing

The University's Data Protection Officer 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 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 we are still unable to resolve the problem or if you are not satisfied with our proposed solutions, you may, at your option, bring the matter before the courts of the place of your residence or domicile or the National Authority for Data Protection and Freedom of Information (*the Authority*) for an investigation if your data is processed in breach of the law or to enforce your rights.

#### **Contact details of the Authority:**

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

Phone number: 06-1-391-1400

Fax: 06-1-391-1410

Web: [www.naih.hu](http://www.naih.hu)

Head office: 1055 Budapest, Falk Miksa u. 9-11.

Postal address: 1363 Budapest, PO Box 9.