

DATA MANAGEMENT INFORMATION

PPCU Student Service Centre, career counselling service

1. General provisions and contact details

This Privacy Notice (hereinafter the "Notice") applies to the personal data that Pázmány Péter Catholic University (hereinafter the "University") collects and processes about you.

Name: **Pázmány Péter Catholic University**
Institutional ID: **FI79633**
Seat: **1088 Budapest, Szentkirályi utca 28.**
Telephone: **+36 (1) 429-7200**
Website: **www.ppke.hu**
Data Protection Officer: **dpo@ppke.hu**

2. Legislation on which the processing is based

- Regulation (EU) 2016/679 of the European Parliament and of the Council 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 or GDPR)
- Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (hereinafter referred to as the "Infotv.")

3. Purpose of data processing

Your registration for the occupation, as well as the administration of the occupation and the production of anonymous statistics to ensure a high quality of service.

4. Legal basis for processing

The legal basis for processing is the consent of the data subject (Article 6(1)(a) GDPR)

5. Scope of the data processed

Personal data categories	Purpose of data processing	Legal basis for processing
Name	identification of participants, contact during the organisation	Contribution
E-mail address	identifying participants, maintaining contact during the organisation, requesting anonymous feedback for quality assurance purposes	Contribution
Neptune code	Identify participants, verify student status, request anonymous feedback for quality assurance purposes	Contribution
No	producing general statistics	Contribution
Age	producing general statistics	Contribution
Level of training	producing general statistics	Contribution
University level programme	producing general statistics	Contribution
Year of recording	producing general statistics	Contribution
Year of starting the course	producing general statistics	Contribution
Signature	participant identification	Contribution

Personal data (Article 4(1) GDPR) means any information by which the data subject can be identified. Thus, personal data is not only the name or identification mark of the data subject, but also knowledge of his or her physical or mental identity.

The University is not entitled to verify the data provided during data processing, and the person concerned is responsible for their authenticity.

No automated decision making, including profiling, takes place during data processing.

6. Duration of processing

The University will process personal data in accordance with the applicable legislation (in particular Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation, hereinafter referred to as "GDPR") and Act CXII of 2011 on the Right to Information Self-Determination and Freedom of Information) for a period of 3 years from the date of the processing.



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You may withdraw your consent to the processing of your personal data at any time, in which case the personal data previously provided will be used only for statistical purposes and anonymised.

7. Who has access to the data, data processors

The processing of personal data will be carried out by authorised employees of the relevant University department involved in the project.

We may provide information in response to a request from official bodies (e.g. police, prosecutors, courts).

8. Rights of the data subject in relation to data processing

8.1 Right to request information

You may request information from the University in writing, using the contact details provided in section 1, so that the University can inform you:

- what personal data,
- on what legal basis,
- for what purpose,
- from what source,
- how long it will treat,
- to whom, when, under what law, and to which personal data the University has given access or transferred your personal data.

The University will respond to your request by letter to the contact details you provide within 30 days.

8.2. Amendment (rectification) and deletion of data

You may request in writing, via the contact details provided in point 1, the rectification (correction) of inaccurate personal data concerning you or the completion of incomplete personal data.

You may request in writing, via the contact details provided in point 1, the erasure of your personal data if the processing is unlawful, if the purpose of the processing has ceased, if the data subject withdraws his or her consent, if the specified period for storing the data has expired or if a court or public authority has ordered it.



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The Data Controller will notify you of the rectification and erasure, as well as all those to whom the data were previously transmitted for processing. It will not notify you if this does not harm your legitimate interests with regard to the purposes of the processing.

The Controller shall not delete personal data if they are necessary for the establishment, exercise or defence of legal claims.

8.3. Blocking of data

You may request in writing, via the contact details provided in point 1, that your personal data be blocked (restricted) by the Data Controller if:

- contests the accuracy of the personal data (in which case the restriction applies for the period during which the Data Controller verifies the accuracy of the data);
- the processing is unlawful, but you object to the deletion of the data and request the restriction of their use;
- the purpose of the processing has ceased, but you need the data to establish, exercise or defend legal claims.

The blocking (restriction) will last as long as necessary for the reason you have given. In this case, we will only process the personal data, except for storage, with your consent; or for the establishment, exercise or defence of legal claims; or to protect the rights of another natural or legal person; or for important public interests. The Controller will inform you in advance of any unblocking at your request

9. Remedies available

In case of violation of your rights or if you disagree with the decision of the Data Controller, you may lodge a complaint with the National Authority for Data Protection and Freedom of Information:

Name: National Authority for Data Protection and Freedom of Information

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

Postal address: 1363 Budapest, Pf.: 9.

Phone: (+36-1) 391-1400

E-mail: ugyfelszolgalat@naih.hu

In the event of a breach of your rights or if you disagree with the decision of the Data Controller, you may, within 30 days of its notification, seek a direct remedy against the Data Controller before



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the courts of the place where the Data Controller has its registered office or the place where you reside or are domiciled. The court shall decide on the case out of turn.

If you require further information in addition to that provided in this Privacy Notice, you can request information using the contact details provided in point 1.

If you have any comments or objections about the processing of your personal data or if you would like to request information about the processing of your data, you can do so at dpo@ppke.hu.

10. Data security

The Data Controller shall ensure the security of data processing by technical, organisational and organisational measures to provide a level of protection appropriate to the risks associated with the processing, by choosing the IT tools used and by operating them in such a way that the data processed:

- be accessible to authorised persons (availability);
- be authentic and verified (authenticity of processing);
- be verifiable (data integrity);
- be accessible only to authorised persons and protected against unauthorised access (data confidentiality)

The data managed is hosted in a high-availability, reliable dedicated server environment. Physical security is provided by 24-hour guarding, electronic access control and camera surveillance.

11. Clause

The controller reserves the right to change its privacy policy. In particular, this may be the case if required by law. A change in the processing shall not imply a processing of personal data for purposes other than those for which they were collected. The controller shall publish such information on its website 15 days in advance.