



DATA PROCESSING INFORMATION

in connection with the Invited Lecturer Professor register



The purpose of this Data Processing Information is to alert you to our data processing during our Invited Lecturer Professor register.

1. Who can you turn to?

The University of Szeged is the data controller for the data processing of the Invited Lecturer Professor register, but the concrete data processing is done through the following organizational unit.

University of Szeged

Directorate for Academic Affairs

Name of contact person: Tamás Racskó

Address: Dugonics Square 13, 6720 Szeged, Hungary

Phone: +36 (62) 544-021

E-mail: oktig@rekt.szte.hu

Webpage: <https://u-szeged.hu/oktig/english>

Name and contact details of the data protection officer: see point 11.1. of this Data Processing Information.

Please do not hesitate to contact us if you have any questions regarding data processing.

2. What are the main legal rules?

We inform you that your personal data will be processed by the University of Szeged as data controller

- in compliance with 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
- and Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information
- and Act CCIV of 2011 on National Higher Education

3. Does University of Szeged have a Data Protection Code?

Yes. The Data Protection Code of the University of Szeged can be accessed here: <https://u-szeged.hu/szabalyzatok> and <https://u-szeged.hu/about-us/rules-and-regulations>

4. What data processing are we implementing?

The National Higher Education Act obliges the University of Szeged to keep a record of all the data of its colleagues, irrespective of the type of teaching. We use this mandatory record to award our guest professors a certificate based on the recommendation of the host faculty.



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4.1. Invited Lecturer Professor register

What kind of data?	Why do we add it?	What is the lawful basis of processing?	How long do we store it?
Personal Identification Data <ul style="list-style-type: none"> • name • birth name • place and date of birth • mother's name • gender 	For statutory record keeping obligation.	Fulfillment of a legal obligation pursuant to CCIV of 2011 on National Higher Education Act, Annex 3, Chapter I, Part I/A.	5 years after the termination of the legal relationship
Citizenship(s)			
Documents (by decision of the data subject) <ul style="list-style-type: none"> • passport • or an identity card 			
Contacts <ul style="list-style-type: none"> • e-mail address 			
Information <ul style="list-style-type: none"> • of the start and end dates of the legal relationship • of the type of legal relationship 			
Details of position <ul style="list-style-type: none"> • host faculty and organizational unit • schedule 			



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4.2. Award of certificate

What kind of data?	Why do we add it?	What is the lawful basis of processing?	How long do we store it?
Personal Identification Data <ul style="list-style-type: none">• name• birth name• place and date of birth• mother's name	For identification purposes.	The certificate is awarded on the basis of the data subject's voluntary consent.	The data will not be stored and the certificate will be handed over to the person concerned.
Name of the host university			
Name of signatories and signature	For the purpose of verifying the authenticity of the certificate.		

5. To whom is the data transferred?

5.1. Giving over of data within the organization

The host faculty will transfer the data to the Directorate for Academic Affairs of the University of Szeged for legitimate interests purposes of work sharing within the organization.

5.2. Transfer of data outside the organization

In general, we do not transfer data related to the Invited Lecturer Professor register either inland or abroad.

The data we process about you will only be operated by persons designated by data controller as specified in point 1, for the purpose, lawful basis and the storage period specified in point 4.

6. Do we resort to a data processor?

No, we do not resort to a data processor.

7. Do we collect information about you from another person?

No. We collect the information about you from you, and do not collect data from other sources.

8. Is there an automated decision making during data processing?

No.



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9. What are the legal consequences for non-disclosure?

In the case of failure to provide information, we will not issue you a certificate.

10. What are your rights during the program?

You have the rights below for Invited Lecturer Professor register:

1. right to be informed – you have the right to ask for information on the processing of your personal data.
2. right of access by the data subject – you have access to your personal data we process.
3. right to rectification – should you find inaccuracies in your personal data processed by us, you have the right to ask for rectification.
4. right to erasure – if processing of data is based on your voluntary consent and there is no other lawful basis for data processing then you can ask for the erasure of your personal data.
5. right to restrict processing – you have the right to ask for the restriction of the processing of your personal data, for example after you find inaccuracies in your personal data, you can ask for restriction of processing while the University of Szeged is checking the data, or exercise of legal claim.
6. right to legal remedy – every data subject has the right to legal remedy in case of an infringement.

11. What remedies can you make?

11.1. You can turn to the data protection officer (DPO) of the University of Szeged:

Dr. Dóra Lajkó

Address: University of Szeged, Rector's Office, Data Protection Office

Room 304, 3rd floor, Dugonics Square 13, 6720 Szeged, Hungary

Phone: +36 (62) 342-376, +36 (62) 544-000/2376

Email: dpo@gmf.u-szeged.hu

11.2. You can lodge a complaint with the Hungarian National Authority for Data Protection and Freedom of Information:

Hungarian National Authority for Data Protection and Freedom of Information

Address: Szilágyi Erzsébet fasor 22/C, 1125 Budapest, Hungary

Phone: +36 (1) 391-1400

E-mail: ugyfelszolgalat@naih.hu

11.3. You can turn to Court

Depending on the nature of the unlawful data processing you are experiencing, you may institute legal action, even against the Authority. You can find out about the possibilities, methods and forums for starting a lawsuit at the following website: <https://birosag.hu/en/hungarian-judicial-system>



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12. Does the University of Szeged have a DPO?

Yes. The contact details of the data protection officer (DPO) of the University of Szeged can be found in point 11.1. The DPO acts as a contact point between you and the controller. In connection with this Invited Lecturer Professor register the DPO also monitors compliance with legal requirements and our internal policies.