DATA PROCESSING INFORMATION

Coursera for SZTE programme

The purpose of this Data Processing Information is to alert you to our data processing related to participation in Coursera for SZTE programme.

1. Who can you turn to?

The University of Szeged is the data controller for Coursera for SZTE programme, but the concrete data processing is done through the following organizational unit.

University of Szeged
Directorate for Academic Affairs
 Name of contact person: **Péter Szakál**
 Address: Dugonics tér 13., H-6720 Szeged
 Phone: +36 (62) 546-816
 E-mail: kocsis.lilla@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

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

Yes. The Data Protection Code of the University of Szeged can be accessed here: http://www.u-szeged.hu/szabalyzatok

4.   What data processing are we implementing?

The following data processing takes place related to participation in Coursera for SZTE programme.

Registration
Studies
Getting certificate

The Coursera for SZTE programme provides free access for the citizens of the University of Szeged to the online content of the world's leading universities and companies, as well as to the online content produced by SZTE and enables the creation of high-quality online learning materials. This content serves the development of both teachers and students, their academic and professional progress, with a special focus on credit opportunities, and provides institutional points in the admission process. Members of the Alma Mater can register for the programme to support lifelong learning and acquire up-to-date and quality skills.

The Coursera for SZTE program is implemented on the Coursera platform, therefore there is a common data management, i.e. the data of the participants is also managed by Coursera Inc. independently of the University of Szeged. Please note that Coursera Inc. is not a company based in the European Union (EU), but in California, United States of America (USA), however, when processing your data, they are also subject to the data protection rules required under the GDPR and Coursera Inc. is subject to the so-called "EU-US Privacy Shield". The corresponding privacy notice of Coursera Inc. ("Data Protection Addendum") is available at:
https://www.coursera.org/about/privacy/data-protection-addendum

In accordance with the principles of joint data management, you may also contact the University of Szeged as the data controller with regard to the data management of Coursera Inc. in connection with the Coursera for SZTE programme. After leaving the Coursera for SZTE programme, Coursera Inc. will continue its activities as an independent data controller, so in this case you may continue to act in accordance with the data protection options related to the Coursera platform and the user account created on it. The reason for this procedure is that you will still have access to the certificates you have obtained after leaving Coursera for SZTE.

The University of Szeged does not process data of persons under the age of 16.

4.1. Registration

Access to Coursera for SZTE can be granted in several ways. Detailed information can be found here: https://u-szeged.hu/coursera/reszvetel

For registration or Neptun-code access (Single Sign On), the following procedure applies to the processing of personal data.

DATA PROCESSING INFORMATION

Coursera for SZTE programme

For citizens of the USZ:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants	On voluntary consent	Until the termination of the legal relationship or the voluntary consent is withdrawn.
Neptun code	To identify participants		
E-mail	To inform participants		
Faculty	For organisational reasons		
Status (academic, student)	For organisational reasons		
Expected graduation date for students	On this basis, we determine the necessary duration of data processing		

For institutional point collectors and Online Preparatory participants:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants	On voluntary consent	Until the end of the admission procedure or the voluntary consent is withdrawn.
National Education ID	To identify participants		
E-mail	To inform participants		
Status (academic, student)	For organisational reasons		

For Alma Mater members:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants	On voluntary consent	Until the end of the Coursera for Alumni initiative or the
E-mail	To inform		

	participants		voluntary consent is withdrawn
Status (Alma Mater member)	For organisational reasons		

4.2. Studies

As the course materials available on Coursera for SZTE may contribute to the accumulation of institutional points in the university application process, academic progress and academic development, we process data on the platform during the course of study there as described below. The purpose of the processing is to help those who are struggling in their studies.

For citizens of the USZ:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants	On voluntary consent	Until the termination of the legal relationship or the voluntary consent is withdrawn.
Neptun code	To identify participants		
E-mail	To inform participants		
Faculty	For organisational reasons		
Status (academic, student)	For organisational reasons		
Expected graduation date for students	On this basis, we determine the necessary duration of data processing		
Study progress	For organisational reasons		

For institutional point collectors and Online Preparatory participants:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants	On voluntary consent	Until the end of the admission procedure or the voluntary consent is
National Education ID	To identify participants		

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
E-mail	To inform participants		withdrawn.
Study progress	For organisational reasons		

For Alma Mater members:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants	On voluntary consent	Until the end of the Coursera for Alumni initiative or the voluntary consent is withdrawn.
E-mail	To inform participants		
Status (Alma Mater member)	For organisational reasons		
Study progress	For organisational reasons		

4.3. Getting certificate

The certificates that can be obtained in the Coursera for SZTE programme, in addition to certifying the mastery of the course material, play a role in additional academic processes for the recognition of performance. Accordingly, we process the following data in relation to certificates obtained through Coursera for SZTE.

For citizens of the USZ:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants	On voluntary consent	Until the termination of the legal relationship or the voluntary consent is withdrawn.
Neptun code	To identify participants		
E-mail	To inform participants		
Faculty	For organisational reasons		

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Status (academic, student)	For organisational reasons		
Expected graduation date for students	On this basis, we determine the necessary duration of data processing		
Certificates obtained	In order to be recognised		

For institutional point collectors and Online Preparatory participants:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants		
National Education ID	To identify participants	On voluntary consent	Until the end of the admission procedure or the voluntary consent is withdrawn.
E-mail	To inform participants		
Certificates obtained	In order to be recognised		

For Alma Mater members:

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name	To identify participants		
E-mail	To inform participants	On voluntary consent	Until the end of the Coursera for Alumni initiative or the voluntary consent is withdrawn.
Status (Alma Mater member)	For organisational reasons		
Certificates obtained	In order to be recognised		

5.   To whom is the data transferred?

In connection with Coursera for SZTE program, your personal data may be disclosed to the data controller named in section 1 of this Privacy Notice and to those to whom your personal data is transferred or transmitted (collectively, recipients).

5.1. Giving over of data within the organization

Within the University of Szeged, the admission and study records are managed by the faculty responsible for the course of training program, therefore the relevant data is transferred to them within the organisation. With regard to the co-data controller, you can find information on the transfer of data within the organisation in the "Data Protection Addendum" referred to in point 4.

5.2. Transfer of data outside the organization

We transfer data from the Neptun study system to the Coursera for SZTE database, which is located on the servers of the co-data manager. With regard to the co-controller, please refer to the "Data Protection Addendum" mentioned in point 4 for information on data transfers outside the organisation.

6.   Do we resort to a data processor?

In the course of data processing at the University of Szeged, the data is processed by the Directorate of Education, so we do not use a data processor. For information on the co-processor, please refer to the "Data Protection Addendum" mentioned in point 4.

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.

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

When the provision of data is voluntary, there will be no adverse legal consequence for not providing it, merely no participating in this program.

10. What are your rights during the program?

You have the rights below for the participation in Coursera for SZTE programme

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 there is no other lawful basis for data processing, or following the objection in the case of a legitimate interest, if there are no overriding legitimate grounds for the processing, you can ask for the erasure of your personal data. You may exercise your right to cancel your registration at any time by sending an email to coursera@szte.hu to request your removal from Coursera for SZTE. It is important to note that if you are removed from Coursera for SZTE, you will still be able to use your Coursera account to keep the certificates you have earned. You can also delete your personal data and certificates from Coursera servers by deleting your Coursera account.
5. *right to object* – you have the right to object against data processing based on legitimate interest at any time.
6. *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.
7. *right of data portability* - Since there is no automated data processing in Coursera for SZTE, the right to data portability is not relevant for data processing.
8. *right to legal remedy* - you have the right to seek redress if your rights are violated.

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
13 Dugonics Square, H-6720 Szeged, 3rd floor, room 303
Phone: +36 (62) 342-376, +36 (62) 544-000/2376
Email: dpo@szte.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: Falk Miksa utca 9–11., H-1055 Budapest
Postal address: P.O. Box 9, H-1363 Budapest
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/birosagi-szervezetek

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 the Coursera for SZTE programme, the DPO also monitors compliance with legal requirements and our internal policies.