



DATA PROCESSING INFORMATION

Information letters sent by the Directorate for Academic Affairs via Intuit Mailchimp



Szegedi Tudományegyetem
Oktatási Igazgat

The purpose of this Data Processing Information is to alert you to our data processing when you receive information letters from the Directorate for Academic Affairs via Intuit Mailchimp.

1. Who can you turn to?

The University of Szeged is the data controller for the data processing of the sending information letters by the Directorate for Academic Affairs via Intuit Mailchimp, 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>



DATA PROCESSING INFORMATION

Information letters sent by the Directorate for Academic Affairs via Intuit Mailchimp



Szegedi Tudományegyetem
Oktatási Igazgat

4. What data processing are we implementing?

The following data processing takes place when you receive information letters from the Directorate for Academic Affairs via Intuit Mailchimp.

4.1. Sending the information letters

The e-mail system integrated into the Neptun study system is not suitable for the delivery of e-mail messages to target groups, which highlight important information and are formatted according to the requirements of the times. The storage of e-mail addresses in the Neptun study system is based on the legal obligation imposed by the law on national higher education. As the Directorate for Academic Affairs cannot ensure its information obligations to an adequate standard by this means, it has chosen Intuit Mailchimp as the platform for implementing its information obligations out of legitimate interest. In this context, we will proceed as follows with regard to the processing of personal data.

4.1. Sending the information letters

What kind of data?	Why do we add it?	What is the lawful basis of processing?	How long do we store it?
E-mail address	For information	On legitimate interest	Until the end of your student status, or until you unsubscribe.

5. To whom is the data transferred?

In connection with information letters sent by the Directorate for Academic Affairs through Intuit Mailchimp, 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

We do not give over data within the organisation.

5.2. Transfer of data outside the organization

We transfer data from the Neptun study system to the Intuit Mailchimp mail system database according to the terms of the data processing contract.



DATA PROCESSING INFORMATION

Information letters sent by the Directorate for Academic Affairs via Intuit Mailchimp



Szegedi Tudományegyetem
Oktatási Igazgat

6. Do we resort to a data processor?

The data is controlled by the Directorate for Academic Affairs, but stored in the Intuit Mailchimp mailing software database. Intuit may process the data stored in its system only on the instructions of the Directorate for Academic Affairs as data controller and only to the extent necessary to troubleshoot service failures.

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 Information letters sent by the Directorate for Academic Affairs via Intuit Mailchimp

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.
5. right to object – you have the right to object against data processing based on legitimate interest at any time. You can exercise your right to unsubscribe at any time by activating the unsubscribe link in the newsletter you receive.
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. You can exercise your right to object through the right to unsubscribe from the newsletter.
7. right of data portability - for our automated processing, if the processing is based on your voluntary consent or a contract and you need your personal data, we will provide it to you.
8. right to legal remedy - you have the right to seek redress if your rights are violated.



DATA PROCESSING INFORMATION

Information letters sent by the Directorate for Academic Affairs via Intuit Mailchimp



Szegedi Tudományegyetem
Oktatási Igazgat

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 Information letters sent by the Directorate for Academic Affairs via Intuit Mailchimp, the DPO also monitors compliance with legal requirements and our internal policies.