DATA PROCESSING INFORMATION

in connection with the conclusion of a contract relating to civil law

Our Data Processing Information provides a summary of how we use and protect your personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) in connection with the conclusion of contracts related to civil law legal relationships.

We respectfully inform you that, for the purposes of this Data Processing Information, the terms "contract" or "conclusion of a contract", as well as any of their inflected or grammatical forms, shall also be understood to include their synonyms, such as "agreement" or "conclusion of an agreement", and any of their respective inflected or grammatical forms.

1. Who can you turn to?

The University of Szeged is the data controller for the data processing of our current Data Processing Information, but the concrete data processing is done through the following organizational unit:

University of Szeged
Albert Szent-Györgyi Clinical Centre
Our website: https://www.med.u-szeged.hu

Our data protection contact person

Name: Dr. Zoltán Alexin
Business mailing address: H-6720 Szeged, Árpád Square 2. 1st floor, room 44.
Business telephone number: +36 (62) 54 4130
Business e-mail address: alexin@inf.u-szeged.hu

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 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 (GDPR),
- Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (Infotv.),
- Act C of 2000 on accounting (Számv.tv.), and
- Act V of 2013 on the Civil Code (Ptk.)

DATA PROCESSING INFORMATION

in connection with the conclusion of a contract relating to civil law

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

Yes. The Data Protection Code of the University of Szeged is available at the following link: http://www.u-szeged.hu/szabalyzatok

4. What data processing are we implementing?

The following data processing take place – 1. processing of natural person contractor's personal data; 2. processing of appointed contact's personal data; 3. the processing of the personal data of the natural person entering into the contract in the event of non-performance of the contract, as well as following the termination or expiry of the contract.

4.1. Processing of natural person contractor's personal data

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name and natural identification data necessary for the identification of natural person contractor	Purpose of identification and communication	Contractual lawful basis [according to Point b) of Subsection (1) of Article 6 of the GDPR]	For the entire duration of the contract, and after the termination of the contract, no more than: ▪ until the time-limit for bringing any legal action arising out of the legal relationship, or ▪ according to Section 169 of Számv. tv., taking into account the mandatory minimum period fixed for the retention of documents, for 10 years.
Signature of natural person contractor	To authenticate the conclusion of the contract		
Name of non-natural person contractor's authorised representative	Purpose of identification and communication	Legitimate interest [according to Point f) of Subsection (1) of Article 6 of the GDPR]	
Signature of non-natural person contractor's authorised representative	To authenticate the conclusion of the contract		

4.2. Processing of appointed contact's personal data

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name of appointed contact person	Purpose of identification and communication	Legitimate interest [according to Point f) of Subsection (1) of Article 6 of the GDPR]	For the entire duration of the contract, and after the termination of the contract, no more than: ▪ until the time-limit for bringing any legal action arising out of the legal relationship, or ▪ according to Section 169 of Számv. tv., taking into account the mandatory minimum period fixed for the retention of documents, for 10 years.
Position of appointed contact person			
Contact details (company telephone number, company e-mail address and, if deemed necessary by the parties to the contract, also the company postal address) of the contact person			

4.3. The processing of the personal data of the natural person entering into the contract in the event of non-performance of the contract, as well as following the termination or expiry of the contract

What kind of data?	Why do we collect it?	What is the lawful basis of processing?	How long do we store it?
Name of the natural person entering into the contract and the personal identification data necessary for their identification	Enforcement of legal claims arising from the contract, including the initiation of actions aimed at debt recovery	legitimate interests [according to Point f) of Subsection (1) of Article 6 of the GDPR]	Following the termination of the contract, until the expiry of the limitation period for enforcing legal claims arising from the contractual relationship, at most until the completion of successful recovery actions, or until the write-off of the claim
Signature of the natural person authorized to represent the contracting company			

Name and consideration (price) of the product or service sold			in accordance with the Számv. tv.

5. Who can get to know your personal data?

In connection with the conclusion of a contract relating to civil law your personal data may be disclosed to the data controller organizational unit mentioned in point 1 of this Data Processing Information, as well as to those to whom your personal data is given over or transferred (jointly: recipients).

5.1. Giving over of data within the organization

Giving over of data within the organization of University take place as follows:	
Recipient:	University of Szeged, Directorate General for Finance
Categories of personal data:	Personal data of the contracting party and the designated contact persons
Purpose:	Giving over of data takes place due to the internal division of responsibilities within the organization, as the recipient organizational unit performs the following tasks: • maintenance of records and registers • administration and execution of financial transactions
Lawful basis:	Legitimate interest [according to Point f) of Subsection (1) of Article 6 of the GDPR]

All organizational units of the University of Szeged are bound by data protection regulations, and with regard to their data processing, they pay special attention to the principles of purpose limitation, fairness, transparency and data minimisation.

5.2. Do we resort to a data processor?

We do not resort to a data processor.

5.3. Transfer of data outside the organization

We do not transfer data either inland or abroad.

6. Do we collect personal data about you from another source?

In the case of contractual contact person, the contracting party provide contact details that qualify as personal data in order to enable the parties to exercise their rights and fulfil their obligations during the effective cooperation of the parties in the contractual relationship.

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

No automated decision-making is carried out in our current data processing activities.

8. What are the legal consequences of failing to provide the data where the processing is based on a legal obligation or a contract?

Where the processing is based on the fulfilment of a legal obligation, the provision of the data is mandatory, and failure to provide the data entails legal consequences. In the context of our present data processing activities, a legal obligation arises exclusively with regard to the retention period for accounting records, specifically in relation to the statutory minimum retention period.
Where the processing is based on a contractual legal basis, the provision of the data is a condition for the conclusion and performance of the contract; in the absence thereof, the contract cannot be concluded or performed.

9. What legitimate interest do we rely on for our data processing?

In the course of our data processing activities based on legitimate interest pursuant to Point f) of Subsection (1) of Article 6 of the GDPR, the following legitimate interests arise:

- the data relating to the person authorized to represent the contracting party, as well as the basic elements of the contact details, constitute an inherent and essential part of the conclusion of contracts within civil law legal relationships. These categories of data are necessary for the lawful conclusion of the contract, and the actual cooperation between the parties is realized through, and with the involvement of, the designated contact persons.

For the purposes of our legitimate interest assessment, we have taken the following aspects into particular consideration:

- the categories of data to be collected have been determined in accordance with the principles of data minimization and purpose limitation;
- the contact person is freely designated by the respective party from among its own employees or staff members, with specific consideration given to selecting the employee or staff member whose duties and scope of responsibility are most closely related to the contractual cooperation and communication;

- the designation of the contact person is, in all cases, agreed in advance with the selected individual, who has the right to express any objections to the designation;
- the contact details relating to the contact person consist of business or workplace contact data, which are in any case processed by the parties involved in the cooperation on the basis of legitimate interest for the purpose of ensuring the efficient operation of their internal processes.

10. What rights do you have?

In connection with our data processing activities, you are entitled to the following rights:

1. right to information – You may request information about the processing of your personal data. We ensure your right to information by preparing and publishing this Data Processing Information.
2. right of access – You have the right to obtain personalized information about, and a copy of, the personal data processed by us.
3. right to rectification – If you identify any inaccuracies in the personal data processed by us, you are entitled to request their correction.
4. right to object – You have the right, on grounds relating to your particular situation, to object at any time to the processing of your personal data based on legitimate interest. In such cases, the controller shall no longer process the personal data for the contested purpose unless it demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or which relate to the establishment, exercise or defense of legal claims.
5. right to erasure – Following an objection to processing based on legitimate interest, and where no other overriding lawful grounds for further processing exist, you may request the erasure of your personal data.
6. right to restriction of processing – You may request the restriction of the processing of your personal data, for example where you contest the accuracy of the data, for the period enabling the controller to verify their accuracy, or where the data are required for the establishment, exercise or defense of legal claims.
7. right to remedy – In the event of a violation of your rights, you have the right to seek legal remedy.

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
H-6720 Szeged 13 Dugonics Square, 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: H-1055 Budapest, Falk Miksa Street 9-11.
Mailing address: H-1363 Budapest, Pf. 9.

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 University of Szeged.