

Data processing information

On data processing related to the dormitory accommodation contract of the Hungarian University of
Agricultural and Life Sciences

1. Data controller

Full name:	Hungarian University of Agricultural and Life Sciences
Representative:	Dr. Csaba Gyuricza
Position:	rector
Email address:	dataprotection@uni-mate.hu
Your phone number:	06-28-522-000
Website:	www.uni-mate.hu
Headquarters:	2100 Gödöllő, Páter Károly u. 1.
Mailing address:	2103 Gödöllő, P.O. Box 303.
Tax ID:	19294784-4-44
Name of your data protection officer:	Bence Gyore
Contact information:	dpo@uni-mate.hu

2. Legal background

The Hungarian University of Agricultural and Life Sciences (*hereinafter referred to as the University*) acts on the basis of the following legal provisions when processing personal data included in the dormitory accommodation contract concluded with students using dormitory accommodation :

- [REGULATION \(EU\) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 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](#) (*hereinafter referred to as: GDPR*)
- [Act V of 2013 on the Civil Code](#) (*hereinafter referred to as: Civil Code*)
- [Act LXVI of 1995 on public documents, public archives and the protection of private archival material](#) (*hereinafter referred to as: Ltv .*)
- [Act C XXX of 2016 on the Code of Civil Procedure](#) (*hereinafter referred to as: Pp.*)

3. Scope of personal data processed, purpose and legal basis of data processing

3.1. Personal data related to the dormitory accommodation contract

Personal data	Purpose of data processing	Legal basis for data processing
name	Data necessary for identification.	performance of contract [GDPR Article 6 (1) b)]
place and time of birth		
mother's maiden name		
permanent address		
NEPTUNE code		
major		
work schedule	Determining the fee for dormitory accommodation.	
form of financing		
contact details (email address, phone number)	Staying in touch.	
signature	Validity of legal declaration .	legal obligation [GDPR Article 6 (1) c)] [Civil Code Section 6:7 (2)]

3.2. Personal data related to the declaration of responsibility included in the dormitory accommodation contract

Personal data	Purpose of data processing	Legal basis for data processing
name, place and date of birth of the person responsible, mother's name, signature	Data necessary for identifying the responsible party .	legitimate interest in enforcing a claim for compensation [GDPR Article 6 (1) f)]
Address and telephone number of the person taking responsibility	Effective enforcement of compensation claims.	
witness's name, permanent address, signature	full evidentiary value .	fulfillment of a legal obligation [GDPR Article 6 (1) c)] [Pp. 325.§ (1) b)]

4. Duration of data processing

The duration of data management is determined by Section 7-5 of the Archives Plan ("Student Accommodations") in accordance with the provisions of the Ltv . Annex 1 to the University's [Records](#)

[Management Regulations](#) . The retention period of contracts is 5 years. The retention period shall be calculated from the first day of the year following the date of completion of the last substantive action.

5. Data security measures

5.1. Data storage

The University processes and stores dormitory accommodation contracts, along with the personal data they contain, on paper. Paper-based documents are stored in a lockable cabinet, protected from physical damage.

5.2. Data access and data transfer

Your personal data will be accessed by the managers and relevant staff of the organizational units involved in the preparation, conclusion and performance of the contract (University Dormitories Directorate and Dormitory Departments) to the extent necessary for the performance of their work, subject to the purpose. Your personal data will not be transferred to third parties.

6. Data subject rights related to data processing

You can exercise your data protection rights at the contact details indicated in point 1. If you wish to exercise any of the rights below, please do so within the storage period, otherwise we will only be able to inform you about the deletion of the data.

6.1. Right to information and access

You can request information about whether your personal data is being processed and, if so, which personal data, on what legal basis, for what purpose, from what source and for how long we process them. You can request access to the personal data processed, e.g. in the form of a copy. We will comply with your request within 1 month [GDPR Article 15].

6.2. Right to rectification

We will endeavour to comply with your request without delay [GDPR Article 16].

6.3. Right to erasure and to be forgotten

You may request the deletion of your personal data if the contract has not yet been concluded. After the conclusion of the contract, a deletion request cannot be fulfilled before the expiry of the

mandatory storage period. After the expiry of the mandatory storage period - if the data controller does not comply with its deletion obligation - you may request the deletion of your personal data [Article 17 of the GDPR].

6.4 . Right to restriction of data processing

You can request restriction of data processing [GDPR Article 18],

- if in your opinion they are inaccurate or out of date. In this case, we will suspend data processing for the period until we verify the accuracy of the data.
- if the processing is unlawful and you oppose the deletion of your personal data. In this case, we will block the data.
- if we no longer need the data, but you require it to establish, exercise or defend legal claims.

6.5. Right to data portability

You have the right to receive a copy of your personal data processed by automated means on the basis of Article 6(1)(b) of the GDPR, in a structured, commonly used and machine-readable format, or to request the direct transmission of your data to another controller. We will comply with your request within 1 month [Article 20 of the GDPR].

7. Legal remedies related to data processing

The University's data protection officer is authorized to act on any issues or comments related to data management. Please report the problem to him/her first using the contact details provided in point 1. We will investigate the problem as quickly as possible, try to find a solution, and prevent this from happening again in the future.

If you still cannot find a solution to the problem, or are not satisfied with our solution suggestions, in the event of processing your data in violation of the regulations, or in order to enforce your rights, you may, at your choice, contact the court of your place of residence or stay, or initiate an investigation with the National Data Protection and Freedom of Information Authority (*hereinafter referred to as the Authority*) .

Contact details of the Authority:

E-mail address: ugyfelszolgalat@naih.hu

Phone number: 06-1-391-1400

Fax: 06-1-391-1410

Web: www.naih.hu

Headquarters: 1055 Budapest, Falk Miksa u. 9-11.

Mailing address: 1363 Budapest, P.O. Box: 9.