



INFORMATION ON DATA PROCESSING **regarding participation in the Erasmus+ Programme at the University of Public Service**

1. Name of Data Controller

University of Public Service
address: 1083 Budapest, Ludovika tér 2.
phone: +36 1 432 9000,
e-mail: nke@uni-nke.hu;
website: <https://www.uni-nke.hu/>.
Represented by: Dr. Gergely Deli Rector

2. Name and contact details of the Data Protection Officer

Data Protection Officer of the University:
Veronika Deák Debreceniné Dr.
Direct contact: adatvedelem@uni-nke.hu
Phone: +36 1 432 9000/ extension: 29833

3. Information on data subjects regarding their participation at the Erasmus+ Programme at the University of Public Service, when the personal data are collected directly from the data subjects

3.1. Data processing related to the registration for the Erasmus+ Programme

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis	Consequence of failure to provide such data
Students of the Data Controller (hereinafter: Students)	Family name, given name, birth name, time and place of birth, telephone number, e-mail address, faculty and department, position, language skills, type and level of language exam.	Registration for the Erasmus+ Programme, initiating application process.	Consent of the data subject, based on Article 6 (1) a) of the GDPR ¹ .	Application for the Programme is not possible in lack of the data.
Lecturers and other employees of the data controller				

¹ 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 (General Data Protection Regulation)

Students of the foreign partner institute (both from inside and outside of the European Union)	Family name and given name, date of birth, place of birth (country, city), country of residence, e-mail address, telephone number, main area of interest, purpose of registration. Information on the partner institution: In the case of Students: country, name of higher education institution, faculty/school, Erasmus coordinator/contact person, e-mail address, telephone number. In the case of Lecturers and other Employees: country, name of institution, division/faculty/school, position.	Ensuring the participation in the Erasmus+ Programme.		Participation in the Erasmus Programme is not possible.
Lecturers and other employees of the partner institute (both from inside and outside the European Union)				

3.2 Data processing regarding the application process

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis	Consequence of failure to provide such data
Students of the Data Controller	Additional to data provided during registration: type of mobility; data of planned partner institution: (name of	Evaluation of applications to the Erasmus+ Programme.	Based on Article 6 (1) b) and e) of the GDPR the processing of personal	Evaluation of applications is not possible.

Lecturers and other employees of the data controller	institution, country, city, department); data on planned activity during mobility (short summary; planned duration, planned start of mobility; field and language of educative activity); information on motivation; previous participation in Erasmus programmes; summary of previous programme; other foreign experience. Data content of the following attached documents: CV, declaration.		data is necessary for the performance of a contract and the Data Controller's task carried out in the public interest.	
Students	Personal data content of motivational interview.	Conduct a motivational interview for the Erasmus+ grant by means of a personal interview.		Success of application can not be ensured.
	Image and video recording.	Recording video footage of motivational interview.	Consent of the data subject, based on Article 6 (1) a) of the GDPR.	

3.2 Data processing regarding the conclusion of contract

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis	Consequence of failure to provide such data
Students	Additional to data provided during registration and application: Pro-bank account number; financial institution holding the account; IBAN; Swift; tax identification number.	Ensuring and setting the conditions for participation in the Erasmus+ Programme. Uploading data to the Mobility Tool databank to enable control of implementation.	Based on Article 6 (1) b) and e) of the GDPR the processing of personal data is necessary for the performance of a contract and the Data Controller's task carried out in the public interest.	Implementation and control of implementation is not possible.
Lecturers and other employees of the data controller				

3.3 Data processing regarding data provided through NKE Survey forms

Categories of data subjects	Scope of processed data	Purpose of data processing	Legal basis	Consequence of failure to provide such data
Natural persons participating in the Erasmus Programme filling and submitting the NKE Survey form.	Name, mother's maiden name, place and time of birth, nationality, gender, passport or ID card number and expiration date, e-mail address, telephone number, address of residence, basic data of partner institution, previous education and degrees, language skills, information on mobility (duration, date of arrival), faculty, request of accommodation, temporary address.	Administering Hungarian stay of foreign students participating in the Programme, aiding foreign students' administration and providing information to the faculties.	Consent of the data subject, based on Article 6 (1) a) of the GDPR.	Failure to provide data would impose a significant administrative burden on the Data Controller.

4 Information on data subjects regarding their participation in the Erasmus+ Programme at the University of Public Service, when personal data have not been obtained from the data

Data subject	Scope of processed personal data	Purpose of data processing	Legal basis	Source of personal data
Approving supervisor, direct manager	Name, department, position, signature.	Checking employment of the applicant, verifying ability to apply for the Programme.	Based on Article 6 (1) f) of the GDPR the legitimate interest of both the applicant and the Data Controller.	The data is provided by the applicant on the application.
Person making a recommendation supporting the applicant	Personal data necessary to identify the person making the recommendation, contact data.	Making a recommendation for the applicant to ensure successful evaluation of the application.		
Person named by the applicant that the University can inform in case of emergency	Address, residence, e-mail address, telephone number, name.	Ensuring the ability to contact a relative of the applicant if it is necessary for the health and safety of the applicant. The		

Person named on NKE Survey by the applicant that the University can inform in case of emergency	Data provided through NKE Survey: name, type of relation, e-mail address, telephone number.	purpose of contacting the relatives is ensuring that the applicant gets all the aid necessary.		The applicant filling the NKE Survey form.
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5 Recipients of personal data, and the persons entitled to access the data

- The following departments of the Data Controller: Legal Directorate, Finance Office, Human Resources Office, Selection Board members, Information Technology Directorate, Dormitory Department.
- Other employees of the Data Controller, who are required to access the personal data based on their employment relationship.
- Entities entitled by legal acts to control the implementation of the Programme.
- Partner institution receiving successful application.
- European Commission (Rue de la Loi / Wetstraat 170 B-1049 Bruxelles/Brussel Belgique/België, website: https://ec.europa.eu/info/index_en).
- European Student Network institutional organisation (Rue Joseph II / Jozef II-sstraat 120 1000 Brussels, Belgium, regional website: <http://nups.esn.hu/>).

6 Duration of data processing

If the applicant becomes a student of the Data Controller in case of a successful application: personal data related to the application will be stored for 80 years. This includes the registry of footage of the motivational interview or the motivational video. The videos themselves will be terminated in 30 days following the evaluation.

Unsuccessful applicants will be put on a waiting list. Their personal data will be terminated in 15 days following the closure of the implementation period of the Programme.

Personal data provided through NKE Survey form will be terminated after the mobility programme (within 2 years at the latest).

7 Conceptual implementation of data processing

The University provides opportunity for students and employees to gain experience abroad by offering mobility for study, work placements, teaching and training purposes. To facilitate the application process, applications to the Erasmus+ programme are made through an online application portal (Erasmus+ application portal). Registration is required to use the application portal. Students can enter their personal data required to apply on the application form and in the application attachments. The motivational interview, which can be either a personal interview or the submission of a motivational video, is part of the application process.

In order to reduce the significant administrative burden of the Erasmus programme at the University, a form (NKE Survey form) will be sent to students participating in the programme to ensure the systematic and transparent use of data. The questionnaire will be completed using the NKE Survey application.

Personal data obtained and transmitted to the University in connection with the application and the completion of the questionnaire will be stored on the University's servers. The Data Controller will process the data transmitted to it exclusively for the purposes and under the conditions specified above. The data processing activities shall be carried out in full compliance with the University's regulations on the protection and security of personal data and data of public interest and the IT Security Policy.

8 Data protection

Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the University shall implement appropriate technical and organisational measures to ensure a level of data security appropriate to the risk.

The University shall take all reasonable measures to ensure that the data processed by it do not become accessible to unauthorised parties. Access to data is limited, password protection is in place.

The University has a policy on protection and security of personal data and data of public interest and also an IT Security Policy.

Part of the data processing related to European Union mobility is administered on the Erasmus Application Portal managed by the University. The portal has limited accessibility and password protection.

9 Automated data processing (including profiling)

The University does not use automated data processing for decision-making regarding the abovementioned data processing.

10 Data transfers to third countries or international organizations

Data may be transferred to partner institutions in third countries. Data is uploaded to the Mobility Tool system managed by the European Commission to control institutionally implemented projects. Video footage is shared on the Sharepoint platform.

11 Exercise of rights, legal remedies

The data subject may exercise the rights provided for in the GDPR for the entire duration of the data processing, which he may do at any time at the contact details specified in Section 1 and 2.

The data subject may request

- *access to personal data* (the data subject has the right to obtain confirmation from the data controller as to whether or not personal data concerning him or her are being processed, and where that is the case, the right to access personal data and information specified in the GDPR) (Article 15 GDPR),
- *rectification of personal data* (the data subject has the right to obtain the rectification of inaccurate personal data concerning him or her, at his or her request, without undue delay. Taking into account the purpose of the data processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.) (Article 16 GDPR),
- *erasure of personal data* (the data subject has the right to obtain from the data controller the erasure of personal data concerning him or her, at his or her request, without undue delay and the data controller shall have the obligation to erase the personal data of the data subject without undue delay on the grounds specified in the GDPR; in case of data processing for compliance with a legal obligation the erasure request shall be declined) (Article 17 GDPR),
- *restrictions on the processing of personal data* (the data subject has the right to obtain from the data controller restriction of processing if the conditions set out in the GDPR are met) (Article 18 GDPR),
- *exercise the right to personal data portability* (The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to the data controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another data controller without hindrance from the data controller to which the personal data have

been provided, as long as the conditions set out in the GDPR are met) (Article 20 GDPR),

- *may object to the processing of personal data* (shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defence of legal claims; in case of data processing for compliance with a legal obligation the objection request shall be declined) (Article 21 GDPR),
- *withdrawal of the abovementioned consent to processing of personal data*, the data subject *may withdraw his or her consent at any time by sending an e-mail to adatvedelem@uni-nke.hu, without affecting the lawfulness of the processing carried out on the basis of consent prior to its withdrawal.*

The application must be submitted to the postal address of the data controller or to the following e-mail address: adatvedelem@uni-nke.hu. The data controller shall provide written information as soon as possible, within a maximum of 1 month (within 15 days in the event of an objection) (this deadline may be extended by a further 2 months due to the complexity of the request). If any rights of the data subject have been violated, the data subject may apply to a court (the data subject may, at his or her choice, initiate a proceeding before the court competent according to his or her place of residence or stay) or may turn to the National Authority for Data Protection and Freedom of Information (1055 Budapest, Falk Miksa utca 9-11., phone: 06-1-391-1400, website URL: <http://naih.hu>, e-mail address: ugyfelszolgalat@naih.hu).

Budapest, 18th April 2023

