

INFORMATION ON DATA PROCESSING

TRAVEL-RELATED PROCUREMENT PROCEDURES (ACCOMMODATION AND FLIGHT BOOKINGS)^{v.1.0.}

June 4th, 2024.

BRIEF DESCRIPTION OF DATA PROCESSING

Károli Gáspár University of the Reformed Church in Hungary (hereinafter: KRE or the University), regularly books accommodation and arranges travel arrangements for its own staff in connection with their foreign assignments and for invited guests (e.g. visiting professors, members of delegations) on the basis of its internal procedures.

In connection with those activities, the responsible department is required to carry out procurement procedures. Due to their specific nature, these procurement procedures involve the processing of a large amount of personal data (in particular: personal data of the natural person making use of the travel). Information on the processing of these personal data is provided in this document.

PURPOSE OF DATA PROCESSING

The processing is necessary for the University's procurement procedures related to accommodation and airline ticket reservations. Accordingly, the purpose of the data processing is to ensure the proper conduct of the procedures.

LEGAL BASIS OF DATA PROCESSING

For the activities covered by this information brochure, the legal basis of the data processing is the legal interest of the University [Article 6 (1) f) of the GDPR]. The data controller has a legitimate interest in ensuring that travel-related purchases are made in accordance with national laws, internal regulations and accounting rules. The processing is necessary and appropriate for the purpose of the processing and does not entail disproportionate restrictions on the rights and freedoms of data subjects.

The processing activity may also involve the processing of special categories of data of the data subject within the meaning of Article 9(1) of the General Data Protection Regulation. Such data shall be processed on the basis of Article 9(2)(a). Explicit consent shall be given by the data subject in the travel document.

NAME AND CONTACT DETAILS OF THE DATA CONTROLLER, ITS REPRESENTATIVE AND THE CONTACT DETAILS OF THE DATA PROTECTION OFFICER

Name of the Data Controller: Károli Gáspár University of the Reformed Church in Hungary

Seat and address: 1091 Budapest, Kálvin tér 9.

Phone: +36 (1) 455 9060

Email: rektori.hivatal@kre.hu

Representative: Prof. Dr. László Henrik Trócsányi rector

Name of the Data Protection Officer: Dr. Péter Molnár

Email: adatvedelem@kre.hu

NAME, AVAILABILITY AND HEAD OF THE ORGANISATIONAL UNIT(S) CARRYING OUT DATA PROCESSING

Name of the data controller: the Public Procurement and Procurement Department of the Chancellor's Office of the KRE.

E-mail: kozbeszerzes@kre.hu

DETAIL(S) OF DATA PROCESSOR(S) USED

Data processing activities typically do not involve the use of a data processor.

RETENTION PERIOD, TIME OF DELETION, OR CRITERIA FOR DETERMINING THE DURATION

The retention of documents generated during the procurement procedure is governed by the KRE Records Management Rules. The current document management rules can be found at the following link: <https://portal.kre.hu/index.php/home/szabalyzatok.html>

SUBJECTS OF DATA PROCESSING

The data subjects are the natural persons participating in the trip.

(ESTIMATED) NUMBER OF DATA SUBJECTS

The number of data subjects varies, but is typically between 1 and 5 on occasion.

TYPE OF PROCESSED DATA

- (a) The name, date of birth and nationality of the data subject,
- (b) the address of the person concerned,
- (c) contact details of the data subject (e-mail address, telephone number),
- (d) information on the special dietary and accommodation needs of the data subject,
- (e) the type, number, expiry date and place of issue of the identity document of the person concerned; and
- (f) any information constituting personal data which the data subject indicates on the travel documents.

SOURCE OF DATA

The source of the data is the data subject.

METHOD OF DATA PROCESSING

Data are processed electronically.

GENERAL INFORMATION ON DATA SECURITY

A The IT Regulation (OOR, I.13 of the Organizational and Operational Rules) and the Privacy Policy (OOR, I.5 of the Organizational and Operational Rules) apply to the data security measures.

Available in Hungarian on

<http://www.kre.hu/portal/index.php/home/szabalyzatok.html>,
<http://www.kre.hu/portal/index.php/adatvedelem.html>.

AVAILABILITY FOR DATA SUBJECTS TO EXERCISE THEIR RIGHTS

Data subjects may exercise their rights through any communication channels (on paper, in person or electronically) at the seat or postal address of the university, or at adatvedelem@kre.hu email address. For more information on data subjects' rights, please see Chapter IV. of the university's Privacy Policy (available in Hungarian on <http://www.kre.hu/portal/index.php/adatvedelem.html>).

INFORMATION ON EXTERNAL DATA TRANSFERS

External data transfers will only take place directly in connection with the preparation and execution of the trip.

INFORMATION ON TRANSFER OF DATA TO THIRD COUNTRIES

Such transfers will only take place if the destination country is a third country within the meaning of the General Data Protection Regulation.