KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY

GENERAL INFORMATION ON DATA PROCESSING

FOR STUDENTS

Version: 1.0

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BRIEF DESCRIPTION OF DATA PROCESSING

Károli Gáspár University of the Reformed Church in Hungary (hereinafter: Data Controller) pays particular attention to the processing of students' personal data in the best interests of students, both during and after termination of the student status, pursuant to Act CXII of 2011 on the right to informational self-determination and on the freedom of information, Regulation (EU) 2016/169 of the European Parliament and of the Council on the protection of natural persons with regard to the protection of personal data and on the free movement of such data (hereinafter: GDPR), Act CCIV of 2011 on national higher education (hereinafter: Act on national higher education, Hungarian abbreviation: Nftv) and other applicable data processing legislation.

PURPOSE OF DATA PROCESSING

The Data Controller may process personal and special data only in connection with the legal status, the establishment and fulfilment of allowances, benefits and obligations, for reasons of national security, for the purpose of keeping records specified in Act on national higher education to the extent appropriate to the purpose, for a specific purpose.

The Data Controller shall only record personal and special data in the Neptun Education Administration System – in its education administration system pursuant to Article 108 (43a) of Act on national higher education – which are indispensable

a) for the proper functioning of the Data Controller,

b) to exercise the rights and fulfil the obligations of applicants and students,

c) to organise education and research,

d) to exercise employer's rights, and to exercise the rights and fulfil the obligations of lecturers, researchers, teachers and other higher education staff,

e) to keep the records specified by law,

f) to establish, assess and certify entitlement to benefits specified by law and by the organisational and operational rules of the higher education institution,

g) for the purpose of carrier tracking of students graduated under Articles 15 and 16 of Act on national higher education.

LEGAL BASIS FOR DATA PROCESSING

For the activities covered by this information brochure, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [Article 6 (1) e) of the GDPR];

In the case of special categories of personal data, the processing is further subject to one of the conditions set out in Article 9 (2) of the GDPR.

DATA PROTECTION IMPACT ASSESSMENT AND CONSULTATION

Not necessary with regard to the legal basis of the data processing activities.

NAME, AVAILABILITY, REPRESENTATIVE OF THE DATA CONTROLLER AND THE AVAILABILITY 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: Dr. habil Ágnes Czine, Acting 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

The data controller of the student's data is the Register's Office of the faculty, or faculties of the University, in which the student is studying.

Registrar's Office, Faculty of Humanities and Social Sciences

email: tanulmanyiosztaly.btk@kre.hu

Registrar's Office, Faculty of Law

email: ajk.tanulmanyi@kre.hu

Registrar's Office, Faculty of Pedagogy

email: pk.tanosztbp@kre.hu; pk.tanosztke@kre.hu; pk.tanosztnk@kre.hu;

Registrar's Office, Faculty of Social Sciences and Health Studies

email: tanulmanyi.osztaly.szek.bp@kre.hu, tanulmanyi.osztaly.szek.nk@kre.hu; tanulmanyi.osztaly.szek.ke@kre.hu

Registrar's Office, Faculty of Theology

email: tanulmanyiosztaly.htk@kre.hu

DETAILS OF THE DATA PROCESSOR(S) USED

SDA Informatika Zrt., the operator of the Neptun Student Administration System, acts as the data processor in the course of data processing activities. Availability: info@sdainformatika.hu

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

In the case of data processed according to Article 6 (1) e) of the GDPR, personal data will be kept for a period of 80 years from the date of notification of the termination of the student status.

SUBJECTS OF DATA PROCESSING

Current and former students of the Data Controller.

(ESTIMATED) NUMBER OF DATA SUBJECTS

50036 persons in August 2021, this number is expected to grow by 3000 per year.

TYPE OF PROCESSED DATA

a) data related to admission:

aa) the applicant's family and given name, gender, surname and forename at birth, mother's name at birth, place and date of birth, citizenship, permanent address, residence address, mailing address and phone number, in the case of non-Hungarian citizens the legal title of the student's stay in Hungary and the document certifying the right of

residency – the document certifying the right of residency in the case of persons having the right of free movement and residence pursuant to a specific law –, details of the Hungarian Certificate (Magyar igazolvány), Hungarian Relative's Certificate (Magyar hozzátartozói igazolvány), details of the international insurance document,

ab) data of the secondary school-leaving examination,

ac) details of the secondary school,

ad) data necessary for the assessment of the application for admission,

ae) details of the admission procedure, the admission identification number,

af) ID number of the declaration pursuant to Article 48/d (2) of Act on national higher education;

b) data related to the student status:

ba) the student's family and given name, gender, mother's maiden name, citizenship, place and date of birth, permanent address, residence address, mailing address and phone number, email address, in the case of non-Hungarian citizens, the legal title of the student's stay in Hungary and the name and number of the document certifying the right of residency – the document certifying the right of residency in the case of persons having the right of free movement and residence pursuant to a specific law,

bb) the type of (guest) student status, the date and manner of its establishment and termination, name of the student's study programme, financial status and work schedule, the expected date of completion, the student's academic evaluation, exam details, semesters started, the period of funding used, suspension of the student status,

bc) place and time of study abroad programmes,

bd) credits acquired and recognised during the study programme, recognised studies,

be) details of student allowances, data necessary for the assessment of the eligibility for allowances (social situation, parental data, data on maintenance),

bf) data on student employment,

bg) data on student disciplinary and compensation cases,

bh) data necessary for the assessment of special treatment for students with disabilities,

bi) data on accidents involving the student,

bj) serial number of the student identity card, identification number of the master file,

bk) student identification number, the student's personal ID number, photo, social security number,

bl) electronic copy of the thesis work (dissertation) and the diploma supplement, data of the completion of the practice period (internship), the final certificate, final examination (doctoral defence), language examination and the diploma and diploma supplement,

bm) data necessary to fulfil the rights and obligations arising from student status;

c) graduate carrier tracking data;

d) the student's tax identification number;

e) data serving to identify the documents supporting the data;

f) data on fees and charges paid by the student, data related to payment obligations – payment in instalments, delayed payment or exemption;

g) if the student receives student assistance or housing assistance, childcare assistance, childcare benefit, regular child protection allowance granted on the grounds of disadvantage, details of such benefits;

h) in the case of scholarships – established by the Government by way of a decree pursuant to Article 85 (1) and (2) –, data on the scholarship provided in support of the studies pursued by the student and disbursed on the basis of the student status;

i) data on student competence assessments and the results thereof;

j) data on the existence and type of the loan granted by the Student Loan Centre (Diákhitel Központ) and, in the case of a tied loan, the amount of the student loan requested by the student, the number of the student loan contract, the amount transferred to the higher education institution and the date of transfer;

k) date and reason for removal from the Personal Data and Address Register.

Among the above data, a special category of personal data includes personal data concerning the social situation and the disability of students, for which the processing is based on Article 9 (2) of the GDPR (explicit consent of the data subject).

SOURCE OF DATA (THE DATA SUBJECT OR OTHER PROCESSING)

The source of the data is the data subject. The data subject provides his/her personal data at the time of enrolment and may request their modification during the duration of the legal status. The source of some personal data is the Personal Data and Address Register.

METHOD OF DATA PROCESSING

Data are processed both electronically and on paper.

GENERAL INFORMATION ON DATA SECURITY

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 transfers may only be made to the following organisations, subject to the following conditions:

a) all data may be transferred to the maintainer for the performance of its management tasks;

b) the court, the police, the public prosecutor's office, the bailiff, the public administration body may be provided with the data necessary to decide on a specific case;

c) all data necessary for the performance of the tasks specified in Act CXXV of 1995 on national security services may be transferred to the National Security Service;

d) all data may be transferred to the body responsible for the operation of the higher education information system;

f) data related to training and student status may be transferred to the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarship.

INFORMATION ON TRANSFERS OF DATA TO THIRD COUNTRIES

Data is not typically transferred to a third country. For the transfer of students' personal data to a third country, the current „Form of Statement on Consent for international requests concerning qualifications" available on www.kre.hu/adatvedelem must be used.