DATA PROCESSING NOTICE

on the processing of personal data in the context the using the University Library

1.	NAME OF THE DATA CONTROLLER

Corvinus University of Budapest (hereinafter: CORVINUS or University)

Address:	1093 Budapest, Fővám tér 8.
Website:	http://uni-corvinus.hu
Data Protection Officer:	dr. Balázs Locsmándi
Email:	adatvedelem@uni-corvinus.hu

2.	LEGISLATION ON WHICH THE DATA PROCESSING IS BASED

- 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, GDPR),
- Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information,
- Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services (hereinafter: Libraries Act).

3.	SUBJECT MATTER, SCOPE, PURPOSE AND DURATION OF DATA PROCESSING

The University operates a public library. The present Data Processing Notice provides information on the processing of personal data in connection with using the services of the Library in accordance with Article 13 of the GDPR.

data subjects	scope of the processed data	purpose of data processing	legal grounds for data processing	duration of data processing
users of the Library	(1) name, name at birth, place and date of birth, mother's name, permanent residential address (2) email address	for the data specified in (1), the identification of the data subject for the data specified in (2), keeping contact with the data subject	for the data specified in (1), the legal obligation under Article 6(1)(c) of the GDPR, which is laid down in Paragraph (1) of Section 57 of the Libraries Act for the data specified in (2), the consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR	For CORVINUS students, 1 year after the end of their student status for non-CORVINUS students, 1 year after the end of the time window for enrolment

users of the Library	(1) **for CUB students only**: study programme and programme code (2) **for CUB lecturers only**: department and organisational unit	for the data specified in (1) and (2), the easier identification of the data subject	Article 6(1)(b) of the GDPR (data processing is required for the performance of a contract to which the data subject is a party)	For CORVINUS students, 1 year after the end of their student status
	(3) barcode/reader ID	for the data specified in (3), faster identification of the data subject during borrowing		for non-CORVINUS students, 1 year after the end of the time window for enrolment
	(4) **for self-service borrowing only**: password/PIN code	for the data specified in (4), identification of online borrowers		
	(5) date of enrolment, date of expiry of enrolment, information entitling to a discount, name of higher education institution, copy ID/address/author(s) of the currently borrowed document, date of borrowing, current borrowing expiry date (deadline), current fee payable for being late, number of extensions, number of late notices, borrowing history	for the data specified in (5), exercising the rights and fulfilling the obligations arising from the borrowing contract		
	(6) for non-EEA nationals, the relevant information	for the data specified in (6), conclusion of the first demand absolute direct surety contract		
data of the first demand absolute direct surety	name, residential address, notification address, mother's name,	for a library user who is a citizen of a country outside the EEC, exercising the	Article 6(1)(b) of the GDPR (processing is neces-	until the termination of the contract

place and date of birth, email address	rights and fulfilling the obligations arising from the borrowing contract, and, indirectly, ensuring the fulfilment of the obligations related to the reader's use of the library	sary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract)	of first demand absolute direct surety or the limitation period for claims arising from the contract

4. ACCESS TO AND TRANSFER OF DATA

The personal data provided by the Data Subjects may be accessed by the Library's staff members in order to carry out their tasks and to the extent necessary for that purpose. With the exception set out in the present Section, the University will only disclose data to third parties on the basis of a legal authorisation or with the consent of the data subject.

5. ENGAGING A DATA PROCESSOR

CORVINUS uses **Monguz Információtechnológiai Kft** (6726 Szeged, Páncél köz 25-27.) as a data processor for the data processing according to this Notice (operation of the integrated library system).
CORVINUS uses the services of **SmartFreq Kft** (Budaörs-2040, Gyár u. 2.) as a data processor for the operation of the self-service borrowing system.

6. DATA SECURITY MEASURES

The University stores personal data on the University servers. The University shall take appropriate measures to ensure that personal data are protected against, inter alia, unauthorised access, and to ensure the continued confidentiality, integrity, availability and resilience of the systems and services used to process personal data, and the ability to restore access to and availability of personal data in the event of a physical or technical incident in a timely manner.

7. RIGHTS IN RELATION TO DATA PROCESSING

The data subject has the right to request information about the data processing, the right to obtain rectification of data and to data portability (in case of data processed on the grounds of consent), data blocking (restriction of data processing), to object to data processing as well as to request the data processor to provide him/her information on his/her personal data and information relating to the processing thereof. If the data subject's consent constitutes the legal ground for processing, the data subject may withdraw his/her consent at any time. Withdrawal of consent does not affect the lawfulness of the processing that took place before consent was withdrawn. The data subject may exercise his/her rights under this Section by sending a request to the adat-vedelem@uni-corvinus.hu e-mail address.

8. ENFORCEMENT OF RIGHTS IN RELATION TO DATA PROCESSING

In the event of unlawful data processing, the data subject may contact the CORVINUS Data Protection Officer, the National Authority for Data Protection and Freedom of Information (NAIH) or a court.

The Data Protection Officer's email address: adatvedelem@uni-corvinus.hu
The NAIH's contact details (https://naih.hu/uegyfelszolgalat,--kapcsolat.html): address: 1055 Budapest, Falk Miksa utca 9-11.; postal address: 1363 Budapest, Pf: 9; telephone: +36 (1) 391-1400; telefax: +36 (1) 391-1400; email address ugyfelszolgalat@naih.hu ; web https://naih.hu/.

In the event of a court action, the case will be heard by the Budapest Metropolitan Court. The action can also be brought before the court of the place of residence (the contact details of the courts can be found at the following link: http://birosag.hu/torvenyszekek).