

DATA PROCESSING NOTICE

on data processing in the context of accessing the services of the Archives of the Corvinus University of Budapest

1. NAME OF THE DATA MANAGER

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
E-mail: adatvedelem@uni-corvinus.hu

2. LEGISLATION ON WHICH THE DATA MANAGEMENT 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 Regulation (EC) No 95/46/EC (General Data Protection Regulation): GDPR);
- Act CXII of 2011 on informational self-determination and the freedom of information;
- Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives (“Levéltári tv”);
- Decree of the Minister of Human Capacities No. 27/2015 (27 May) on the professional requirements related to the activities of public archives and private archives open to the public (Decree)

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

The Archives of the Corvinus University of Budapest (hereinafter: Archives) is a centre of competence within the academic domain of the University: it collects the historical documents of the central offices and organisational units of the University, of the former faculties as well as those of their predecessors. As part of the University's institutional system and as guardian of the University's cultural heritage, the Archives aim to promote and document the written heritage of the University, to shape the identity of University citizens through the archival material and the programmes offered, to ensure the transparency of the University's operations, and to connect with national and European content providers through the digitisation and online accessibility of traditional archival material. The present Data Processing Notice provides information on the processing of personal data in the context of accessing the Archives' services 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
researchers of the Archives	visitor (ticket) data: the researcher's surname and first	identification of the person conducting the research, issue and	legal obligation under Article 6(1)(c) of the GDPR, which is	15 years from the end of the research

	<p>name, surname and first name at birth, mother's surname and first name at birth, place of birth, date of birth (year, month, day), permanent address</p> <p><u>data included in the supporting statement</u></p> <p>the researcher's surname and first name, surname and first name at birth, mother's surname and first name at birth, place of birth, date of birth (year, month, day), permanent address, name of institution, subject and time horizon of the research, ID number of the request, content of the supporting statement, place of data processing, signature</p> <p>the place of processing data as provided by the researcher as specified in the researcher's declaration on the treatment of obtained and collected personal data</p>	<p>retention of the visitor's ticket, keeping records, thus indirectly complying with the requirements of the Levéltári tv and the Decree</p>	<p>set out in Section 22(2) and 24(3) of the Levéltári tv, as well as in Section 44 (4) of the Decree with regard to the retention period</p>	
<p>researchers of the Archives</p>	<p>liaising with the person doing research</p>	<p>email address:/phone number</p>	<p>the consent of the data subject</p>	<p>until the consent is withdrawn, but not later than</p>

			pursuant to Articles 6(1)(a) and 7 of the GDPR	for 15 years from concluding the research
the donor, transferor (giver or depositor) of the private document of lasting value	concluding the deposit contract/contract of gift, liaising with the data subject.	name at birth, mother's maiden name, place and date of birth, address, tax ID, phone number, e-mail address, name of the archival material, duration of the contract, description of the physical condition of the deposited archival material, conditions of preservation, research, reproduction, other terms of the contract, signature, details of the documentation on acquisition	Article 6(1)(b) of the GDPR (processing is necessary for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject prior to entering into a contract)	for 5 years after the termination of the deposit contract or, if a legal claim is asserted, until the limitation period for such legal claim CORVINUS will retain the data of the documentation on acquisition together with the private document of lasting value without time limitation on the basis of Recital 65 and Article 17(3)(d) of the GDPR (data processing for archiving purposes in the public interest, scientific or historical research purposes)

4. ACCESS TO AND TRANSFER OF DATA

The personal data provided by the Data Subjects may be accessed by specifically authorised staff of the Archives. If the processing of the donation requires it, the personal data of the donor or transferor may be communicated within CORVINUS only to the extent necessary for the performance of the task and only to an organisational unit or

an employee involved in the processing whose knowledge and processing of the personal data is necessary for the performance of the task defined in the internal regulatory instrument of the University

5. ENGAGING A DATA PROCESSOR

CORVINUS does not use a data processor in connection with the processing of data under this Data Processing Notice.

6. DATA SECURITY MEASURES

The University stores personal data on the University servers. Paper-based data shall be stored in lockable rooms and filing cabinets. The University does not use the services of another company to store the data. 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 in a timely manner access to and availability of personal data in the event of a physical or technical incident.

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) 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 ground for processing, the data subject may withdraw his or her consent at any time. Withdrawal of consent does not affect the lawfulness of the data processing that took place before the withdrawal. The data subject may exercise his or her rights under this section by sending a request to the adatvedelem@uni-corvinus.hu e-mail address.

8. LEGAL ENFORCEMENT IN RELATION TO DATA PROCESSING

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

Data Protection Officer's email address: adatvedelem@uni-corvinus.hu

NAIH 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; fax: +36 (1) 391-1400; e-mail address ugyfelszolgalat@naih.hu; web <https://naih.hu/>.

In the event of court proceedings, the Budapest Metropolitan Court (Fővárosi Törvényszék) shall have jurisdiction. 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>).