

DATA PROCESSING NOTICE

on the processing of data in connection with the issuance of the “Endorsement Letter”

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

Email: 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

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

In order to ensure that the nomination of applicants in their home country under the Stipendium Hungaricum Programme takes place smoothly, CORVINUS will issue an "Endorsement Letter" to applicants who apply to CORVINUS and need such letter. The present Data Processing Notice provides information on the processing of personal data in the context of registration required for issuing the letter in accordance with Article 13 of the GDPR. The data subjects of the data processing are the natural persons who apply to CORVINUS in the framework of the Stipendium Hungaricum Programme and request an "Endorsement Letter" from CORVINUS for the nomination.

scope of the data processed	purpose of data processing	legal grounds for data processing	duration of data processing
<ul style="list-style-type: none">– name,– nationality,– the doctoral school to which the person concerned is applying,– title of research proposal,– a brief summary of the objectives of doctoral studies	facilitating the nomination of the applicant	the data subject's consent pursuant to Article 6(1)(a) of the GDPR	the 30 day after the date on which the request is made
e-mail address	communication	the data subject's consent pursuant to Article 6(1)(a) of the GDPR	the 30 day after the date on which the request is made

4. ACCESS TO AND TRANSFER OF DATA

The data may be accessed by the staff members of CORVINUS involved in the issuance of the "Endorsement Letter" in order to perform their duties and to the extent necessary therefor. 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 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. It 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>).