

DATA PROCESSING NOTICE

on the processing of personal data in the context of 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 Regulation (EC) No 95/46/EC (General Data Protection Regulation): GDPR);
- Act CXII of 2011 on the right of informational self-determination and the freedom of information;
- Act CXL of 1997 on Museum Institutions, Public Library Services and Cultural Education (Könyvtári tv.)

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 the context of accessing the Library 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
Library users	1) name, name at birth, place and date of birth, mother's name, permanent address	for information included in 1), identifying the data subject	for the information included in 1), legal obligation under Article 6(1)(c) of the GDPR, which is set out in Subsection (1) of Section 57 of the Könyvtári tv.	For CORVINUS students, 1 year after the termination of their student status For non-CORVINUS students, 1 year after the end of the validity period of their registration

	2) email address	for information included in 2), keeping in touch with the data subject	for the information included in 2), the consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR	
Library users	<p>1) for CUB students only: study programme and programme code</p> <p>2) for CUB lecturers only: department and organisational unit</p> <p>3) barcode/reader ID</p> <p>4) for online borrowing only: password/PIN code</p> <p>5) date of registration, date of expiry of validity of registration, information entitling to a discount, name of higher education institution, copy ID/title/author of currently borrowed document, date of borrowing, current expiry date of loan period (deadline), current late fee, number of extensions, number of overdue notices, borrowing history</p> <p>6) for non-EEA nationality users, the relevant information</p>	<p>for information included in 1) and 2), facilitating the identification of the data subject</p> <p>for information included in 3), allowing faster identification of the data subject during the loan</p> <p>for information included in 4), identifying the online borrower</p> <p>for information included in 5), exercising rights and meeting obligations arising from the borrowing contract</p> <p>for information included in 6), concluding the directly enforceable suretyship contract</p>	Article 6(1)(b) of the GDPR (processing is necessary for the performance of a contract to which the data subject is a party)	<p>For CORVINUS students, 1 year after the termination of their student status</p> <p>For non-CORVINUS students, 1 year after the end of the validity period of their registration</p>

directly enforceable suretyship provider and obligor	<ol style="list-style-type: none"> 1) Data included in the directly enforceable suretyship contract <ul style="list-style-type: none"> ○ Name, address, notification address, date and place of birth, type of certification document, identification number of the certification document, reader ID of the obligor ○ Name, address, notification address, mother's maiden name, date and place of birth, identity card number, e-mail address of the directly enforceable suretyship provider ○ Income statement or bank statement showing the last monthly salary transfer issued within the last three months by the employer of the directly enforceable suretyship provider 	for library users who are non-EEA nationals, exercising the rights and meeting the obligations arising from the borrowing contract, indirectly ensuring compliance with the obligations associated with the reader's use of the library	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)	until the termination of the directly enforceable suretyship or the limitation period of the claim arising from the contract
CUB lecturers and students	<ol style="list-style-type: none"> 1) For accessing Eikon: Name, email address 2) For accessing Orbis: Name, email address, job title, organisational unit 3) For accessing Pulvita: Name, email address 4) For accessing Qualtrics Name, e-mail address, department, student status 5) For accessing the Centre for Economic and Regional Studies ("KRTK") Name, e-mail address, title of research 	providing access to the database for CUB lecturers, students	the consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR	<ol style="list-style-type: none"> 1) 30 days from the termination of the access 2) For accessing Pulvita, 30 days from the termination of the legal relationship with the university

an author of an article published in the journal "Vezetéstudomány" or a peer reviewer involved in the context of publishing the articles	1) name, email address, affiliation, branch of science	keeping in touch with the data subject, performing administration related to the publication of the articles, of having the papers peer-reviewed, soliciting future peer review invitations, distributing the journal electronically	the consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR	until the consent is withdrawn by the data subject
an author of an article published in the journal "Vezetéstudomány" or a peer reviewer involved in the context of publishing the articles	1) name, email address	sending out the Newsletter on Vezetéstudomány	the consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR	until the consent is withdrawn by the data subject

4. ACCESS TO AND TRANSFER OF DATA

The data provided by the Data Subjects may be accessed by the staff members of the Library for the purpose of performing their duties and to the extent necessary therefor. With the exception set out in the present clause, 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** (Szeged-6726, Páncél köz 25-27.) as data processor for the operation of the integrated library system for the processing of data in accordance with this notice.

For the operation of the self-service borrowing system CORVINUS uses the services of **SmartFreq Kft** (Budaörs-2040, Gyár u. 2.) as data processor.

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 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 1363 Budapest, Pf:9; phone number:+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 competence. 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>).