DATA PROCESSING NOTICE

connection with the application for the University Research Fellowship Programme and the performance of the contract with the fellowship holder

1. NAME OF 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 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;

3. THE SUBJECT-MATTER OF DATA PROCESSING, THE SCOPE OF PROCESSED DATA, THE LEGAL GROUND FOR AND THE PERIOD OF DATA PROCESSING

CORVINUS, as the sponsor, has launched a University Research Scholarship Programme (EKÖP with Hungarian abbreviation or Programme). The present Data Processing Notice provides information on the material conditions of data processing in the context of applications for EKÖP scholarships and the processing of the personal data of the participants of the Programme, pursuant to Article 13 of the GDPR.

data subjects	personal data	purpose of data processing	legal grounds for data processing	period of data processing
applicants (applicants and scholarship holders at the University	Basic data provided in the application (application form): - name, name at birth, place and date of birth, mother's name, gender, nationality, tax identification number,	Implementation of the EKÖP within the institution, in particular: • receive applications, • identify applicants, • keep in touch with applicants,	the applicant's consent pursuant to Articles 6 (1) and 7 of the GDPR	until the consent is withdrawn, but maximum 60 working days after the evaluation of the application.

under the EKÖP: prospective and current CORVINUS students, own lecturers and researchers)	social security number, address, contact address, telephone number, e-mail address, • details of other scholarships won and applied for - details of the host higher education institution providing the status and data on the status (in particular ETR, Neptun, programme area code number) • data on level of education, list of publications - data on scientific activity to date, • awards, results - data on research, arts programmes - previously awarded New National Excellence Programme (Hungarian abbreviation: UNKP) scholarship details • applicant's statements • applicant's signature • applicant's research plan • research topic discipline classification code • title of research topic	• evaluate applications, • institutional ranking, • nominations for funding		
Applicant who has been awarded a grant:	• personal data specified in his/her scholarship contract, • personal data relating to the performance of his/her scholarship holder status	Implementation of EKÖP within the institution, in particular: • sign scholarship contracts with successful applicants, • exercise rights and fulfill obligations arising from the scholarship holder status, • register scholarship data and payments	Article 6 (1) b) of the GDPR (data processing is necessary for the creation and/or performance of the contract)	5 years after the closing of the Programme

Applicant who has been awarded a grant	name, unique application identification number, amount of funding awarded, research topic	publication of the list of applications eligible for funding	the consent of the data subject pursuant to Articles 6 (1) a) and 7 of the GDPR	until the consent is withdrawn, but maximum 5 years after the closing of the Programme
Supervisor	data provided by potential supervisors (collected from a questionnaire): supervisor • name • contact details (e-mail, website) • broader topic title	helping applicants who do not have a supervisor yet (e.g. prospective first-year students) to choose a supervisor	the supervisor's consent pursuant to Articles 6 (1) and 7 of the GDPR	until the consent is withdrawn, but until the selection of the supervisor at the latest
Supervisor	As a supervisor of a student applying for EKÖP or EKÖP-KDP grants: As a supervisor - name, academic degree, name of higher education institution and department within the institution, position, contact details (phone number, e-mail), In addition, as EKÖP-KDP supervisor: • year of obtaining academic degree, MTMT identifier, Regarding the supervisor, the following documents should be attached as part of the application: - supervisor's statement, - supervisor data form (with the content listed above), - the supervisor's professional and academic CV, - the supervisor's publication list, - presentation of the supervisor's academic and research achievements,	Implementation of EKÖP within the institution	it is the legitimate interest of the University, within the meaning of Article 6 (1) f) of the GDPR, to perform the grant contract signed with the Sponsor, with special regard to the Sponsor's right to inspection	5 years after the closing of the Programme

	- the supervisor's evaluation (written assessment of the scientific validity of the applicant's doctoral thesis and research plan)			
Company expert	As a company expert for a student applying for EKÖP-KDP: - name, academic degree, position, contact details (phone, e-mail), year of obtaining academic degree, MTMT identifier, number of years of relevant professional experience of the expert, classification of the expert's employment Regarding the expert, the following should be attached as part of the application: - expert's statement - expert's data form - expert's professional and academic CV, - the list of the expert's publications (if available, see call for applications for more details) - presentation of the expert's experience in the field of the practical applications of scientific results	Implementation of EKÖP within the institution	it is the legitimate interest of the University, within the meaning of Article 6 (1) f) of the GDPR, to perform the grant contract signed with the Sponsor, with special regard to the Sponsor's right to inspection	5 years after the closing of the Programme
Company expert	As a company expert for an applicant that has won an EKÖP-KDP grant: - name, name at birth, place and date of birth, mother's name, nationality, tax identification number, social security number, address, contact address, telephone number, e-mail address, bank	Implementation of EKÖP within the institution, in particular: • sign contracts with the company experts of successful applicants, • list of tasks and duties related to the expert's assignment,	Article 6 (1) b) of the GDPR (data processing is necessary for the creation and/or performance of the contract)	5 years after the closing of the Programme

	account number, name of the financial institution holding the account, pensioner's pension number			
Evaluator of applications	As an evaluator of EKÖP and EKÖP-KDP applications - name, name at birth, place and date of birth, mother's name, nationality, tax identification number, social security number, address, contact address, telephone number, e-mail address, bank account number, name of the financial institution holding the account, pensioner's pension number	Implementation of EKÖP within the institution, in particular: • sign contracts with the evaluators of incoming applications, • list tasks and obligations related to the evaluator role,	Article 6 (1) b) of the GDPR (data processing is necessary for the creation and/or performance of the contract)	5 years after the closing of the Programme
other staff involved in the implementation of the project	As a staff member involved in the implementation of EKÖP and EKÖP-KDP projects (e.g. project manager, assistant, financial administrator) personal data and job description of the staff member as recorded in his/her appointment letter / employment contract • name, personal identification number, tax identification number, social security number	Implementation of EKÖP within the institution, in particular: • sign contracts with the evaluators of incoming applications, • list of tasks and duties related to the role of evaluator	Article 6 (1) b) of the GDPR (data processing is necessary for the creation and/or performance of the contract)	5 years after the closing of the Programme

4. USE OF DATA PROCESSOR AND DATA TRANSFER

The University will not use a data processor in connection with the processing of data under this Data Processing Notice.

With the exception set out in the present Data Processing Notice, the University will disclose data to third parties on the basis of legal authorisation or with the consent of the data subject only (e.g. in case of suspected offence or crime, at the request of the competent authority).

Based on its contract with the National Research, Development and Innovation Office (Office), it is the legitimate interest of the University, within the meaning of Article 6 (1) f) of the GDPR, to provide the following data to the Office:

- for scholarship holders, the personal data requested on the scholarship contract form;
- for EKÖP KDP, the data on the employer's certificate;
- in the case of staff members/assigned persons contributing to the Project for a wage supplement, the wage supplement/commission and the personal data in the contract;
- the personal data contained in the appointment letters of the staff members who have been assigned to the project on a basic salary;
- in the case of EKÖP-KDP company experts, the details in their employer's certificate.

5. ACCESS TO PERSONAL DATA STORED BY THE SYSTEM

The personal data covered by this Notice will be accessed by University staff involved in the implementation of the Programme to the extent and for the duration necessary for the performance of their duties.

6. DATA SECURITY MEASURES

The University stores personal data on the University servers. The University will take the 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 object to the processing, to request information about the processing, to request the rectification of data, to request the blocking of data (restriction of data processing) as well as to request the data controller to provide him/her with information on his/her personal data and information relating to the processing thereof. With the exception of processing based on legitimate interest, the data subject has the right to have his or her data transferred. The data subject may also request the deletion of his/her data. For a detailed description of the rights of the data subject, see Chapter III of the GDPR (https://eur-lex.europa.eu/legal-content/HU/TXT/HTML/?uri=CELEX:32016R0679). The data subject may exercise his or her rights under this section by sending a request to the adatvedelem@uni-corvinus.hu email address.

8. LEGAL ENFORCEMENT IN RELATION TO DATA PROCESSING

In the event of unlawful data 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; phone: +36 (1) 391-1400; fax: +36 (1) 391-1400; email address ugyfelszolgalat@naih.hu ;web https://naih.hu/.

In the event of court proceedings, the Budapest Metropolitan Court (Fővárosi Törvényszék) will 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).