

ONLINE REGISTRATION FOR GROUP COUNSELLING/STUDENT SUPPORT AND COUNSELLING PRIVACY POLICY

1. DATA CONTROLLER:

1.1 **Corvinus University of Budapest** (hereinafter referred to as CORVINUS or University)

Unit: Student Wellbeing and Community Centre

Address: 1093 Budapest, Fővám tér 8.

Website: <https://www.uni-corvinus.hu>

email: [wellbeing\[at\]uni-corvinus\[dot\]hu](mailto:wellbeing[at]uni-corvinus[dot]hu)

1.2. **Data Protection Officer (DPO):** dr. Molnár-Friedrich Szilvia
Email: adatvedelem@uni-corvinus.hu

1. LEGISLATION ON WHICH 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 Directive 95/46/EC (General Data Protection Regulation - GDPR)
- Act CXII of 2011 on the right to information, self-determination and freedom of information

2. SCOPE, LEGAL BASIS AND DURATION OF DATA PROCESSING

CORVINUS offers mental health counselling for persons who have a student status at the university. Recourse to counselling is voluntary. Data processing concerns the students (hereinafter: clients) who use the form-based online registration system of Wellbeing and Community Centre for the purposes of registering for group counselling.

3. SCOPE, LEGAL BASIS, PERIOD, SOURCE OF THE DATA PROCESSING

3.1. **PURPOSE OF THE DATA PROCESSING:** registering via an online form for using the individual counselling service of Student Wellbeing and Community Centre, verifying eligibility, in case of unsuccessful application due to over-registration, later notification of the client about other group opportunities within the given semester.

3.2. **COLLECTED PERSONAL DATA:** the client's name, e-mail address, education level, grade; furthermore data entered in the free text field revealing the motivation and purpose of applying for group counselling if provided.

3.3. **LEGAL BASIS:** client's consent by using the system [Art. 6 (1) (a) GDPR]

3.4. **PERIOD OF THE DATA PROCESSING:** Until the withdrawal of the consent, but at the latest until the end of the semester in which 2 years have already passed since the collection of the data registration

3.5. **SOURCES OF THE DATA:** CORVINUS does not process data that is not collected from the data subject

4. ACCESS TO DATA

The relevant employees of CORVINUS involved in the implementation of the purposes of the data processing described in point 4, in order to carry out their duties, have access to personal data on behalf of CORVINUS.

5. TRANSFERRING DATA

The University shall disclose data to third parties only on the basis of a legal authorisation or under the consent of the data subject. No personal data is transferred to third countries.

6. TECHNICAL AND SECURITY MEASURES, ENGAGING OTHER PROCESSORS

CORVINUS shall take appropriate technical and organisational measures to ensure that the personal data under its processing is protected against accidental or unlawful destruction, loss, alteration and unauthorised processing, access and disclosure. The registration form in the Microsoft Office 365 system uses the Microsoft Forms extension.

7. RIGHTS RELATING DATA PROCESSING

Right to request information

The data subject may request information from the controller in writing via any contact provided in point 1.1 on: - the nature of the processed personal data, - the legal grounds of the data processing, - the purposes of the data processing - the sources, - the duration of the data processing, - to whom, when, under what laws, which personal data the University has granted access to, or to whom it has transferred your personal data.

Right to rectification

The data subject may request the controller in writing via any contact provided in point 1.1 to change any personal data at any time (for example change of email address or postal address).

Right to erasure

The data subject may request the University in writing via any contact provided in point 1.1 to erase his or her personal data. No erasure may be requested if the data processing is prescribed by law.

Right to blocking (restriction of processing)

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies: a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data; b) the processing is unlawful, and the data subject opposes the erasure of the personal data and requests the restriction of their use instead; c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; Blocking your personal data may be requested from the controller in writing (while clearly indicating the restricted nature of the data processing and ensuring that the processing is separated from other data) via any the contact details provided in point 1.1. The blocking shall continue for as long as the reasons indicated by the data subject so require.

8.5. Right to withdrawal of consent

You may withdraw your consent in writing at any time with respect to your data provided via the contact details provided in point 1.1, collectively or individually at your discretion. Such withdrawal of consent shall not affect the lawfulness of previous processing.

8.6. Right to data portability

The data subject has right to data portability in respect of data processed in an automated manner in accordance with point 4.3. a) [Article 20 GDPR]

The controller shall provide information in writing, in an intelligible form, without undue delay but no later than within 1 month from the date of submission of the request, about the measures taken or the rejection of the request and its reasons.

8. LAW ENFORCEMENT RELATED TO DATA PROCESSING

In case of unlawful data processing, the Data Protection Officer (DPO) of CORVINUS, the National Authority of Data Protection and Freedom of Information (NAIH) or the court can be contacted as follows:

9.1. Proceedings commenced by the Data Protection Officer

You may contact the Data Protection Officer (DPO) at any time in relation to the processing of your personal data dr. Molnár-Friedrich Szilvia

Email: adatvedelem@uni-corvinus.hu; 1093 Budapest, Fővám tér 8.

9.2. Official report

If you believe that there has been an infringement or imminent threat of an infringement of the processing of your personal data or the exercise of your right to access public data, you may initiate an investigation with the supervisory authority: NAIH contact details (<https://naih.hu/uegyfelszolgalat,--kapcsolat.html>): address: 1055 Budapest, Falk Miksa utca 9-11. postal address:

1363 Budapest, Pf:9. phone number: +36 (1) 391-1400 fax: +36 (1) 391-1400 e-mail: [ugyfelszolgalat\[at\]naih.hu](mailto:ugyfelszolgalat[at]naih.hu) web: <https://naih.hu/>

9.3. Commencement of legal proceedings

If you find that the processing of your personal data is unlawful, you can initiate a civil action against the data controller. The regional court has jurisdiction to decide the case. The lawsuit may, at your discretion, be brought before the competent court of your place of residence (see the list and contact details of the courts at the following link: <http://birosag.hu/torvenyszekek>)