

Data processing information

Data processing related to the PANNÓNIA Scholarship Programme implemented by the Tempus Public Foundation

The purpose of this data processing notice (hereinafter: "**Notice**") is to provide data subjects with information on the details of the processing of their personal data in connection with the PANNÓNIA Scholarship Programme (hereinafter: "**Programme**"), their rights and their options for legal remedy.

In the course of managing, recording, processing and transferring the personal data of data subjects, the Data Controller complies with Regulation (EU) 2016/679 of the European Parliament and of the Council, the General Data Protection Regulation (hereinafter: "**GDPR**"), Act CXII of 2011 on the right to self-determination and freedom of information, as well as other legal provisions and official recommendations relating to data protection.

If you have not found the answer to your question in this notice, you can find further information on the Data Controller's website in the Data Processing Policy and in other relevant notices:

<https://tka.hu/30/jogi-nyilatkozat>

The provisions of this Notice apply only to data relating to natural persons.

1. DATA CONTROLLER DETAILS



Name of the Data Controller:	Tempus Public Foundation
Registered office:	1077 Budapest, Kéthly Anna tér 1.
Telephone number:	+36-1-237-1300
Represented by	Károly Czibere, Chairman
Contact details of the data protection officer:	adatvedelem@tpf.hu
Postal address:	1438 Budapest 70, Pf. 508.

2. DESCRIPTION OF DATA PROCESSING

2.1. Brief description of data processing

In order to implement the Pannonia Scholarship Programme, the data controller provides support to Hungarian higher education institutions to ensure the participation of students, teachers, researchers and staff of the beneficiary higher education institution and the public education and vocational training institution(s) maintained by the institution in foreign mobility programmes and excellence programmes. in order to ensure their participation in foreign mobility programmes and programmes of excellence.

The beneficiary higher education institution is obliged to continuously provide data on the Programme and its implementation in the manner specified by the Data Controller as the sponsor.

Within the framework of the Programme, the Data Controller processes the data of students (A.1.) and staff (A.2.) who have submitted applications under the Programme or who have been awarded scholarships. In all cases, the purpose of data processing is related to the implementation and follow-up of the Programme. The data of unsuccessful applicants is processed for the purpose of verifying the selection process (A.3.).

Data on applicants that is not provided directly to the Data Controller is transferred to the Data Controller by the relevant beneficiary higher education institution.

The Data Controller cooperates with the beneficiary higher education institutions within the framework of a support agreement, in connection with which it processes the data of the representatives and contact persons of the higher education institutions (A.4. and A.5.).

The Data Controller acts in accordance with this data processing information notice with regard to the Pannonia Scholarship Programme.

Purpose of data processing and scope of data processed



#	Categories of data subjects Categories	Categories of data	Purpose of data processing
A.1.	Student data	Name, gender, date of birth, nationality, telephone number, address, OM code, NEPTUN/ETR code, email address, level of studies, field of study code, level of training level, sending and receiving institution, if relevant: vocational training/public education institution designation, subject, year of study, type of mobility, duration of mobility, start and end of mobility, Pannónia ÖP credit recognition, mixed mobility, scholarship amount, in the case of minors parent/legal representative name, signature and statement (if the data is transferred to the data controller).	Maintaining contact; monitoring the programme life cycle , financial and professional monitoring; dissemination of programme results; Data controller's reporting obligations obligations ; preparation of information ; conducting research and surveys. Follow-up of programme participants within the framework of an alumni programme.

A.2.	Staff (teachers/researchers / staff) Data	Name, gender, date of birth, nationality, email address, telephone number, university, if relevant: designation of vocational training/public education institution, organisational unit, position, academic position, mobility-related field code, type of mobility type of mobility, start and end dates of mobility, sending and receiving institution	
A.3.	Unsuccessful applicants	Data related to the submission of the application, as detailed in the data sheet identification and contact data.	Monitoring of the selection process.
A.4.	Representative of the higher education institution	Identification details (name, position)	Official representative of the applicant institution , the applicant institution's official representative representative, declaration and signing
A.5.	Higher education institution contact persons	Contact details (name, e-mail address, telephone number)	In accordance with the supporting document ensuring communication during the procedure

Please note that the Data Controller does not verify the personal data provided. The person providing the data is solely responsible for its accuracy.

By providing their email address, the data subject also assumes responsibility for ensuring that only the data subject uses the service from the email address provided. In view of this responsibility, any liability arising from logins made using a given email address shall be borne solely by the data subject who provided the email address to the Data Controller or the beneficiary institution.

2.2. Legal basis for data processing



Data processing is necessary for the performance of a task carried out in the public interest by the Data Controller in the field of Hungarian vocational training, education, research and development, pursuant to Article 6(1)(e) of the GDPR. In this capacity, the Data Controller processes the data necessary for the implementation of the Programme.

As a data subject, we would like to draw your attention to the fact that you may object to the processing of your personal data on this legal basis at any time, free of charge. In the event of your objection, we will only continue to process your personal data if there is no overriding legitimate reason for data processing that takes precedence over your interests, rights and freedoms. Such reasons may include, for example, the evaluation of the application, the verification of the successful application, etc. You may exercise your right to object by sending an email to the Data Controller at the email address specified in point 1.

3. PERSONS ENTITLED TO ACCESS THE DATA



The Data Controller's (TKA) internal staff and other data processors (e.g. newsletter provider) are authorised to access personal data, provided that such access and processing is related to their job duties and activities and is absolutely necessary.

The legal and financial basis and framework for the support (activities) of the Programme is provided by the support relationship established on the basis of the support agreement concluded between the Ministry of Culture and Innovation and the Data Controller.

The legitimacy of the support claim and the use of the support may be checked by the Data Controller, the Ministry of Culture and Innovation, the State Audit Office, the Government Control Office, the Hungarian State Treasury, and other bodies authorised by law, which may involve the transfer of personal data to them to the extent necessary.

4. DURATION OF PERSONAL DATA PROCESSING AND STORAGE (RETENTION PERIOD)



The storage period for personal data affected by data processing is determined on the basis of the grant agreement, for the purpose of performing the tasks specified therein: from the completion of the professional evaluation following the Programme until the first disposal date 10 years later, or until the data subject lodges a successful objection. Whichever occurs first.

With regard to the data of unsuccessful applicants (A.3.), the retention period shall be until the first disposal date following the fifth year from the date of the audit.

The data controller shall review the justification for further storage of the data on an annual basis.

5. AUTOMATED DECISION-MAKING AND PROFILING TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

Neither of these occurs during data processing.



6. RIGHTS OF DATA SUBJECTS IN RELATION TO DATA PROCESSING RIGHTS



The data subject's rights are detailed in Articles 14-22 of the GDPR. The data subject retains the right to dispose of their personal data during the period of data processing.

The data subject may exercise their rights by sending an email to the data protection officer at the contact details provided in point 1. The data controller shall examine the request as soon as possible after its submission, but no later than within one month, decide on its merits and inform the applicant of its decision in writing (primarily by electronic means).

Right to information - we provide you with clear and understandable information about the processing of your personal data in a concise, transparent, understandable and easily accessible manner.

Right of access - You have the right to receive feedback on whether we process your personal data and, if so, to receive information about the details of this after identification. As a data subject, you may also request a copy of your processed personal data.

Right to rectification - You may request the rectification or completion of inaccurate data. If there are any modifications or changes to the data processed by the Data Controller during the data processing period, please report them immediately at the above contact details.

Right to erasure ("right to be forgotten") - We will erase your data if the data processing has achieved its purpose, or if you lawfully object to the processing, if the data processing is unlawful, or if the data must be erased in order to comply with a legal obligation.

Right to restriction of processing - You may request restriction of the processing of your data if you believe that the processing is inaccurate, unlawful or unnecessary, or if you object to the processing. In such cases, we will only store the data until we have investigated the above suspicion.

Right to object - As a data subject, you have the right to object at any time to the processing of your data for the performance of tasks carried out in the public interest. The Data Controller may only continue to process the data if there are compelling legitimate grounds for doing so or for the enforcement of legal claims.

Right to withdraw consent - As a data subject, you have the right to withdraw your consent at any time if the data processing is based on your consent. The withdrawal of consent does not affect the lawfulness of data processing based on consent before its withdrawal.

7. REMEDIES

DPO - The Data Subject may contact the TKA data protection officer with any questions, comments or complaints regarding data processing using the contact details provided in point 1. The TKA shall provide the Data Subject with the requested information in writing, primarily by electronic means, as soon as possible, but no later than one month after receipt of the request.

, primarily by electronic means. The procedure for fulfilling reasonable requests is free of charge.

NAIH - As a Data Subject, you may also lodge a complaint against the Data Controller's data processing with the National Authority for Data Protection and Freedom of Information (address: 1055 Budapest, Falk Miksa u. 9.-11.; www.naih.hu) postal address: 1530 Budapest, Pf.: 5, e-mail address: ugyfelszolgalat@naih.hu).

Court - The data subject may also take legal action against TKA if, in their opinion, TKA processes their personal data in violation of the provisions of the law or the binding legal acts of the European Union on the processing of personal data.

For further information on the icons used in this notice, please refer to the Icon Code at www.ikonkodex.hu.



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**8. MINORS FINAL BENEFICIARY
DECLARATION APPLICABLE IN THE CASE OF
RECIPIENTS RECOMMENDED CONTENT**

I, the undersigned

* Name of parent/legal representative:

* Email address:

* Signature: _____

* Date

Pursuant to Section 2:12 of the Civil Code (declaration of a minor with limited legal capacity), after reading the data processing information, I hereby make the following declaration:

I consent to the Data Controller processing my child's personal data and my personal data in connection with this statement in accordance with the data processing information.

.....

parent/legal representative"

The Data Controller reserves the right to unilaterally modify the rules and notices relating to data processing by posting a notice on its website.

Budapest, 23 June 2025