

## **DATA PROCESSING NOTICE** **for contractual representatives and contact persons**

### **1. NAME OF THE DATA CONTROLLER; The Corvinus University of Budapest (hereinafter: CORVINUS or University)**

Address: 1093 Budapest, Fővám tér 8.  
Website: [www.uni-corvinus.hu](http://www.uni-corvinus.hu)  
Data Protection Officer: dr. Szilvia Molnár- Friedrich  
E-mail: [adatvedelem@uni-corvinus.hu](mailto: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 informational self-determination and the freedom of information

### **3. THE SCOPE OF THE PROCESSED DATA, THE PURPOSE, THE GROUNDS FOR AND THE DURATION OF DATA PROCESSING**

In the contracts they conclude, CORVINUS and its business partners record certain personal data of their representatives and often their contact persons (CORVINUS' own employee and the business partner's employee) in order to exercise the rights and fulfil the obligations arising from the contract. Both parties are considered data controllers for the purposes of processing such personal data. The purpose of this Data processing Notice is to demonstrate how CORVINUS processes the personal data of its business partner's representatives and contact persons - in accordance with Articles 13 and 14 of the GDPR. The data subjects of this Data Processing Notice are the persons representing CORVINUS' business partners and the contact persons designated by the partners.

#### **3.1.1 SCOPE OF PROCESSED PERSONAL DATA:**

- name and position of the person authorised to represent the contractual partner:
- name, phone number, e-mail address of the contact person of the contractual partner

#### **3.1.2 PURPOSE OF DATA PROCESSING:**

- with regard to the details of the representatives: to verify and record that the signatory acting on behalf of the company is indeed entitled to legally represent the company,
- with regard to contact persons' details: to designate a person to act in the exercise of rights and obligations arising from contracts.

**3.1.3. LEGAL GROUNDS FOR DATA PROCESSING:** data processing is necessary to ensure the legitimate interest of CORVINUS and the partner as third party (Article 6(1) f) of the GDPR).

**3.1.4. DURATION OF DATA PROCESSING:** CORVINUS will no longer process the data for the purposes set out in this notice after 5 years (or the limitation period) from the date of performance of the contract.

**3.1.5. DATA SUBJECT:** Representatives and contractual contact persons of the partner contracting with CORVINUS.

**3.1.6. SOURCE OF THE DATA:** The details of the representative and contact person of a contracting partner that is not a natural person shall be communicated by the contracting partner.

### **4. ACCESS TO DATA, DATA TRANSMISSION**

The data may be accessed only by the staff members designated in the context of performing the contract and their direct supervisors for the purpose of performing their duties and to the extent necessary therefor. CORVINUS 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. The University 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, the right to object to the processing of his/her data, may request data blocking (restriction of data processing), as well as may request the data processor to provide him/her information on his/her personal data and information relating to the processing thereof. The data subject may exercise his or her rights under this clause by sending a request to [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu).

## **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](mailto:adatvedelem@uni-corvinus.hu)

NAIH contact details (<https://www.naih.hu/ugyfelszolgalat-kapcsolat>): 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](mailto: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>).