

Privacy Policy

on data processing related to the application and admission procedure for foreign students applying for admission to self-financed courses at the Hungarian University of Agriculture and Life Sciences and its Doctoral Schools

1. Data controller

Name:	Hungarian University of Agriculture and Life Sciences
Represented by:	Dr. Csaba Gyuricza
Position of representative:	rector
Email:	adatvedelem@uni-mate.hu
Phone:	+36-28-522-000
Website:	www.uni-mate.hu
Seat:	1. Páter Károly u. Gödöllő, 2100
Postal Address:	Gödöllő, 2103, PO Box: 303
Tax ID number:	19294784-4-44
Data Processing Officer:	Bence Györe
Data Processing Officer's Email:	dpo@uni-mate.hu

2. Legal background

The Hungarian University of Agriculture and Life Sciences (*hereinafter referred to as the University*) processes personal data relating to the application and admission procedure for its English language self-financed courses and Doctoral Schools in accordance with the following legislation:

- [REGULATION 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 \(hereinafter: GDPR\)](#)
- [Act CCIV of 2011 on National Higher Education \(hereinafter Act on Higher Education.\)](#)
- [Government Decree of 423/2012 \(XII. 29\) on Higher Education Admission Procedure` \(hereinafter: Gov. Decree\)](#)
- [Act LXVI of 1995 on Public Records, Public Archives and the Protection of Private Archives \(hereinafter: Act on Archives\)](#)
- [Act of CL of 2016 on the Code of General Administrative Procedure \(hereinafter: Act on General Admin.\)](#)
- [Act LIII of 2017 on Preventing and Combatting Money Laundering and Terrorist Financing \(hereinafter Act on Money Laundering.\)](#)

- [Act CXXVII of 2107 on Value Added Tax](#) (hereinafter: Act on VAT)
- [Act C of 2000 on Accounting](#) (hereinafter Act on Accounting.)
- [Act V of 2013 on the Civil Code](#) (hereinafter Act on Civil Code.)
- [Act CXXX of 2016 on the Code of Civil Procedure](#) (hereinafter Act on Civil Procedure)
- [Act XX of 1996 on the Means of Identification, Replacing the Personal Identification Code and the Use of Identification Codes](#) (hereinafter: Act on ID codes)

3. The scope of the processed personal data and the purpose, the legal basis and the length of data processing

The purpose of data processing is to evaluate applications for English language courses and for the Doctoral Schools and to make admission decisions. The application procedure as well as the admission procedure and its requirements are defined by the higher education institution in its Admission Regulations and in its Doctoral Regulations. You can submit your data required for application and admission assessment on the University's dedicated application site where you can also upload the necessary documents. The mandatory fields on the application form are indicated with an asterisk.

3.1. Personal Data Relating to Registration

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Name	Creating a DreamApply account.	Steps to be taken prior to entering into a contract [GDPR Art. 6. (1) b)]	Until the deletion of the account.
Email			
Password			
Phone number			
Citizenship			

After the creation of a Dream ID, the operator of [DreamApply](#) is the data controller.

3.2. Personal Data relating to application

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Name	Identification, keeping contact.	performance of a task carried out in the public interest [GDPR Art 6 (1) e)]	Until 31 October of the given year.
Place of birth			
Date of birth			
Mother's maiden name			
Citizenship			
Sex			

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Country of residence	Identification, contact.	performance of a task carried out in the public interest [GDPR Art. 6 (1) e)]	Until 31 October of the given year.
Address			
Email			
Phone			
Passport data			
Data on the selected course	The assessment of the application.		
Data on prior studies and language skills			
Resumé and motivation letter			
Other documents required by the Admission Regulations (may vary according to the selected course)			
Data listed on the parental consent in the case of minors	Validation of the application.		
Emergency contact name, contact details	Informing the applicant's emergency contact in the event of a problem.	the subject's consent [GDPR Art. 6 (1) a)]	Until 31 October of the given year or until the withdrawal of the consent.
Copy of passport	Identity verification.	the legitimate interest of the University [GDPR Art. 6 (1) f)]	Until the verification of the identity.

3.3. Data processing relating to issuing an admission decision

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Name	Issuing and posting the admission decision.	legal obligation [GDPR Art. 6 (1) c)]	10 years from the first day of the year following the end of the last substantive action under the University Data Management Policy
Email			
Place and date of birth			
Mother's maiden name			

3.4. Data processing relating to the admissions interview

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Name	identification	performance of a contract [GDPR Art. 6 (1) b)]	Until the end of the interview.
Camera photo			
Email	sending a link		

3.5. Personal data relating to the payment

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Name	identification, payment confirmation	performance of the payment contract between you and the University a [GDPR Art. 6 (1) b)]	until the end of the 5 th year from the payment [Art. 78. § (3)]
Email			
Transaction data			
Bank account number			

3.6. Personal data relating to invoicing

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Name for the invoice	issuing and sending an invoice	legal obligation [GDPR Art. 6 (1) c); Act on VAT 159. § (1), 169. § b), e), 174. §]	until the end of the 8 th year after the invoice is issued [Act on Accounting 169. § (2)]
Address for the invoice			
Invoice number			
Email			

4. Data security measures

4.1. Data storage

The personal data and the documents submitted to the website are stored electronically. The University will take technical and organisational measures to protect the security of data processing in order to ensure an appropriate level of protection against data processing risks. The University's information technology system and network are protected against computer fraud, espionage, sabotage, vandalism, fire, flooding, computer viruses and other attacks. The operator will ensure security through server-level and application-level protection procedures. It will also take appropriate measures to protect, amongst other things, against unauthorised access to personal data, their alteration, disclosure, deletion, destruction, accidental destruction, damage or inaccessibility resulting from the alteration of technology.

The University uses the following data processors:

- For filing documents: Poszeidon, for issuing invoices: the operator of SAP ERP: SDA Informatika Zrt. Head office: 59. Budafoki út, 1111 Budapest, tax ID number: 11684057-2-43, Company registration ID: 01-10-140314.
- For administering payments: OTP Mobil Kft. Head office: 17-19. Hungária krt. 17-19. 1143 Budapest, tax ID number: 24386106-2-42, company registration number: 01-09-174466. The data controller transfers the payment-related data to the data processor, which is acknowledged by the data subject by making a purchase with a bank card. The nature and the purpose of data processing activities are listed in SimplePay's Privacy Policy: <https://simplepay.hu/adatkezelesi-tajekoztatok/> The data processor is entitled to process personal data for 8 years from the transaction. [Act on Money Laundering 56. § (2)].
- For the administration of the admissions interview: Microsoft Magyarország Kft, i.e. the Hungarian subsidiary of Microsoft Corporation, operating Microsoft 365 Business, Microsoft Teams and Microsoft Outlook: Head office: 3 Graphisoft Park, 1031 Budapest, tax ID number: 10836653-2-44, company registration number: 01-09-262313.
- For the operation of the system: DreamApply OÜ. Head office: Harju maakond, Tallinn, Kesklinna linnaosa, Tatari tn 64, 10134 registration code: 11417364.

4.2. Access to data and data transfer

Access to your data is granted to the management and the data processing staff of the departments involved in the organisation of the admission procedure and of the particular course, in the issuing of the invoices, and in the operation and troubleshooting of the network (International Directorate, Educational Directorate, IT Directorate, Doctoral Schools, Doctoral and Habilitation Centre). to the extent necessary to perform their work and related to the field determined by their responsibilities. Your personal data will not be transferred to any third party.

5. Data subject rights related to data processing

You can exercise your data subject rights related to data processing through the contact details indicated in Point 1. In addition, you can contact the International Directorate directly at nemzetkozi@uni-mate.hu. Should you wish to exercise any of the following rights, please do so within the period of data storage, otherwise we will only be able to inform you of the deletion of the data.

5.1. Right to withdraw consent

You shall have the right to withdraw your consent at any time without giving reasons. The withdrawal of consent implies the deletion of the data, thus the withdrawal of your application. The withdrawal of consent shall not affect the lawfulness of data processing based on consent before its withdrawal [GDPR Art. 7].

5.2. Right to information and access

You shall have the right to obtain information whether your personal data is being processed, and if yes, which personal data, for what data processing purposes, on what legal grounds, from what sources and for how long. You may request access to the processed personal data, e.g. in the form of a copy. We will comply with your request within one month of submitting the request. [GDPR Art. 15].

5.3. Right to rectification

You shall have the right to request the rectification, modification, correction and the completion of your personal data. We will seek to comply with your request without undue delay. [GDPR Art. 16]. You shall have the right to have particular personal data rectified.

5.4. Right to erasure and right 'to be forgotten'

You shall have the right to request the deletion of your personal data. We will seek to comply with your request without undue delay. If you submit your request for deletion before the deadline for submitting the application for admission, your request will imply the withdrawal of your application. We will automatically delete your personal data after the mandatory storage period. [GDPR Art. 17]. You also have the right to delete certain personal data from the system.

5.5. Right to restriction of processing

You shall have the right to request the restriction of data processing [GDPR Art. 18]

- if you believe the data are inaccurate or not up-to-date. In such cases, we will suspend data processing until the accuracy of the data is verified.
- if data processing is unlawful and you oppose the erasure of the personal data. In such cases, we will block your data.
- if we no longer need the data, but you require them for the establishment, exercise or defence of legal claims.
- if you object to data processing. In such cases, the restriction will apply until it is determined whether the University's legitimate grounds override your legitimate grounds.

5.6. Right to object

You shall have the right to object to processing of personal data based on point e) or f) of GDPR Art. 6 (1) on grounds relating to your particular situation or when the data processing is against your will and you contest its legitimate grounds. In such cases, we will examine within one month whether the grounds of your objection override the University's legitimate grounds. [GDPR Art. 21].

5.7. Right to data portability

With regard to data processing based on points a) and b) of GDPR Art 6, you shall have the right to receive a copy of your personal data in a structured, commonly used and machine-readable format or you shall have the right to request the direct transfer of your data to another data processor. We will comply with your request within one month. [GDPR Art. 20].

6. Remedies relating to data processing

The University's Data Protection Officer is entitled to take action in the event of problems or comments relating to data processing. Please report the problem to the Data Protection Officer in the first instance, using the contact details provided in section 1. We will investigate the problem as quickly as possible and try to find a solution to it, and we will try to ensure that it does not happen again in the future.

If the problem cannot be resolved or you are dissatisfied with the solutions we propose and if you consider that the processing of personal data relating to you infringes the regulation, you may choose to take the matter to the court in your residence or to the Hungarian National Authority for Data Protection and Freedom of Information (*hereinafter: The Authority.*)

Contact details of the Authority:

Email: ugyfelszolgalat@naih.hu

Phone: +36-1-391-1400

Fax: +36-1-391-1410

Website: www.naih.hu

Seat: 9-11. Falk Miksa u. 1055 Budapest

Postal Address: PO Box: 9. 1363 Budapest