



DATA PRIVACY NOTICE
UNIVERSITY OF VETERINARY MEDICINE BUDAPEST
MANAGEMENT OF TEACHING ASSISTANTS' PERSONAL DATA TO
FACILITATE THEIR EMPLOYMENT

Pursuant to the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council (hereinafter: GDPR) and Act CXII of 2011 of Hungary on the right to informational self-determination and on the freedom of information (hereinafter: Info Act), the University of Veterinary Medicine Budapest hereby informs its teaching assistants involved in temporary agency employment as natural persons whose data are controlled (hereinafter: Data Subjects) with regard to the management of their data in relation with the facilitation of their employment:

1. DATA CONTROLLER

Name: University of Veterinary Medicine Budapest
(Data Controller or University)
Registered head office: 1078 Budapest, István u. 2.
Mailing name: University of Veterinary Medicine Budapest,
Human Resources, Wage and Labour Group
Mailing address: 1078 Budapest, István u. 2.
Email: HR@univet.hu
Phone: +36-1-478-4100
Website: www.univet.hu;
Represented by: Dr. Péter Sótonyi, Rector
Data Protection Officer: dr. Gyula Fonyó; adatkezeles@univet.hu

2. PURPOSE OF DATA PROCESSING

The purpose of data processing is to provide student employment for the University's teaching assistants. The University supports Data Subjects in entering the workforce, establishing employment relations and thus performing a job by enabling them to be employed at the University via an agency (temporary work agency), in compliance with Chapter XVI (special provisions on temporary agency work) of Act I of 2012 on the Labour Code of Hungary (hereinafter: Labour Code). As part of the temporary agency work arrangement, the temporary work agency, i.e., Job Force School Association (1042 Budapest, József Attila u. 4-6, 3rd floor) (hereinafter: Job Force) shall hire out to the University the teaching assistants who enter into employment relations with the agency, for remunerated temporary work. With regard to the temporary agency work, the University's data management process is conducted in such a way that the University, with the Data Subjects' consent, collects their personal contact data and transfers them to Job Force. After establishing contact with them, Job Force shall contract them for a temporary employment relationship (Section 96 of the Labour Code), then hires the contracted Data Subjects out to the University. Job Force shall act as an individual data controller with regard to signing the employment contracts and conducting temporary agency work activities.



3. DATA SUBJECTS

For the purposes of this Notice, Data Subjects are the teaching assistants selected by the University's departments from among the students (with an active student status at the University) who, in addition to their student tasks, shall also undertake employment tasks to be performed for the University.

4. LEGAL GROUNDS OF DATA PROCESSING

The data processing activity is carried out with the consent of the data subjects. Each data subject shall issue an informed, voluntary and written statement in which they specifically give their consent to the University for processing their personal data for the purposes detailed in Section 2 of this privacy notice. Data Subjects shall have the right to withdraw their consent at any time by way of a printed or electronically sent written statement. If the consent is withdrawn, the University shall immediately terminate the data processing activity and erase the personal contact data from its database. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

5. SCOPE OF THE PROCESSED DATA

The Data Subject's name, e-mail address and phone number that are necessary for contacting them.

6. SOURCES OF PERSONAL DATA

The personal data are provided by the Data Subjects to the University.

7. CONSEQUENCES OF FAILURE TO PROVIDE PERSONAL DATA

In the event of the data subjects failing to provide their personal data the University will be unable to transfer such data to Job Force, which renders the establishment of contact and therefore the conclusion of the employment contract impossible.

8. DURATION OF DATA PROCESSING

The University shall process the personal contact data until the data are transferred and/or the contact is established, after which the University shall erase the data from its database within 2 months, following a brief temporary storage.

9. METHOD OF DATA PROCESSING

Data are exclusively processed electronically, based on the Data Subjects written consent given either in print or electronic format.

If electronic copies of printed statements of consent need to be made at any time during the employment period, such copies shall be stored in a protected network-based folder system with restricted access rights. The electronic copies may only be accessed by the associates of the



Human Resources, Wage and Labour Group and/or staff members as needed for their work, i.e., the affected department's head and staff who are responsible for the cooperation with the teaching assistant.

10. DATA PROCESSORS, ASSOCIATES WITH ACCESS TO PERSONAL DATA

The University uses the services of data processors in the management of teaching assistants' personal data to facilitate their employment.

Apart from the affected department's head and staff who are responsible for the cooperation with the teaching assistant, only the associates of the Human Resources, Wage and Labour Group are involved in the activity.

Other than the contractual data transfer to Job Force, the University only performs legally required data transfers to the competent authorities. The Human Resources, Wage and Labour Group does not transfer personal data to third countries or international organizations during the data management process.

11. DATA SECURITY

Data Controller shall handle the personal data confidentially and take all technical and organizational measures to safeguard the collected personal data throughout the entire data management process.

The data are stored on servers owned and operated by Data Controller, while the paper-based documents are stored in Data Controller's locked offices.

12. RIGHTS OF DATA SUBJECTS

Regarding the management of their personal data, Data Subjects are entitled to the rights determined in the GDPR and/or the Info Act. Data Subjects may exercise their rights in relation with their personal data processed by Data Controller via the University's contacts specified in Section 1 above.

Data Controller shall neither provide specific information nor accept instructions about Data Subjects' personal data via telephone. The University shall only provide general information on data processing via telephone.

Data Controller shall inform Data Subjects of the actions taken following up their request or the reasons for not taking action as well as the legal remedy options without delay and at the latest within 30 days of receipt of the request, which deadline may be extended by two months depending on the complexity of the request or the number of requests received. Data Controller shall inform Data Subjects about the potential deadline extension and its reasons within 30 days of receipt of the request.



As a rule, Data Controller shall allow Data Subjects to exercise their rights free of charge. Where requests from a data subject are manifestly unfounded or excessive however, in particular because of their repetitive character, the University may either:

- charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested; or
- refuse to act on the request.

a) Transparent communication

Data Controller shall communicate the identity and contact information of the Data Controller, the contact information of the Data Protection Officer, the purposes, legal grounds and duration of data processing, the rights of the data subjects and the legal remedy options via this Data Privacy Notice.

b) Access to personal data

Data Subjects have the right to request the controller at any time to provide confirmation as to whether or not their personal data are being processed, and, where that is the case, to request access to the personal data and the information defined by the GDPR and/or Info Act.

c) Correction, completion

Data Subjects have the right to request the modification, correction and/or completion of their personal data at any time. In case of a reasoned request, Data Controller shall immediately execute the correction and/or completion in its registry and inform the Data Subject accordingly through personal contact.

d) Erasure

Data Subjects have the right to request the erasure of their personal data in the cases defined in the GDPR. Data Controller shall process the data subject's request and if it is justified, Data Controller shall execute the erasure. Request for erasure may be rejected by the University in the cases defined in GDPR Article 17(3), with special regard to the cases where Data Controller is obliged by legal regulations or an internal policy governed by legal regulations to continue storing the personal data or where the data are necessary for the establishment, exercise or defence of legal claims.

e) Restriction of data processing

Data Subjects have the right to request the restriction of their personal data any time in the cases defined in the GDPR. For example, Data Subjects may request the restriction of their personal data if Data Controller no longer needs such data, or the data processing is potentially unlawful, but the Data Subject opposes the erasure of the personal data for some reason. Restricted personal data shall only be processed with the data subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

f) Objection

Data Subjects shall have the right to object to the processing of their personal data if such data, in the Data Subject's opinion, are only needed for Data Controller to exercise its legitimate interests or to carry out its tasks of public interest. In such cases, the controller shall accommodate the objection and no longer process the personal data unless the controller



demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

g) Rights related to automated individual decision-making, including profiling

No automated individual decision-making or profiling is conducted in data processing.

13. LEGAL REMEDY OPTIONS

Data Subjects experiencing a violation of their rights may file a complaint with the Data Controller at HR@univet.hu or via the data protection officer so that the Data Controller could remedy the potential violation as soon as possible.

Contact information of the Data Protection Officer:

- University Of Veterinary Medicine Budapest
Dr. Gyula Fonyó
Data protection officer
Phone: +36 20 932 9144
e-mail: adatkezeles@univet.hu

If Data Subjects' rights are violated in relation with the Data Controller's data management activity, they can turn directly to the

- National Authority for Data Protection and Freedom of Information
registered head office: 1055 Budapest, Falk Miksa utca 9-11
mailing address: 1363 Budapest, PO Box 9
phone number: +36-1-394-1400
website: www.naih.hu
email: ugyfelszolgalat@naih.hu or
- the competent court, where they can initiate legal proceedings.
The legal proceedings belong to the competency of regional courts. In their own discretion, Data Subjects may file to the geographically competent court based on their residence or place of habitation (the list of regional courts and their contact information are available by clicking the link below: <http://birosag.hu/torvenyszekek>).

Data Controller reserves the right to modify this Data Privacy Notice at any time. Data Controller shall release all information to such effect on the University's website.

Budapest, 6th September 2022

University Of Veterinary Medicine Budapest