1. List of the records kept by the University by case group

The following chart lists the records managed by the University in the specified case group.

Type of records	Description of the records	Public (Yes/Partly/No)	Place of publication	Certified public data (Yes/Partly/No)	Legal reference
Employee records					
Labour registration system	Personal data, data relating to employment relationship, data relating to engagement contracts, identification data of the documents certifying the data	No	Not applicable	No	Section I/B of Annex 3 of Article 18 of the NHEA
Student records					
Electronic educational administration system (Neptun system)	Student enrolment data, data relating to student status,	No	Not applicable	No	Section I/B of Annex 3 of Article 18 of the NHEA

	student's tax identification number, identification data of the documents certifying the data, data on fees, reimbursements, scholarships paid by students				Article 60 of the Government Decree on the Implementation of the NHEA
Registration of student events	The organiser of the student event: a) identification data of the natural person, b) tax identification number, c) address, d) contact details. The event: a) date, b) venue, c) title, d) duration. Name of the requestor. The processing of data is carried out for the purposes set out in Section (1) of Article 18 of the NHEA.	No	Not applicable	No	Section 1 of Annex 6 of the NHEA

records necessary for eduID federated identification	Person using eduID services: a)surname and first name(s), b)federated e-mail address, c)classification (teacher, employee or student)	No	Not applicable	No	

2. **Certified public data kept in records:** the University **does not keep** records of certified public data.

Scope of non-certified data registered by university records:

Data recorded by the Electronic Educational Administration System (Neptun system):

Short, common name of the data	Legal designation and interpretation of the data	Public (Y/N)	Transferable (Y/N)	If transferable, the mode of transfer (Simple/Automatic)	In which records can they be found?
Study records	Employee and student data managed under the NHEAct	N	Y Within the scope of the applicable legislation	-	Study records

Data recorded by the Human Resources and Working Time Registration System (Nexontime system):

Short, common name of certified public data	Legal designation and interpretation of certified public data	Public (Y/N)	Transferable (Y/N)	If transferable, the mode of transfer (Simple/Automatic)	In which records can they be found?
Employment records	Personal employee data managed under	N	Y Within the scope of the	Simple	Employment records

	the Labour Code and the NHEAct		applicable legislation		

Data recorded by the Filing Registration system (Poseidon DMS system):

Short, common name of certified public data	Legal designation and interpretation of certified public data	Public (Y/N)	Transferable (Y/N)	If transferable, the mode of transfer (Simple/Automatic)	In which records can they be found?
Filing records	Public records generated under the PAAct	N	Y	Simple	Archives

Certified public data recorded by the records necessary for eduID federated identification: not applicable

Short, common name of certified public data	Legal designation and interpretation of certified public data	Public (Y/N)	Transferable (Y/N)	If transferable, the mode of transfer (Simple/Automatic)	In which records can they be found?
-	-	-	-	-	-

3. Scope and description of the data and information that can be transferred via the electronic information transfer interface

Name of descriptive data (data field)	Data type	Data length	Data format	Is the data transfer mandatory? (Y/N)	Other information on content and processing
By the name given in the list of data and document titles, for each descriptive datum	• text • numeric integer • numeric real • date • time • date and time • logical	to be filled in for relevant data types	to be completed where relevant for data transfer		Definition of a domain, data based on a set of values, etc.
Section I/A of Annex 3 of the NHEA: employee data a) Name, sex, name at birth, place and date of birth, mother's name, nationality, identification number b) place of residence, habitual residence, address for notification. c) data on employment, public employment or engagement contracts	text	-	-	Y	The data shall be transferred to the people, with the purpose and within the limits defined in column 1 of Chart 1.

4. Data other than certified public data kept in records

Short, common name of the data	Legal designation and interpretation of the data	Primary/ Secondary	If secondary, indication of primary source	Public (Y/N)	Transferable (Y/N)	If transferable, the mode of transfer (Simple/ Automatic)	In which records can they be found?
Employee records							
Employees' identity and personal data a) Family name and given name, gender, portrait/photo, family name and given name at birth, place and date of birth, mother's family name and given name at birth, citizenship, place of residence, habitual residence, address for notifications, email address and other contact details, phone number, educational	Section I/A of Annex 3 of the NHEAct Employee data Pursuant to Section (6) of Article 117/C of the NHEA, for the first five years of employment following a change of operator of the institution,	Secondary	Register of personal data records kept by the Ministry of Interior, tax administration records, social security records	N	Within the scope of the applicable legislation	Simple	Unified Institutional Management System

identification number, type, number, and validity of personal identification document, tax identification number, social security identification number, digital citizen identifier b) place of residence, habitual residence, address for notification; c) identification data of documents certifying the data, d) date and reason for removal from the register of personal data and address records e) social security number, tax identification number f) marital status g) children's date of birth	the provisions of Act XXXIII. of 1992 on the Status of Public Servants (hereinafter referred to as: Public Servants Act) as well as Articles 5/A and 24/A of the Labour Code shall apply, Act on the Legal Status of Health Service, Act on Vocational Training,						

h) number of other dependants, start of dependency i) foreign language knowledge j) the number and date of the official certificate issued by the office responsible for criminal records k) the name, registered office and statistical number of the organisation employing the public servant l) date and reason for removal from the Personal Data and Address Register							
Employees' career and salary data *a)* data on employment, public employment or engagement contracts,		Primary	-	N	Within the scope of the applicable legislation	Simple	Unified Institutional Management System

aa) name of the employer – or all the employers, if there is more than one –, indicating the employer with whom the employee has an additional employment relationship, ab) educational attainment, vocational qualification, professional qualification, foreign language knowledge, academic degree, ac) length of employment, length of service as a civil servant, classification data, ad) honours, awards and other distinctions, titles, ae) job, managerial assignment, assignment to a task							

outside the scope of the job, further employment relationship, disciplinary sanction, being compelled to pay compensation, af) working hours, overtime, wages, salaries, amounts owed and the person entitled to receive such amounts, ag) annual leaves, days taken off, ah) payments to employees and entitlement to such payments, ai) benefits granted to employees and entitlement to such benefits, aj) employees' debts to the employer and their titles, ak) research activities, scientific work, artistic							

creations, their results, data on participation in doctoral training and doctoral degree procedures as a teacher or researcher, al) a declaration pursuant to Section (3) of Article 26 of the NHEA, am) in the case of employment offered by the higher education institution as Client of an engagement contract – the chairperson and member of the Council for Economic Affairs –, the data certifying compliance with the condition provided for in Section (4) of Article 25 of the NHEA; b) the results of the students' assessment							

of the teaching performance; c) the result of the habilitation process; d) start of the legal relationship with this body FEOR number e) the date and description of the classification, reason for and duration of the absence from work							
Student records							
Data related to student enrolment: a) applicant's family name and given name, gender, photograph, family name and given name at birth, mother's family name and given name at birth, place and date of birth, nationality, place of residence,	Section I/B of Annex 3 of the NHEAct Student data	Secondary	Register of personal data records kept by the Ministry of Interior, tax administration records, social security records	N	Within the scope of the applicable legislation	Simple	NEPTUN Unified Educational System

habitual residence, address for notification, email address and other contact details, phone number, educational identification number, type, number, and validity of personal identification document, tax identification number, social security number, digital citizen identifier, for non-Hungarian citizens: legal basis for stay in Hungary and the document authorising the stay (for persons with the right to free movement and residence under separate law, the document proving the right of residence), data of Hungarian ID card, Hungarian							

family member ID card, or international insurance document, b) details of the secondary school leaving certificate c) data of the secondary school d) the data needed to assess the application for admission, e) data of the admission procedure, admission identification number f) identification number of the declaration required under Section (2) of Article 48/D of the NHEAct.							

Students' academic data: b) data related to student status: ba) student's name, name at birth, place and date of birth, mother's name, nationality, place of residence, habitual residence, address for notification, telephone number, e-mail address, in case of non-Hungarian citizens: title of residence and the residence document, indicating the identification number thereof bb) type of student status, the date and manner of its establishment and termination, name of the training programme attended by the student, level of	Section I/B of Annex 3 of the NHEAct Student data	Primary	-	N	Within the scope of the applicable legislation	Simple	NEPTUN Unified Educational System

state funding and the work schedule, expected date of the completion of the training programme, assessment of the student's academic performance, examination results, semesters started, the period of state funding, period of suspension of the student status. bc) place and date of higher educational studies abroad bd) credits earned and recognised during the training programme, credit transfers be) information on student benefits, data necessary to assess eligibility for benefits (social situation, parents' data, maintenance data)							

bf) details of student employment bg) data on student disciplinary and compensation cases bh) data needed to assess the special treatment of people with disabilities bi) data on student accidents bj) student ID number and the identification number of the student's master record bk) student educational identification number, personal identification document number, photograph, social security number bl) electronic copy of the thesis (diploma work) and diploma supplement, data related to the							

completion of practical training, the absolutorium, the final exam (doctoral defense), the language exam, as well as data related to the diploma, diploma supplement, and micro-certificates, data related to the language exam, diploma, and diploma supplement, data relating to language examinations, certificates, certificate supplements, bm) data necessary for the exercise of rights and fulfilment of obligations arising from student status c) data relating to student career monitoring, d) student's tax identification number, e) identification data of							

the documents certifying the data f) fees to be paid or other payments to be made by the student – related instalment facilities, deferments, exemptions g) in the case of providing student or housing support, if it is granted due to eligibility for childcare allowance, child care support benefits, childcare support, childcare allowance, regular child protection benefit, or in consideration of disadvantaged circumstances, data on such allowances and benefits, h) data on scholarships granted by the Government by a decree to students in							

order to support their studies on the basis of the legal status of the student – based on Sections (1) and (2) of Article 85 of the NHEAct, i) data on student competency tests and their results. k) data regarding the existence and type of a loan granted by the Student Loan Center, and in the case of a loan with designated use, the amount of the student loan requested by the student, the loan agreement number, the amount transferred to the higher education institution, and the date of the transfer l) the date and reason for removal from the							

personal data and address registry							

Register of student events							
Organiser of student events: a) identification data of the natural person, b) tax identification number, c) address, d) contact data. The event: a) date, b) venue, c) title, d) duration. Name of the requestor.	Section 1 of Annex 6 of the NHEAct	Primary	-	N	Y	Simple	Register of student events
Filing registration system							

Public records related to matters managed within the University's duties and competences	PAAct	Primary	-	N	Within the scope of the applicable legislation	Simple	Filing register
Registry data related to specific public records	PAAct	Secondary	Public record	N	Within the scope of the applicable legislation	Simple	Filing register
eduID federated identification register							
a) Surname and first name, federated e-mail address, status (teacher, employee or student)		Primary	-	N	Y	Simple	eduID federated identification register