Annex 3

PRIVACY NOTICE

FOR ..... (name of data subject)

OF THE UNIVERSITY OF PANNONIA

Based on Regulation 2016/679 of the European Parliament and of the Council ("GENERAL DATA PROTECTION REGULATION" and Act CXII of 2011 on informational self-determination and the freedom of information ("InfoAct), the University of Pannonia provides the following information to ..... (name of data subject) ("Data Subject") on the circumstances of processing personal data:

1. DATA CONTROLLER

Name: University of Pannonia

Institute identification number: FI80554

Registered address: 8200 Veszprém, Egyetem street 10.

Phone:

Website: www.uni-pannon.hu

Postal address: supplemented with the address of the organisational unit in charge at the University of Pannonia

Postal address: address of the organisational unit in charge

E-mail address: e-mail address of the organisational unit in charge

Phone number: phone number of the organisational unit in charge

Website: website of the organisational unit in charge, if any

Data protection officer of the University of Pannonia:

EU-Tender Gazdasági Szaktanácsadó Kft.

Company registration number: 01-09-980262

Tax number: 23830619-2-41

Registered address: 1024 Budapest, Retek street 20.

Contact information: adatvedelem@uni-pannon.hu

Data protection contact person of the University of Pannonia:

dr. Adrienn Zsargó – Legal Expert

Contact information: 8200 Veszprém, Egyetem street 10.

Phone: +36 88 623 - 744

E-mail: adatvedelem@uni-pannon.hu

2. LAWS AND REGULATIONS USED AS A LEGAL BASIS FOR DATA PROCESSING, PRINCIPLES, DEFINITIONS

2.1. Laws and regulations

- Act CXII of 2011 on informational self-determination and the freedom of information (hereinafter referred to as "InfoAct")
- Regulation (EU) 2016/679 of the European Parliament and of the Council (27th 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 (General Data Protection Regulation)
- If there are any other relevant laws or regulations, name them

2.2. The principles of data processing

Personal data shall be processed lawfully and in a transparent manner, ensuring fairness for natural persons when processing their personal data ("lawfulness, fairness and transparency").

Personal data may only be collected for specified and legitimate purposes, for exercising rights and for compliance with obligations. Data processing shall in each phase meet the purpose of data processing and be collected and processed in a fair and legitimate manner ("purpose limitation").

Only personal data which are necessary and suitable for the achievement of the purpose of data processing may be processed. The processing of personal data shall be limited to what is necessary in relation to and for no longer than is necessary for the purposes for which they are processed ("data minimisation" and "storage limitation").

The University must ensure that the personal data are accurate and kept up-to-date, requiring inaccurate personal data to be rectified ("accuracy").

The University must process personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ("availability, integrity and confidentiality").

2.3. Definitions

Personal data: means any information relating to an identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person

Sensitive data:

a) Personal data revealing racial or ethnic origin, political opinion, party affiliation, religious belief or worldview, trade union membership or a person's sex life;

b) Personal data concerning health, pathological addictions or criminal records.

Consent of the data subject: Any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

Information: the data controller shall provide information to the data subject without undue delay and in any event within one month of receipt of the request whether or not the data subject's personal data are being processed and if they are, he or she must be informed of the fact that he or she has the right to have access to the personal data and the following information:

- purposes of processing;
- categories of the personal data in question;
- categories of recipients to whom the personal data have been or will be disclosed including recipients in third countries or international organisations;
- where applicable, the intended period of storage of the personal data or, if this is not possible, the criteria for determining this period.

Rectification: The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her.

Erasure: The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;

- the data subject withdraws his or her consent and there is no other legal ground for the processing;
- the data subject objects to the processing and there are no overriding legitimate grounds for the processing;
- the personal data have been unlawfully processed;
- the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

Restriction of processing: The data subject shall have the right to ask the controller to restrict the processing of his or her personal data, which means the marking of stored personal data with the aim of limiting their processing in the future.

Objection: The data subject's statement through which he or she objects to the processing of his or her personal data and requests the data processing to be stopped and the erasure of his or her personal data being processed.

Data subject: An identifiable natural person who can be identified, directly or indirectly, in particular by reference to personal data.

Controller: Means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

Processor: Means a natural or legal person or an organisation without legal personality which processes personal data on the basis of a contract concluded with the data controller, including contracts required to be concluded by statutory provisions.

Third party: Means a natural or legal person or an organisation without legal personality other than the data subject, controller or processor.

Processing: Means any operation or set of operations which is performed on personal data, irrespective of the method used, such as collection, recording, organisation, structuring, storage, adaptation or alteration, use, retrieval, transfer, disclosure, alignment or combination, blocking, erasure or destruction and any measure necessary to prevent any further use of the data, taking photos, audio or video recordings as well as recording physical characteristics that are suitable for the identification of the person (e.g. fingerprints or palm prints, DNA sample, iris image).

Data transfer: When the data are made accessible to a designated third party.

Disclosure: When the data are made accessible to anyone.

Data erasure: Making the data unrecognisable in such a way that its restoration is no longer possible.

Data destruction: The complete physical destruction of the data-storage medium that contains the data

Data processing: Carrying out technical tasks related to data processing operations, irrespective of the method and means used for the operations as well as of the place where they are used, provided that the technical task is performed on the data.

Pseudonymisation: The processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

3. CATEGORIES OF THE PERSONAL DATA BEING PROCESSED

The data being processed:

A	B	C	D	E	F

Data subject	Data category	Data source	Purpose of processing	Legal basis of processing	Duration of processing

4. SOURCE OF DATA BEING PROCESSED

5. PURPOSE OF PROCESSING

6. LEGAL BASIS OF PROCESSING

7. DURATION OF PROCESSING

8. METHOD OF PROCESSING

9. DATA PROCESSOR, PEOPLE HAVING ACCESS TO THE PERSONAL DATA BEING PROCESSED

10. DATA SECURITY

10.1. Rights in connection with the processing of personal data

10.1.1. Right to request information

You have the right to request the University via the contact details specified in Section 1 to provide you with information in writing about the following:

- which of your personal data,
- on what legal basis,
- for what data processing purposes,
- from what source,
- for how long are being processed,
- to which of your personal data, for whom, when and on what legal grounds the University has provided access or who it has forwarded your personal data to.

The University will fulfil your request within 30 days by mail to the contact details provided by you.

10.1.2. Right to rectification

You have the right to request the University via the contact details specified in Section 1 to rectify any of your personal data (for example, when you change your e-mail or postal address). The University will fulfil your request within 30 days and notify you by mail to the contact details provided by you.

10.1.3. Right to erasure

You have the right to request the University in writing via the contact details specified in Section 1 to erase your personal data.

Your request for erasure will be refused by the University only if the law or any of our internal policies compels the University to further store the personal data. Such cases include when the period specified in an internal policy for archiving has not yet expired.

If there are no obligations like that, the University will fulfil your request within 30 days and notify you by mail to the contact details provided by you.

10.1.4. Right to restriction of processing

You have the right to request the University in writing via the contact details specified in Section 1 to restrict the processing of your personal data. Such restriction shall last until the reason you base your request on makes it necessary to restrict the processing of data.

You may request restriction of your data, for example, if you believe that your submission has been handled by the University in an unlawful manner and it is important to ensure for the official or judicial proceeding initiated by you that your submission is not deleted by the University. In such a case, the University will store your personal data (e.g. your submission) until the inquiry by the

authority or the court arrives and delete the data only afterwards.

10.1.5. Right to object

You have the right to object to processing your personal data in writing via the contact details specified in Section 1 if the University decides to use or forward personal data for direct marketing, opinion surveys or scientific research. For example, you may object to the University's use of your personal data for scientific research without your consent.

You have the right to object to processing your personal data also if you believe that the University processes personal data exclusively for compliance with a legal obligation or the enforcement of a legitimate interest, except for data processing based on statutory authorisation. This means, for example, that you may not object if we forward your submission with your personal data, together with other documents relating to the case, to our Archives in accordance with our internal policy on archiving.

10.1.6. Data security measures

Data controller shall make every effort for the safe processing and storage of data. The data are being processed in a high availability, reliable and dedicated service environment. Physical security is guaranteed with 24/7 guarding services, an electronic access control system and a CCTV system.

A detailed description of the data security measures can be found in the University's Privacy and Data Protection Policy.

11. RIGHTS OF THE DATA SUBJECT, LEGAL REMEDIES

11.1. Initiating judicial proceedings

If you experience unlawful data processing, you can start a lawsuit against the

University. Such a lawsuit shall fall within the jurisdiction of the regional court. The lawsuit, at your discretion, may be started before the regional court which has jurisdiction in the area where you live (the list of regional courts and their contact information can be found through the following link: http://birosag.hu/torvenyszekek).

11.2. Reporting to the authorities

Anyone may initiate an investigation with the National Authority for Data Protection and Freedom of Information (www.naih.hu; address:1055 Budapest, Falk Miksa street 9-11., postal address: 1363 Budapest, Pf.: 9. phone number: +36-1-391-1400; fax: +36-1-391-1410; e-mail: ugyfelszolgalat@naih.hu) by filing a report with the authority claiming that a breach of rights has occurred or is imminent in connection with processing personal data or the right to access data of public interest or data accessible on public interest ground.

11.3. Disclaimer

The data controller reserves the right to change this Privacy Notice. This may happen especially if it is made mandatory by law. No change in data processing shall mean the processing of personal data for a different purpose. Any related information is posted by the data controller on its website 15 prior to such change.

Place and date:.....

University of Pannonia