Annex 4

PRIVACY NOTICE

to the processing of personal data of employees applying for an electric vehicle driving permit used by the University of Pannonia

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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: the "**GDPR**"), the University of Pannonia hereby informs you, as a natural person applying for an electric vehicle driving permit (hereinafter referred to as the "**Data Subject**"), as follows regarding the processing of personal data conducted by the University.

Information on data processing related to the Declaration of Liability

Data Controller:	University of Pannonia (hereinafter referred to as the "**Controller**")
Contact details of the Controller:	Registered seat: 8200 Veszprém, Egyetem utca 10. Phone: +36 88/624-000 Website: https://uni-pannon.hu
Name and contact details of the Controller's Data Protection Officer:	*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 seat: 1024 Budapest, Retek utca 20. Contact details: adatvedelem@uni-pannon.hu *The Data Protection Coordinator of the University of Pannonia:* dr. Adrienn Zsargó – Administrative Expert and Legal Officer Contact details: 8200 Veszprém, Egyetem utca 10. Phone: +36 (88) 624-000 /6234 E-mail: adatvedelem@uni-pannon.hu
Purpose of data processing:	Settlement of responsibility related to the use of state vehicles, maintenance of vehicle

	usage records, in particular keeping logbooks, recording cards individually issued by the Directorate General for Procurement and Supply, and processing the data specified in the Declaration of Liability.
Scope of personal data processed:	Name, data necessary for the logbook: departure and destination information, personal code required for the use of the GPS navigation system, data recorded by the GPS navigation system (for example, when and which route the vehicle travelled, the time and distance covered, locations and duration of stops), official and/or private mobile phone, official landline, position, organisation, and organisational unit (secretariat, directorate, department), driving license number, birth name, date of birth (year, month, day), place of birth, mother's name, residential address including postal code, city/town and utca address, temporary address (if different from the residential address), and citizenship.
Legal basis for processing:	Based on paragraph a) of Section (1) of Article 6 of the GDPR, the Data Subject has given consent for the processing of their personal data for one or more specific purposes;
Data retention period:	Until the expiry of the vehicle driving permit, but for at least five years
Source of personal data:	Data provided by the Data Subject
Information on data transfer:	Personal data will not be transferred. No automated decision-making or profiling will occur during data processing.

Information on your rights relating to data processing

Right of access: You may request confirmation as to whether your personal data are being processed by the Controller; if so, you may request a copy of such data.
Right to rectification: You may request that the Controller correct inaccurate personal data concerning you without undue delay, and that incomplete personal data be completed.
Right to restriction of processing: You may request that the Controller only store your personal data or some of them, meaning that no other processing operation (e.g. use, disclosure, transfer) is carried out on them. Restriction may be requested if:

- you contest the accuracy of the personal data,
- the processing is unlawful and you oppose the erasure of the data,
- the Controller no longer needs the data, but you require them for the establishment, exercise or defence of legal claims, or
- you have objected to the processing of your personal data, in which case the restriction shall apply for the period during which it is being determined whether the Controller's legitimate grounds override your legitimate grounds.

Right to object

You may object at any time, on grounds relating to your particular situation, to the processing of your personal data. In such a case, the Controller shall no longer process the data unless the Controller demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or which are related to the establishment, exercise or defence of legal claims.

Right to legal remedy

You may **submit a complaint** regarding the processing of your personal data to the Controller's Data Protection Officer using the above contact details. You may also lodge a complaint with the National Authority for Data Protection and Freedom of Information (address: 1055 Budapest, Falk Miksa utca 9–11.; postal address: 1366 Budapest, Pf.: 9; e-mail address: ugyfelszolgalat@naih.hu) if you consider that the processing of your personal data infringes the GDPR. Furthermore, you may bring an action before a court if you believe that your rights under the GDPR have been infringed as a result of unlawful data processing.

Fulfilment of Data Subject requests

The exercise of your rights is free of charge, except where your request is manifestly unfounded or excessive (especially if it is due to its repetitive nature), or if you request additional copies of your personal data, in which case the Controller may charge a reasonable fee based on administrative costs.
Requests submitted electronically will be fulfilled electronically unless you request otherwise.
The fulfillment of your request to exercise your right – if you submitted your request electronically – will be carried out **electronically**, unless you request otherwise.

Declaration

I, the undersigned ..... (name) ..... (e-mail address), as the Data subject, by signing this Declaration, acknowledge that I have read the above Privacy Notice and accept the content thereof.

This Declaration has been made in 2 (two) original copies, of which 1 (one) copy is for you and 1 (one) copy is for the Data Controller.

Dated in ....., on ..... (day) ..... (month) 20

.....
Data Subject's signature