UNIVERSITY OF PANNONIA
CHANCELLOR

Chancellor's Directive No. 8/2021. (VIII.31.)
on the tasks related to the electronic publication of public information at the University of Pannonia
(amendment of Chancellor's Directive No. 5/2020. (IX.25.))

To: All Deans, Heads of comprehensive organisational units and Heads of organisational units

Dear Colleague,

Pursuant to the provisions of Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information, Act IX of 2021 on Public Trust Foundations Performing a Public Function, as well as the Data Protection and Data Security Regulation adopted by the Senate of the University of Pannonia (hereinafter referred to as: "**University**") by Resolution No. 58/2021. (V.29.), I hereby amend Chancellor's Directive No. 5/2020. (IX.25.) on the tasks related to the electronic publication of public information as set out below and issue this Directive in a consolidated version.

I. Purpose and scope of the Directive

(1) The purpose of this Directive is to define, within the University of Pannonia, the tasks, deadlines, and responsibilities related to the electronic publication and maintenance of public information.

(2) The scope of this Directive extends to all the faculties, comprehensive organisational units and organisational units of the University.

II. The University's obligation to publish

(1) In matters falling within its competence – particularly concerning its budget, asset management, the use of public funds, contracts concluded for these purposes, and the granting of special or exclusive rights to market operators, private entities, or individuals – the University shall promote and ensure the accurate and prompt provision of information to the public.

(2) The University shall make its public information and information of public interest available on its website (hereinafter referred to as: "**website**") to anyone, without identification or restriction, in a printable format that allows copying without data loss or distortion, free of charge (hereinafter referred to as: "**electronic publication**").

(3) In addition to the public information specified in the general publication list, other public data and date of public interest may also be published electronically on the website.

(4) The detailed list of data to be published, the frequency of publication and deletion, data retention requirements and the designation of data owners are included *in the annex to this Directive*.

III. The Data Owner

(1) At the University, the Data Owner is the person or organisational unit responsible – as set forth in the annex to this Directive – for ensuring the completeness and accuracy of the data to be published within their area of responsibility, for their regular review, updating and uploading to the organisational unit's website.

(2) The Data Owner performs the tasks specified in Section (1) as detailed in Chapter V of this Directive.

IV. The Data Publisher

(1) The Data Publisher's tasks concerning the data to be published are as follows:
   a) to define the structure of the University's central website under the title "*Public Information*" within the framework defined by law;
   b) to ensure and verify that the published data are accessible through the unified public data search system;
   c) to ensure and verify that the published links correspond to those provided by the Data Owner for publication;
   d) to monitor the continuous accessibility of the published data;
   e) to manage the email address kozzetetel@uni-pannon.hu.

(2) At the University, the Data Owner's duties are carried out by the Chancellor's Office, in cooperation with the IT Department operating within the framework of the Directorate for Development and Projects.

V. Procedure for the publication of public information

(1) The Data Publisher shall, in accordance with the tasks described above, define the structure on the University's website, as well as maintain and verify the links.

Deadlines:
   – For paragraph a) of Section (1) of Chapter IV: the task has been completed and shall continue on an ongoing basis in accordance with any future legislative amendments.
   – For paragraphs b) to e) of Section (1) of Chapter IV: ongoing.

(2) The relevant Data Owner, under the title "Public information provided by the organisational unit" on their organisational unit's website, shall:
   a) establish the structure for the data to be published within their scope of responsibility, as specified in the annex;

b) upload the data (documents shall be published in PDF format, without accents or spaces, using the following file name structure: public information_YEAR_MONTH_DAY_name.PDF, where the date refers to the upload date.
Example: public information_2020_09_24_university_officials.PDF);
c) send the corresponding links, after the first upload, to the Data Publisher at kozzetetel@uni-pannon.hu, specifying the name of the public data;
d) verify the accuracy of the uploaded data under "*Public Information*" on the University's central website, and request correction from the Data Publisher if necessary;
e) maintain and, when necessary, update or archive the data within their scope of responsibility on the website of his or her organisational unit, as set out in the annex.

Deadlines:
- For paragraphs (a) to (d) of Section (2): the tasks have been completed.
- For paragraph e) of Section (2): ongoing.

(3) The data in the publication lists shall be published in accordance with Decree No. 18/2005. (XII.27.) issued by the Ministry of Informatics and Communications on publication templates required for the disclosure of data included in the publication lists.

VI. Effective date

(1) This Chancellor's Directive shall enter into force on 1st September 2021 and shall remain valid until withdrawn.

(2) Upon its entry into force, this Chancellor's Directive repeals Chancellor's Directive No. 5/2020. (IX.5.) on the tasks related to the electronic publication of public information at the University of Pannonia.

(3) Compliance with this Directive is the responsibility of all persons and heads of organisational unit designated as Data Owners, as well as the heads of the Chancellor's Office and the IT Department designated as Data Publishers.

(4) All persons and heads of organisational unit designated as Data Owners in this Directive shall, in connection with the University's model transformation effective as of 1st September 2021, review the data they have provided and uploaded to the website, and, if necessary, ensure their updating.
Deadline: 15th September 2021

Dated in Veszprém, on 31st August 2021

Zsolt Csillag m.p.
Chancellor

Annex: Publication List of Public Information to Be Pulised on the University's Website

Person responsible for the maintenance of the Chancellor's Directive: Head of the Chancellor's Office