Pannon Egyetem
University of Pannonia

Joint Directive 6/2024. (IX.02.) of the Rector and the Chancellor on the special obligation of the employees of the University of Pannonia to maintain confidentiality and on the rules of procedure for granting access rights to the electronic human resources management systems used

I. Purpose and scope of the Directive

(1) With reference to paragraph (2) of Section 26 of the Employment Requirement System (hereinafter referred to as the "ERS"), the purpose of this Directive is to identify employees who are subject to a **special obligation of confidentiality** by reason of the data processed in the course of their work and **the applicable data protection provisions**. The employees concerned are required to sign a **confidentiality declaration** at the request of the Directorate of Human Resources Management (hereinafter referred to as "DHRM"), in addition to the confidentiality provisions laid down in their employment contract.

(2) The purpose of this Directive is also to define the rules of procedure for granting **access rights to the electronic human resources management systems** (HR-IT, Nexon) used at the University of Pannonia (hereinafter referred to as the "University").

(3) The scope of this Directive shall extend to all the faculties, comprehensive organisational units and organisational units of the University, as well as to natural persons who have an employment contract with the University.

II. Determining which employees are covered by the special obligation of confidentiality

(1) All employees who have access to personal data or sensitive data relating to the employment relationship in the course of their work shall be subject to a **special obligation of confidentiality.**

(2) **Personal data:** any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, 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.

(3) The people referred to in paragraph (1) include, in particular, but not limited to, any employee of the University, who:

a) qualifies as an employee holding a managerial position according to the ERS,

b) has any access rights in the HR-IT electronic program used for the management of letter of appointments,

c) has any other rights in the University's Nexon system other than the management of their own data,

d) has access rights to personal data recorded in the University's SAP HR module,

e) has access rights to employee personal data registered in the University's Neptun system,

f) has access rights to the University Poseidon (EKEIDR) Records and Document Management System,

g) is specifically requested by their supervisor (with the agreement of the Head of the DHRM) to make a declaration with regard to the personal data processed by them.

(4) Anyone who can be identified as currently falling within the scope of paragraph (3) shall be required to make a declaration of confidentiality by 30th September 2024. In the absence of such a declaration, access rights shall be revoked.

(5) In the case of new access rights being issued, each user must make a declaration **within 8 working days** of the request from the DHRM. Failure to do so will result in the DHRM informing the supervisor and the requested access right will not be issued.

(6) The signed declaration shall be kept by the DHRM in the employee's personal file. The consequences of a breach of confidentiality are set out in Chapter VIII of the ERS ("*The employee's job-related liability and liability for compensation*").

III. Rules of procedure for issuing access rights to electronic human resources management systems

(1) If an employee **needs access** to an electronic human resources management system (**HR-IT or Nexon**)[1] **for his or her work**, the employee's supervisor must initiate in writing the setting of the relevant access right(s). The request may only be made using the form available on the DHRM website after logging in.

(2) The request, signed by the supervisor, must be forwarded to the DHRM.

(3) The request shall be **considered by the Director of the DHRM**, who shall inform the supervisor of his or her decision. In the case of a positive decision, the DHRM staff member shall set up the requested access, after having obtained the prior declaration provided for in Chapter II of this Directive, and shall inform the employee concerned of the use of the access right. If the activity to which such access is needed requires training, the employee must attend the training.

IV. Employees entitled to launch a letter of appointment in the HR-IT electronic letter of appointment management program

(1) Regarding faculties and university centres, only the dean, the director general or up to three people appointed by them, as well as the staff of the DHRM shall have the right to **start a letter of appointment in the HR-IT program**.

(2) Considering all other campuses, comprehensive organisational units and organizational units, only the competent senior managers or DHRM staff members shall have the right to be the initiators of letters of appointment in the HR-IT program.

(3) If a DHRM employee creates a letter of appointment, the manager concerned shall provide all necessary information.

1 In SAP, Neptun and Poseidon systems, **it is not the DHRM** that sets up access rights.

V. Final provisions

(1) Person responsible for compliance with this Directive: all managers and employees of the University.

(2) This Joint Directive of the Rector and the Chancellor shall enter into force on the day of its publication and shall remain in force until revoked.

Dated at Veszprém, on 2nd September 2024

Dr. János Abonyi m.p.
Rector

Zsolt Csillag m.p.
Chancellor

Person responsible for the maintenance of this Directive: Head of the Directorate of Human Resources Management.