

Information on data handling carried out by Chancellery and WAV Centre of University of Debrecen

1. Name and contact of data holder

WAV Centre of Chancellery of University of Debrecen

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2. Law related to data handling

The following regulations apply for data handling carried out by WAV Centre, Chancellery, University of Debrecen:

- European Parliament and Council (EU) decree 2016/679 of 27 April 2016 on the protection and free flow of personal data and the annulment of decree 95/46/EK (GDPR henceforward). The GDPR can be accessed in all official languages of the European Union via this [link](#).
- Act CXII of 2011 on information right to self-determination and information freedom.

3. Data handling carried out by data holder

3.1 Applications appearing on webpage: Telephone directory, e-Organisation, data handling of Staff/Heads

3.1.1 Purpose of data handling: Visualisation of contact data of people in various contents of the webpage of the university and university organisations (with photo in the case of heads, based on request from other colleagues).

3.1.2 Handled data include: The following personal data are handled:

- Title
- Surname
- Given name
- Photo
- E-mail address
- jDolber code
- Division
- Job
- Place of job
- Direct telephone number
- Central telephone number / extension
- Fax number, extension
- Accurate address
- Building, floor, door, room
- (Head) affiliation – if relevant
- Description (on tasks performed)

3.1.3 Legal basis of data handling: legal interest [accurate identification of GDPR legal grounds: GDPR 6. article (1) chapter f) point].

3.1.4 Time frame of data handling: In the case of employees of the university data storage and handling is inactivated when the employee status while in the case of non-employees of the university recording

and inactivating is carried out at request. Guarantee rights of those affected: The photo of those who enforce the right of protest is not published (if new employee) or the photo is removed. Request for photo removal can be made at the following e-mail address: webtiltakozom@fin.unideb.hu 3.1.5 Access rights: WAV Centre, Chancellery, University of Debrecen

3.2 Data handling associated with registration at the webpage (events, conferences, Scientific Student' Associations)

3.2.1 *Purpose of data handling:* Recording registration on the webpage of the university and the university organisation to university events (e.g. conferences, Scientific Student Chapter).

3.2.2 *Handled data include:* The following personal data are handled:

- Name of participant
- Year of graduation □ E-mail address
- Telephone number
- Current affiliation
- Name of company (if relevant)
- Post

3.2.3 *Legal basis of data handling:* Approval [accurate legal basis according to GDPR: Point a), chapter (1), article 6, GDPR].

3.2.4 *Time frame of data handling:* Until approval is removed, request for deletion from the database.

3.2.5 *Access rights:* WAV Centre, Chancellery, University of Debrecen; Event Coordination and Alumni Centre and colleagues of university faculties and other organisations having administrator legal status and thus access.

3.3 Data handling related to the Contact form on the webpage

3.3.1 *Purpose of data handling:* Contact with the university in relation to any issue (e.g. education, patient care, HR, finance, foreign relations) available for not only employees but for anyone.

3.3.2 *Handled data include:* The following personal data are handled:

- Name
- E-mail address
- Telephone number

3.3.3 *Legal basis of data handling:* Approval [accurate legal basis according to GDPR: Point a), chapter (1), article 6, GDPR].

3.3.4 *Time frame of data handling:* Until approval is removed, request for deletion from the database.

3.4 Data handling related to the electronic Error Reporting form on the webpage

3.4.1 *Purpose of data handling:* Error reporting to the university related to the webpage.

3.4.2 *Handled data include:*

- Name
- E-mail address
- Telephone number

3.4.3 *Legal basis of data handling:* legitimate interest [accurate legal basis according to GDPR: Point f), chapter (1), article 6, GDPR].

3.4.4 *Time frame of data handling:* Until the error reporting is solved.

3.5 Data handling related to the electronic Nomination data sheet on the webpage

3.5.1 Purpose of data handling: Nomination to excellent worker recognition or recognition of the rector that is provided only after authentication to the webpage (login with network identification and password).

3.5.2 *Handled data include:* The following personal data are handled:

- Name
- Maiden name
- Birth place, time
- Mother's name
- Residence
- Organisational unit
- Post
- Starting date of public servant status at the University of Debrecen
- Telephone number
- E-mail address
- Former honours

3.5.3 *Legal basis of data handling:* legitimate interest [accurate legal basis according to GDPR: Point f), chapter (1), article 6, GDPR].

3.5.4 *Time frame of data handling:* Until making the decision. 3.6 Data handling related to the electronic Public interest data order form on the webpage

3.6.1 *Purpose of data handling:* Data request in public interest available for not only employees but for anyone.

3.6.2 *Handled data include:*

- Name
- Postal address
- Telephone number
- E-mail address
- Fax number

3.6.3 *Legal basis of data handling:* data handling is necessary for carrying out tasks of public interest or performed while applying public power [accurate legal basis according to GDPR: Point e), chapter (1), article 6, GDPR].

3.6.4 *Time frame of data handling:* According to the Act on information

3.7. Data handling related to newsletter and circular of the units of the university

3.7.1 *Purpose of data handling:* Informing university employees on university events, news

3.7.2 *Handled data include:*

- E-mail address

3.7.3 *Legal basis of data handling:* legitimate interest [accurate legal basis according to GDPR: Point f), chapter (1), article 6, GDPR].

3.7.4 *Time frame of data handling:* Until public servant status applies.

3.8 Data handling related to data modifications in the telephone directory on the webpage

3.8.1 *Purpose of data handling:* Publishing, modifying data in the university telephone directory

3.8.2 *Handled data include:* The following personal data are handled:

- Prime number of employee
- Title
- Name
- Organisational unit
- Job
- Job more detailed (e.g. secretary in the case of managing experts)
- Place of work
- Building, floor, door, room
- E-mail address
- Direct telephone number
- Telephone number extension
- Fax number
- Fax extension

3.8.3 *Legal basis of data handling:* legitimate interest [accurate legal basis according to GDPR: Point f), chapter (1), article 6, GDPR].

3.8.4 *Time frame of data handling:* Inactivation when the employee status ceases in the case of employees while inactivation on request in the case of those having no employee status.

3.9 Data management using Google Analytics related to measuring website traffic

3.9.1 *People affected:* All visitors of the webpage. The html code of the webpage operated by the data handler for web analytical measurements include links arriving from an external server and linking to an external server as well. The web analytics service provider handles data related exclusively to browsing that are no personal and cannot be used for identifying any individuals

3.9.2 *Handled data include:* The Google Analytics stores cookies – simple, short, small text files – on the computer, informatic device of all visitors and the attendance, use of the webpage are analysed with the help of those.

Third-party cookies used for analytical purposes (Google Analytics): `_ga`, `_gid`. For detailed information on Google Analytics, click on the following link: <https://marketingplatform.google.com/about/analytics/terms/us/>

3.9.3 *Purpose of data handling:* On behalf of the website operator Google Analytics uses the information to compose reports for the website operator considering the attendance and use of the webpage based on analysing the data and thus help the development of the website and the improve user satisfaction. Storage of cookies can be forbidden by the user applying the appropriate configuration of the browser. The user can also delete the cookies from his/her own computer or can install the Google Analytics disable browser extension. These options can be reached typically in the Setting / Data protection menu, depending on the browser type and version.

The cookie's purpose is to distinguish individual users by assigning a randomly generated number as a client ID.

3.9.4 *Legal basis of data handling:* legal interest [accurate legal basis according to GDPR: Point f), chapter (1), article 6, GDPR].

3.9.5 Time frame of data handling: Event data processed for analytics are deleted every 2 months, while user data are deleted every 24 months and can also be deleted or handed over upon user request.

For treated cookies, the `_ga` and `_ga_ID` cookies expire after 13 months.

3.9.6 Access rights: Colleagues of the organisation unit

3.10 Data handling related to the use of essential cookies

3.10.1 People affected: All visitors of the webpage.

3.10.2 Handled data include: These cookies do not store any personally identifiable information.

3.10.3. Purpose of data handling: Small text files that your browser places on your device to store certain information. Essential cookies are an essential element of websites, without them, it would not be possible to use the websites smoothly. These cookies allow users to navigate between different parts of the website, store their preferences and access secure areas of the website (e.g. the session in which the user's login is stored, and the decision made concerning cookies). These cookies do not collect information about user's browsing habits and cannot be used to track user behaviour. Only the minimum information necessary for the operation of the website is stored and is usually deleted when you close your browser unless it is a permanent cookie that may remain on your device for a longer period of time to improve your user experience. Typically a file that stores the cookie management options selected by the user and manages the operating session.

3.10.4. Legal basis of data handling: legal interest [accurate legal basis according to GDPR: Point f), chapter (1), article 6, GDPR].

3.10.5. Time frame of data handling: The cookie management options selected by the user are stored in the user's browser for 100 days.

3.10.6. Access rights: Colleagues of the organisation unit

3.11. Data handling related to the use of functional cookies

3.11.1 People affected: All visitors of the webpage.

3.11.2 Handled data include: These cookies do not store any personally identifiable information.

3.11.3. Purpose of data handling: These small text files are placed on your device by your browser and the website uses this information to recognize that you have previously used it with that device. They store decisions that you made during setting up the page (e.g. hide pop-ups for 24 hours). We use the information stored in this way in order to adapt our website to your needs and make it convenient to use. In this process, only the cookie is identified on your device, no personal data is associated. The specific content of the data processing is the user's decision on how to display a current promotional pop-up (hide for a day, hide permanently or simply close).

3.11.4. Legal basis of data handling: legal interest [accurate legal basis according to GDPR: Point f), chapter (1), article 6, GDPR].

3.11.5. Time frame of data handling: These cookies are stored in the system until 2038.

3.11.6. Access rights: Colleagues of the organisation unit

Delete and manage cookies:

"Cookies" can be deleted or disabled in the browsers used. By default, browsers allow cookies to be placed. This can be disabled in the browser settings, as well as delete existing ones. In addition, the browser can be configured to notify the user when a cookie is sent to the device.

However, it is important to emphasize, that if the visitor does not accept these cookies, the website or parts of it may not be displayed or may be displayed incorrectly, making it impossible to use the website or fill out forms.

The setup options are usually located in the „Options” or „Settings” menu in the browser. Each web search engine is different, so for the correct settings please use the „Help” menu and the following links to change the cookies settings:

[Cookie settings in Internet Explorer](#)

[Cookie settings in Firefox](#)

[Cookie settings in Chrome](#)

[Cookie settings in Safari](#)

4. Your rights and regulations related to applying rights

4.1 Right for being informed

Corresponding with chapter (1), article 15 of GDPR you can request information on personal data handled by WAV Centre, Chancellery, University of Debrecen. In this case the following information is forwarded to you (e-mail address, postal address) by WAV Centre, Chancellery, University of Debrecen:

- what personal data are stored;
- for what purposes;
- who personal data are forwarded to;
- timeframe of data storage and aspects of determining this timeframe;
- rights for which you are entitled in relation to data handling;
- the right for submitting complaint to the Hungarian National Authority for Data Protection and Freedom of Information.

4.2 Right for requesting a copy

Based on chapter (3)-(4), article 15 of GDPR you have the right to request a copy of the personal data stored by WAV, Chancellery, UD. In this case WAV, Chancellery, UD forwards the personal data stored to one of your contacts (e-mail address, postal address).

4.3 Right for rectification

Corresponding to article 16 of GDPR we modify and rectify your personal data at your request.

4.4 Right for deletion

In the case of data handling according to sub-point 3.4, corresponding to chapter (1), article 17 of GDPR you can request to delete published personal data.

4.5 Right for limitation

You can request limitation of data handling in the following cases:

- if you doubt the accuracy of personal data, data handling is limited until the WAV Centre, Chancellery, UD controls the accuracy of personal data;
- data handling is illegal and you reject the deletion of data and request the limitation of the use of data;
- WAV Centre, Chancellery, UD does not require the personal data any more but you request the data for submitting, validating or protection of legal demands; or

- in case you protest, data handling is limited for the time period the legality of your request is studied.

In your request for limiting data handling, please, state the reason for the request.

WAV Centre, Chancellery, UD meets the request so that personal data will be stored separately from all other personal data. For example, in the case of electronic data, they are saved onto external data storage devices while paper based documents are stored in separate folders.

4.6 Protest

You are entitled to protest – due to any personal conditions – against data handling carried out based on deliberation of justified interest. In this case, the WAV Centre, Chancellery, UD investigates data handling based on interest deliberation in your case and if your request is found justified, your personal data will be deleted. You will be informed on the investigation.

4.7 Common rules of applying rights

WAV Centre, Chancellery, UD completes your request within one month at the most, however, this deadline can be extended by two months at the most.

In case your request is rejected, WAV Centre, Chancellery, UD informs you on the reasons of rejection within one month of delivery of the request and also on that you can submit a complaint to the Authority or go to court.

WAV Centre, Chancellery, DE has the right to ask for information supporting the personal identity of the person in question if it has justified doubts regarding the person of the requestor. Such is the case when a copy is requested as the WAV Centre, Chancellery, UD has to make sure that the request is from the entitled person.

5. Your possibilities of applying rights

In case you consider the data handling of WAV Centre, Chancellery, UD not complying with the legal regulations you have the right to initiate a procedure at the Hungarian National Authority for Data Protection and Freedom of Information (Postal address: 1374 Budapest, P.O.Box: 603, e-mail: ugyfelszolgalat@naih.hu) or to go to court.

Debrecen, 8th October 2020.