

## PRIVACY POLICY

**It is the 24th time University of Debrecen Faculty of Music has organized the Young Musicians' Summer Academy, which will be held between 2nd to 16th July. 2025.**

**University of Debrecen Faculty of Music (Data Controller)** pays special attention to the protection of personal data and always ensures fair and transparent data management, the basic requirement of which is adequate information regarding the processing of data.

The Data Controller provides the following information regarding the organization and coordination of the Academy in accordance with the legal provisions governing the protection of personal data, in particular the GDPR:

### Name and contact details of the Data Controller

<b>Data Controller</b>	<b>University of Debrecen Faculty of Music</b>
<b>Place of data processing</b>	<b>University of Debrecen Faculty of Music</b>
<b>Represented by</b>	Péter Lakatos DLA, dean
<b>Residence</b>	H-4032 Debrecen, Nagyerdei krt. 82.
<b>E-mail</b>	music@music.unideb.hu, ymsa.debrecen@gmail.com
<b>Phone number</b>	+36 52 512 900 / 23811

### Legislation on data management

The following legal provisions apply to the **University of Debrecen Faculty of Music, as Data Controller**:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 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 (hereinafter: GDPR),
- Act CXII of 2011 on informational self-determination and freedom of information,
- Act C of 2000 on accounting.

### Data processing performed by the data controller

#### 1. Online application for the Academy at the <https://ymsa.unideb.hu> website

- 1.1. *Aim of data processing:* Application for the Young Musicians' Summer Academy. The organiser shall store the personal data provided in the application form in a database for the organisation, coordination the event and for keeping contact and informed.
- 1.2. *Processed set of data:* surname, second name, e-mail address, citizenship, age of the applicant (is over 18 years old yes/no), date of birth, sex, permanent/postal address (country, ZIP code, town, street, house number), mobile phone number, name and e-mail address of parent/legal guardian for applicants under 18 years of age, name of

institution or workplace, name of current teacher, instrument, orchestral experiences, list of pieces to be played in the mastercourse, application for the Kodály Zoltán World Youth Orchestra (yes/no), application for an additional course (yes/no), name and mobile phone number of person to contact in case of emergency and the relationship with him/her, invoicing data: invoicing name, invoicing address, VAT number, other data optionally provided by the applicant (teacher recommendation, demo recording), food allergies.

- 1.3. *Legal basis of the data processing:* Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 and tot he a) of the paragraph (2) of the article 9 of the GDPR.
- 1.4. *Period of data processing:* The data controller will delete the personal data provided by the applicants within 30 days after the end of the Academy.
- 1.5. *Scope of people having access:* Employees and volunteers authorised to perform data processing for the data controller and the tutors of the applicants of the Young Musicians' Summer Academy.

## **2. Data processing regarding the invoicing of the registration and participation fees**

- 2.1. *Aim of data processing:* Issue of an invoice for the paid registration and participation fees, its storage and bookkeeping.
- 2.2. *Processed set of data:* Invoicing name, invoicing address, VAT number, bank account number.
- 2.3. *Legal basis of the data processing:* Performance of legal obligation according to the item c) of the paragraph (1) of the article 6 of the GDPR.
- 2.4. *Period of data processing:* The accounting records and the instruments of strict accountability shall be stored by the data controller for at least 8 years according to the paragraph (2) of the section 169 and the paragraph (6) of the section 166 of the Act C of 2000 on Accounting.
- 2.5. *Scope of people having access:* Employees of the data controller authorised to perform data processing.
- 2.6. *Data processor:* Conservatory Alapítvány [Conservatory Foundation] (H-4032 Debrecen, Nagyerdei krt. 82.) to perform invoicing tasks, and its contracted accountant (Katalin Bukáné Tusják, H-4030 Debrecen, Puttony u. 35., registry number: 09344774) to perform bookkeeping and taxation tasks.

## **3. Data processing regarding the payment of registration and participation fees by bank transfer**

- 3.1. *Aim of data processing:* Data processing regarding the payment of registration and participation fees by bank transfer.
- 3.2. *Processed set of data:* Name and bank account number of the payer, amount and time of the transfer, invoicing data: invoicing name, invoicing address, VAT number.
- 3.3. *Legal basis of the data processing:* Performance of legal obligation according to the item c) of the paragraph (1) of the article 6 of the GDPR.
- 3.4. *Period of data processing:* The data required for issuing invoices for registration and participation fees, the accounting records and the instruments of strict accountability shall be stored by the data controller for at least 8 years according to the paragraph (2) of the section 169 and the paragraph (6) of the section 166 of the Act C of 2000 on Accounting.
- 3.5. *Scope of people having access:* Employees of the data controller authorised to perform data processing.
- 3.6. *Data processor:* Conservatory Alapítvány [Conservatory Foundation] (H-4032 Debrecen, Nagyerdei krt. 82.) to perform invoicing tasks, and its contracted accountant

(Katalin Bukáné Tusják, H-4030 Debrecen, Puttony u. 35., registry number: 09344774) to perform bookkeeping and taxation tasks.

#### **4. Making photos and video records in mass events, their editing for publication, publishing on websites, social networking and video sharing sites and their use in PR materials**

- 4.1. *Aim of data processing:* Documentation of the Young Musicians' Summer Academy and the series of concerts "Musical Evenings in the Great Forest" – as events related to the operation of the University of Debrecen and the university life –, the precise and authentic publication thereof together with the written press publications on the websites [www.unideb.hu](http://www.unideb.hu), [www.music.unideb.hu](http://www.music.unideb.hu) and [www.ymsa.unideb.hu](http://www.ymsa.unideb.hu), the official social networking sites of the University of Debrecen Faculty of Music and the Young Musicians' Summer Academy (Facebook, Instagram), the YouTube channel of the University of Debrecen and the University of Debrecen Faculty of Music and the use thereof to make PR materials.
- 4.2. *Processed set of personal data:* Photos and video records.
- 4.3. *Legal basis of the data processing:* Legitimate interest according to the item f) of the paragraph (1) of the article 6 of the GDPR. Pursuant to the section 10 of the Act CIV of 2010 on the Freedom of the Press and the Fundamental Rules of Media Content, everyone shall be entitled to get appropriate information [...] about the local [...] public affairs. The task of the whole media system shall be the authentic, rapid and precise information about these affairs and events. The data controller presents the legitimate interest in an [interest balancing test](#).
- 4.4. *Period of data processing:* Until the existence of the organisational unit. Continuous. The data are electronically archived in a computer protected by a strong password.
- 4.5. *Scope of people having access:* Employees of the data controller authorised to perform data processing.
- 4.6. *Data transfer:* To any press organ initiating the receipt of the news, by indicating the source.

#### **5. Making unique photos, their editing for publication, publishing on websites and social networking**

- 5.1. *Aim of data processing:* Recording the Young Musicians' Summer Academy and the concert series "Musical Evenings in the Great Forest" – as events related to the operation of the University of Debrecen and the university life –, the precise and authentic publication thereof together with the written press publications on the following websites:
  - the website of the University of Debrecen: [www.unideb.hu](http://www.unideb.hu)
  - the website of the Faculty of Music: [www.music.unideb.hu](http://www.music.unideb.hu)
  - the website of the event: [www.ymsa.unideb.hu](http://www.ymsa.unideb.hu)
  - the Facebook site of the event: [www.facebook.com/ymsa.debrecen](http://www.facebook.com/ymsa.debrecen)
  - the Instagram site of the event: [www.instagram.com/ymsadebrecen](http://www.instagram.com/ymsadebrecen)
  - the YouTube channel of the University: [www.youtube.com/channel/UCexKoYV1qWc7ROLFu50mFXA](http://www.youtube.com/channel/UCexKoYV1qWc7ROLFu50mFXA)
  - the YouTube channel of the Faculty of Music: [www.youtube.com/c/DEZeneművészetiKar](http://www.youtube.com/c/DEZeneművészetiKar)
- 5.2. *Processed set of personal data:* Photos and video records.
- 5.3. *Legal basis of the data processing:* Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.
- 5.4. *Period of data processing:* Until the withdrawal of the consent. Continuous. The data are electronically archived in a computer protected by a strong password.
- 5.5. *Scope of people having access:* Employees of the data controller authorised to perform data processing.
- 5.6. *Data transfer:* To any press organ initiating the receipt of the news, by indicating the source.

We would like to inform data subject (applicant) that due to the nature of internet technology, after the photograph has been made public, other media content providers may also take it over, copy it, and publish it on their own media provider's interface.

## **6. Use of unique photos/videos to make PR materials**

- 6.1. *Aim of data processing:* Performing the PR activity of the University of Debrecen, care of the reputation of the university, promotion of the institution and the Academy, informing the public, using photos in other university publications (posters, flyers, other promotional publications).
- 6.2. *Processed set of personal data:* Photos and video records.
- 6.3. *Legal basis of the data processing:* Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.
- 6.4. *Period of data processing:* Until the withdrawal of the consent.
- 6.5. *Scope of people having access:* Employees of the data controller authorised to perform data processing.

## **7. Use of photos/video records for the accounting of tender resources**

- 7.1. *Aim of data processing:* The members of the target group taking part in the project shall certify their participation in the given event or in the programmes organised within the framework of another project. For this purpose, photos and video records are made to serve as evidences for the actual performance of the programmes and events.
- 7.2. *Processed set of personal data:* Photos and video records.
- 7.3. *Legal basis of processing:* Performance of the legal obligation (item c) of the paragraph (1) of the article 6 of the GDPR.
- 7.4. *Period of data processing:* Until the closure of the project and until the end of the maintenance period of the project.
- 7.5. *Scope of people having access:* Employees of the data controller affected by the project.
- 7.6. *Data transfer:* Data are transferred to the managing authority.

## **8. Publication of the names of the members of the Kodály Zoltán World Youth Orchestra on the website and social networking site of the event**

- 8.1. *Aim of data processing:* Introduction of the composition of the Kodály Zoltán World Youth Orchestra selected among the applicants on the website [www.ymsa.unideb.hu](http://www.ymsa.unideb.hu) and the Facebook site of the event.
- 8.2. *Processed set of personal data:* Name, part in the orchestra.
- 8.3. *Legal basis of the data processing:* Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.
- 8.4. *Period of data processing:* Until the end of the series of event.
- 8.5. *Scope of people having access:* Employees of the data controller authorised to perform data processing.

## **9. Data processing regarding the completion of mastercourses**

- 9.1. *Aim of data processing:* Issuance of a certificate for participants about the mastercourse completed and about the credits obtained.
- 9.2. *Processed set of personal data:* Name, the mastercourse completed, the credits obtained.
- 9.3. *Legal basis of the data processing:* Performance of a task in the public interest according to the item e) of the paragraph (1) of the article 6 of the GDPR.
- 9.4. *Period of data processing:* According to the document management policy.

## 10. Data processing regarding visa applications

10.1. *Aim of data processing:* If the participant needs to apply for a visa to travel to Hungary, the organizers will send an official invitation letter upon request.

10.2. *Processed set of personal data:* Name, full birth name of applicant's mother, place and date of birth, citizenship, ID/Passport number, address, dates of arrival to and departure from Hungary.

10.3. *Legal basis of the data processing:* Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.

10.4. *Period of data processing:* According to the document management policy.

## 11. Camera surveillance at the venue of the Academy

There is a camera surveillance system at the venue of the Academy, more information about it can be available at: <https://kancellaria.unideb.hu/kancellari-kozlemenyek-utasitasok>

### Access to data

The **data controller** shall ensure the security of the data and shall take technical measures to ensure that the recorded, stored and processed data will be protected, and shall do everything possible to prevent their destruction, unauthorized use and unauthorized alteration. Shall also undertakes to call on all third parties to whom the data may be transferred to fulfil their obligations in this regard. The data controller stores and processes your data in its computer database on official, password-protected computers of employees authorized to access it.

### Rules on the rights of data subjects (applicants) and exercising thereof

**Right of information:** According to the paragraph (1) of the article 15 of the GDPR, data subjects shall have the right to obtain information about the personal data processed by data controller.

**Right to request copy:** On the basis to the paragraphs (3)-(4) of the article 15 of the GDPR, data subjects shall have the right to request the copy of your personal data processed by the data controller.

**Right to rectification:** According to the article 16 of the GDPR, your personal data shall be modified and rectified according to your request.

**Right to restriction of processing:** *Data subjects* may request the restriction of data processing in the following cases:

- if data subject challenges the accuracy of the personal data, data processing shall be restricted until the data controller checks the accuracy of the personal data;
- the processing is unlawful and data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- the data controller no longer needs the personal data, but data subject requires these data for the establishment, exercise or defence of legal claims; or
- if data subject exercises the right to object, data processing shall be restricted until the lawfulness of his/her request is assessed.

**Right to object:** The data subject shall have the right to object at any time, on grounds relating to his/her particular situation, to the processing of his/her personal data on the basis of item e), f) of the paragraph (1) of the Article 6 of the GDPR. In this case, the data controller may no longer process the personal data unless demonstrates compelling legitimate grounds for the

processing which override the interests, rights and freedom of the data subject or for the establishment, exercise or defence of legal claims.

**Right to erasure:** According to the paragraph 1) of the article 17 of the GDPR, you may request the erasure of your disclosed personal data.

### Possibilities of the enforcing of rights

If data subject thinks that the data processing of the **data controller** is not in compliance with legal regulations, may initiate a procedure in the Hungarian National Authority for Data Protection and Freedom of Information (registered seat: H-1363 Budapest, P.O. Box 9, e-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)) or may request judicial remedy.

18 February, 2025