

DATA PROCESSING NOTICE FOR JOB APPLICATIONS

This notice applies to the processing of personal data that the Corvinus University of Budapest collects and processes on applicants for the advertised job vacancies.

1. NAME OF THE DATA CONTROLLERS

1.1. **Corvinus University of Budapest** (hereinafter: CORVINUS or University)

Address: 1093 Budapest, Fővám tér 8.

Website: www.uni-corvinus.hu

1.2. Data Protection Officer: Dr. Balázs Locsmándi

E-mail: adatvedelem@uni-corvinus.hu

2. LEGISLATION ON WHICH THE DATA PROCESSING IS BASED

- 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 (General Data Protection Regulation: GDPR);
- Act CXII of 2011 on informational self-determination and the freedom of information;
- Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.).

3. CATEGORIES OF DATA SUBJECTS

The persons concerned are those who register in the University's Career system.

4. SCOPE OF DATA PROCESSED, LEGAL BASIS, DURATION, SOURCE OF DATA

4.1 PURPOSE OF DATA PROCESSING: To create a personal profile on the basis of registration in the University's career system, and manage the selection process for the jobs applied for, and finally, if the person applies for more than one job, use the entire career history in the selection process.

4.2 SCOPE OF THE DATA PROCESSED: Name, e-mail address, phone number of the data subject in the context of registration. In the context of the selection process, the applicant's application file, the personal data provided therein and the data necessary to assess suitability for the job, in particular CV, information on level of education, on current and previous employment/work. CORVINUS does not ask applicants for personal data not required for the assessment of their application (e.g. interests, leisure activities, marital status, photograph), but if the applicant provides such data in his/her application file, CORVINUS will store the data as part of the application file or, if possible, return it to the applicant.

4.3. LEGAL BASIS FOR DATA PROCESSING: voluntary consent of the data subject (Articles 6(1)(a) and 7 of the GDPR]

4.4. DURATION OF DATA PROCESSING: The University stores personal data until the registration is deleted.

4.5. SOURCE OF DATA: In the course of this data processing, CORVINUS does not process any data that it does not collect from the data subject.

5. ACCESS TO DATA

The personal data may be accessed by the relevant staff of the organisational units involved in attaining the purpose of data processing on behalf of CORVINUS as defined in point 4, in order to carry out their tasks and to the extent necessary for that purpose, as defined in the regulations of the university, in particular by the Head of HR and the staff member designated by him/her, as well as the manager of the area advertising the vacancy and certain bodies of the University. The University's regulations stipulate that the documents of certain bodies, such as the Senate, are public and are published on the University's website in a way that is accessible to all university citizens.

6. DATA TRANSFER

The University will only disclose data to third parties on the basis of a legal authorisation or with the consent of the data subject. In procedures for awarding the job title of university professor, with the exception of the case referred to in Article 69(5) of the Nftv, CORVINUS forwards the application to the Hungarian Accreditation Committee to obtain an expert opinion in accordance with Article 69(1) of the Nftv. CORVINUS shall send the Maintainer of CORVINUS its proposal for the award of the title of university professor, requesting the maintainer to forward it through the Minister to the person entitled to award the title, as provided for in Article 29(3) of the Nftv.

No data is transferred to third countries.

7. DATA SECURITY MEASURES

The University stores personal data on the University servers. The University does not use the services of another company to store the data. The University shall take appropriate measures to ensure that personal data are protected against, inter alia, unauthorised access, and to ensure the continued confidentiality, integrity, availability and resilience of the systems and services used to process personal data, and the ability to restore in a timely manner access to and availability of personal data in the event of a physical or technical incident.

8. ENGAGING A DATA PROCESSOR

The University uses the following business organisation as a data processor, with which it has a data processing contract:

Name and company registration number of the data processor: ONLINE Üzleti Intelligencia Kft.; 06-09-015852

Data processor's registered seat: 6720 Szeged, Kárász u. 9.

Brief description of the data processing activity: Provision of the Career Portal platform service (RECRUITO ATS, "CAREER Portal" module).

10. RIGHTS IN RELATION TO DATA PROCESSING

10.1. *The right to request information*

You may request information from data controllers in writing, using the contact details provided in Section 1.1:

- the nature of the processed personal data,
- the legal grounds of the data processing,
- the purpose of the data processing,
- the sources,
- the duration of the data processing,
- to whom, when, under what law, to which personal data the University has given access or to whom the University has transferred your personal data.

10.2. *The right to rectification*

You may request in writing, via the contact details provided in point 1.1, that the data controller amend any of your personal data (for example, you may change your e-mail address or postal address at any time).

10.3. *The right to erasure*

You may request the deletion of your personal data by writing to the University, using the contact details provided in section 1.1. In the case of data processing required by law, a request for erasure cannot be granted.

10.4. *The right to blocking (restriction of data processing)*

At the request of the data subject, the data controller shall restrict data processing if one of the following conditions is met:

- a) the data subject contests the accuracy of the personal data, in which case the restriction applies for the period of time necessary to allow the data controller to verify the accuracy of the personal data;
- b) the data processing is unlawful and the data subject opposes the erasure of the data and requests instead the restriction of their use;
- c) the data controller no longer needs the personal data for the purposes of data processing, but the data subject requires them for the establishment, exercise or defence of legal claims.

You may request in writing, via the contact details provided in Section 1.1, that your personal data be blocked by the data controller (by clearly indicating the limited nature of the data processing and ensuring that they are kept separate from other data). The blocking will last as long as necessary for the reason indicated by the data subject.

10.5. *Right to object:*

You may object to the processing of your data using the contact details provided in 1.1. An objection is a statement in which you object to the processing of your personal data.

10.6. *Right to withdraw consent*

You may withdraw your consent at your discretion at any time, in writing, through the contact details provided in 1.1, either collectively or individually. Withdrawal of consent does not affect the lawfulness of the data processing that took place before the withdrawal.

- 10.7. You have the right to *data portability* with regard to your data processed by automated means [Article 20 GDPR].

The Data Controller shall, without undue delay, but not later than 1 month from the date of the request, provide information in writing in an intelligible form on the action taken on the request or on the refusal of the request and the reasons for such refusal.

11. LEGAL ENFORCEMENT IN RELATION TO DATA PROCESSING

In the event of unlawful processing, the data subject may refer the matter to the CORVINUS Data Protection Officer, the National Authority for Data Protection and Freedom of Information (NAIH) or a court as follows:

11.1. *Initiating a procedure with the data protection officer*

You may at any time contact the Data Protection Officer with respect to the processing of your personal data:
Dr. Balázs Locsmándi

E-mail: adatvedelem@uni-corvinus.hu

11.2. *Notifying the authorities*

If you believe that there has been or is an imminent threat of a breach of rights in relation to the processing of your personal data or the exercise of your rights of access to data of public interest or data in the public interest, you may initiate an investigation with the supervisory authority:

NAIH contact details (<https://naih.hu/uegyfelszolgalat,--kapcsolat.html>):

address: 1055 Budapest, Falk Miksa utca 9-11

postal address: 1363 Budapest, Pf. 9

phone number: +36 (1) 391-1400

fax: +36 (1) 391-1400

E-mail address: uegyfelszolgalat@naih.hu

web: <https://naih.hu/>

11.3. *Initiating legal proceedings*

If you find that your personal data is unlawfully processed, you can file a civil suit against the controller. The General Courts shall have competence to determine the case. The action can also be brought before the court of the place of residence (the contact details of the courts can be found at the following link <http://birosag.hu/torvenyszekek>).