

## Privacy Policy

The Semmelweis University Group of Unprompted Instructors (contact: 1089 Budapest, Nagyváradi tér 4, Phone number: 06 1 459-1500 / 56441; Email: [vezetoseg@iocs.hu](mailto:vezetoseg@iocs.hu); web: [www.iocs.hu](http://www.iocs.hu)) (referred to as "IÖCS") operates [the registration form](#) for its members and prospective members who have applied for the Instructor Training.

IÖCS manages the personal information and other student information specified in the following chart of students who registered at Semmelweis University or at another higher education institution on the form. Registered students are referred to as "Users". In connection with the processing of data, IÖCS hereby informs the Users about the personal data it processes on the form; the principles and practices followed in the processing of personal data; the purpose, duration of data processing; and the ways and means of data subjects exercising their rights.

IÖCS records the data confidentially, in accordance with data protection legislation, including Hungarian and European Union legislation in force, and international recommendations. This process is in accordance with the Regulation (EU) 2016/679 of the European Parliament and Council (hereinafter "GDPR"), ) and Act LXVI of 1992 on the registration of citizens' personal information and address. Data are also managed in accordance with the Act CXII of 2011 on Informational Self-Determination and Freedom of Information and with other applicable laws and university regulations.

### **The purpose of data management**

The purpose of registration related data management at the form is to identify the Users who use the services available through the form, registering people attending the Instructor Training after getting their consent to do so.

A further purpose of data management is to provide information on the Group of Unprompted Instructors, university programs and other promotions, which can only be done upon receiving the registrant's voluntary consent by filling in a member entry form.

The purpose of data management in details:

|                           |                                |
|---------------------------|--------------------------------|
| · surname                 | · Identification of the person |
| · first name              | · Identification of the person |
| · place and date of birth | · Identification of the person |
| · permanent address       | · Contact and liaison          |
| · mailing address         | · Contact and liaison          |

|   |   |
|---|---|
| · student ID card number  | · Identification of the person  |
| · ID number   | · Identification of the person  |
| · mobile phone number   | · Contact and liaison   |
| · e-mail address  | · Contact and liaison   |
| · Faculty (of which the User is a student at the time of application) | · Data needed for the training and other events                                     |
| Beginning of university   | Data needed for the training and other events                                       |
| Driving licence   | Data needed for the training and other events                                       |
| Language skill  | Data needed for the training and other events                                       |
| COVID-19 infection information  | Data needed to comply with current epidemiological restrictions and risk assessment |
| COVID-19 vaccination  | Data needed to comply with current epidemiological restrictions and risk assessment |

### **Legal basis for data management**

Data management begins upon receiving the consent of the Users registering for the Instructor Training at the form. The User gives consent during the registration process for the Instructor Training at the form. The management of personal data is based on point b of the 1<sup>st</sup> paragraph of § no. 6 within Act CXII of 2011 that is on the Right of Informational Self-Determination and Freedom of Information, based on the explicit consent of the Users and based on point c, paragraph 1, article 6 of GDPR. With respect to the scope of the data being handled, by using the form, you authorize IÖCS to record, manage, and use the following data:

|              |
|--------------|
| · surname    |
| · first name |

|   |
|---|
| · place and date of birth   |
| · permanent address   |
| · mailing address   |
| · student ID card number  |
| · ID number   |
| · mobile phone number   |
| · e-mail address  |
| · Faculty (of which the User is a student at the time of application) |
| Beginning of university   |
| Driving licence   |
| Language skill  |
| COVID-19 infection information  |
| COVID-19 vaccination  |

**IÖCS** only uses the information above for data management (as determined in the chart) in order to organize the instructor trainings and to inform the participants thereof and in order to record the information of the trained instructors and in order to fulfill the objectives that are defined by the regulations and also in order to use the information for their own statistical purposes in an anonymous way. The data management system only records the information that is gained by the data processing of the Instructor Training of Semmelweis University and the information that is mandatory and contains the group schedule. The organizers of the Camp obtain these pieces of personal information in order to be capable of organizing the event and to record the data of the Freshmen in accordance with the organizational and operational rules of the **Group of Unprompted Instructors**. **IÖCS** does not record any other

type of information or lists of information of the Users except the ones defined above. This provision does not affect the management of information of the User, who became a Freshman when he or she gives a statement that allows the management of his or her personal information or if the management of personal information is required by the law.

### **Duration of data management**

IÖCS keeps record of personal data of the Users according to point e) of the first paragraph of article 5 of the General Data Protection Regulation and according to the 39th paragraph of the preamble as follows:

- The personal information of individuals who became freshmen will be kept for 6 years after the event.

The information will be recorded and kept in an electronic database. The copies of signed declarations that are in a paper form will be kept according to the national law and to the regulations of the university.

### **Access to data and transfer of data**

The data provided by the User will be kept by IÖCS with due care in an electronic format protected by a password according to the rules cited above. Access to personal data provided by the Users and to the automatically gained data during the process of technical operation is only granted to certain members of IÖCS (i.e.: members of the IÖCS Association and the members and employees of the limited company solely owned by the IÖCS Association) so that they can perform their duty as it is defined in the organizational and operational rules. The members of IÖCS who have access to the information will give their signature to a statement (see the document: responsibilities and roles) in which they declare that they will handle the data that they have access to according to the appropriate rules.

IÖCS is only allowed to transfer the personal data provided by the Users to the To the Rector's Secretariat of Semmelweis University and to the Chancellery Cabinet of Semmelweis University. The Users will be given preliminary information about the transfer of data and he or she will consent to this before the management of his or her personal data begins, when he or she fills the electronic application form.

IÖCS will not transfer the personal data of Users to a third party, except to the Hungarian authorities in case they justifiably request the data according to the following rules: the EU Regulation 679/2016; the CL. rule of 2016, and the XC. rule of 2017.

### **The data management rights of the Users**

1. The User's right of data management before processing:

The User may request IÖCS (via postal address: Instruktor Öntevékeny Csoport 1089 Budapest, Nagyvárad tér 4.; e-mail address: [vezetoseg@iocs.hu](mailto:vezetoseg@iocs.hu)) to receive written information about the following:

- what kind of personal data
- based on what legal grounds
- for what specific data processing reason
- from what source
- how long
- whether access was granted to anybody, what kind of personal information was given access to, based on what rule, who was the User's personal data transferred to.

IÖCS will fulfill the request of the User within one month by sending a letter to the User to the User's address.

## 2. The right of access

The User may request IÖCS ( via postal address: Instruktor Öntevékeny Csoport 1089 Budapest, Nagyvárad tér 4.; e-mail address: [vezetoseg@iocs.hu](mailto:vezetoseg@iocs.hu)) to receive written information about the following:

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- from what source
- how long
- whether access was granted to anybody, what kind of personal information was given access to, based on what rule, who was the User's personal data transferred to.

## 3. The right to rectification

The User may send a written request to IÖCS (see the address and email address of IÖCS in the first point) so that IÖCS may modify his or her personal data and he or she may modify his or her personal data, as well. IÖCS will fulfill the written request within one month and will inform the User about it by sending a letter to the User to his or her address.

## 4. The right to deletion

The User may request IÖCS to delete his or her data by sending his or her request to the address given in pont 1. In this case, the participants of the event should be identifiable according to point e), paragraph (3) of article 17 of the GDPR decree.

If there is no legal obstacle of the deletion of the personal data, the IÖCS tem will fulfill the User's request within one month and will inform the User by sending a letter to his or her address.

## **Legal enforcement options regarding data management**

In case the User is not satisfied with the performance of data management of IÖCS than he or she may ask the data protection officer of Semmelweis University by sending an email to him to his email address ([adatvedelem@semmelweis-univ.hu](mailto:adatvedelem@semmelweis-univ.hu)) or by sending a postal mail to him to his postal address (1428 Budapest, pf. 2.) The User should write the following Hungarian text on the envelope: „Adatvédelmi és Betegjogi Központ”, „ADATVÉDELMI TISZTVISELŐ”.

The User may initiate an investigation of the Authority of National Privacy and Freedom of Information, with reference to his or her rights regarding the processing of personal data if there is imminent danger that the personal data is being violated.

The address of the Authority:

1125 Budapest, Szilágyi Erzsébet Fasor 22/c.

postal address: 1530 Budapest, pf.: 5.

telephone: 06-1-391-1400

e-mail address: [ügyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

If the User believes that his or her rights have been violated he or she may file a suit in court. Adjudication of the case has to be within the jurisdiction of the Tribunal. The court hearing may be held at a court that is near the place of residence of the User or that is near the permanent address of the User or that is near the address of the Authority of National Privacy and Freedom of Information. It is the option of the User to file the suit at one of these courts.