

**On the House Rules of the Educational Buildings of the Corvinus  
University of Budapest**

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**Preamble**

**1. §**

- (1) The Presidential Committee has defined the House Rules (hereinafter referred to as: House Rules) of the educational buildings of the Corvinus University of Budapest (hereinafter referred to as University) as set out below.
- (2) The main purpose of the House Rules is to lay down the basic provisions necessary for the smooth and safe use of the University's buildings for the purposes of teaching and research.

**General provisions**

**Scope:**

**2. §**

- (1) The territorial scope of the House Rules covers all property owned or used by the University, located at the University's registered seat and business premises (hereinafter: University territory), and all their separable or non-separable accessories, furnishings:  
Registered seat of the University: 1093 Budapest, Fővám tér 8., (hereinafter: Building "E")  
Business premises of the University: 1093 Budapest, Közraktár utca 2–4. (hereinafter: Building "C")  
1093 Budapest, Fővám tér 13–15. (hereinafter: Building "S"),  
1118 Budapest, Mányoki út 9. (hereinafter: Building "J" and Building "M")  
(hereinafter jointly referred to as: University buildings).
- (2) The territorial scope of the House Rules also extends to the first and second floors of Building "K" of the Corvinus Gellért Campus, the Park of the Gellért Campus that does not form part of public space (hereinafter: Park) and the Car Park on the Gellért Campus (hereinafter: Car Park) and Bicycle Shed (hereinafter: BicycleShed) (hereinafter together with buildings "J" and "M" referred to as the Gellért Campus) and the Corvinus Sport Centre.
- (3) The territorial scope of the House Rules extends to the Physical Education and Sports Centre located in the Kinizsi Dormitory, for which the provisions of these House Rules and the unified House Rules of the Corvinus University of Budapest Dormitories shall be applied jointly.
- (4) There is a concierge service in buildings "E", "C" and "S" and a reception service on the Gellért Campus.
- (5) The personal scope of the House Rules extends to all persons - employees, persons employed under other legal relationships, students, their relatives, guests, employees of

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entities supplying goods or services under a contractual relationship with the University, tenants, visitors to the University for tourism purposes - who use the University premises for any reason or enter or stay there (hereinafter collectively referred to as "visitor").

- (6) By entering, the visitor accepts the House Rules and agrees to act in accordance with them.
- (7) The behaviour of minors and incapacitated persons is the responsibility of the persons accompanying them or supervising them.
- (8) The organisational unit or person hosting foreign guests shall be responsible for making sure that they are informed.
- (9) The House Rules shall apply from the date of their entry into force.
- (10) The House Rules are available on the University's website in Hungarian and in English. In addition, the link to the House Rules shall be posted at the entrances of the University buildings in the form of a QR code and on paper by Campus Services, furthermore the full text of the House Rules shall be available at the reception desk of the buildings.

**Related documents****3. §**

- (1) The House Rules are subject to the following legislation and regulatory documents and shall be applied in conjunction with such legislation and internal regulatory documents:
  - Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.)
  - Act I of 2012 on the Labour Code; (hereinafter referred to under the Hungarian abbreviation: Mt.)
  - Act V of 2013 on the Civil Code (hereinafter referred to under the Hungarian abbreviation: Ptk.)
  - Act XLII of 1999 on the protection of non-smokers and on certain rules for the consumption and marketing of tobacco products
  - Employment Regulation and regulations, provisions governing employment
  - Rules for the organisation of student events, additional event organisation regulations, provisions
  - Provisions of the Presidential Committee on camera surveillance
  - Directive of the Presidential Committee on the management of premises
  - Provisions of the Presidential Committee on the use of the University's registered seat and the rental of University buildings
  - Provisions of the Presidential Committee issued in cases of force majeure (including the case of a pandemic).

**On the House Rules of the Educational Buildings of the Corvinus  
University of Budapest****Persons, organisational units competent to act****4. §**

- (1) Campus Services has the competence and responsibility to enforce and monitor compliance with the House Rules and to initiate any necessary procedures.
- (2) There is a 24-hour security service in the University building, with guards wearing a uniform. The security service is in charge of monitoring the buildings, handling the keys to the premises and preventing unauthorised access. In case of fire or other damage, they are in charge of calling for help, of rescuing from the lifts. They perform general security tasks, manage the camera system and keep the corresponding operational logs. They patrol the building. They record their activities and procedures as necessary and upon reasonable request of any visitor, at the same time notifying the Head of Campus Services.
- (3) The Head of Campus Services and, where possible, the person authorised in writing by the Head of Campus Services (employee/entity providing the service) has the power to take an action specified in the House Rules against any person who breaches the House Rules.
- (4) If a breach of the House Rules is of such a serious nature that the University employee believes that the police and/or other authorities should be notified, this should be reported to the security guard and/or concierge in person or by telephone (**Building "E": 482-5199, Building "C": 482-7373, Building "S": 482-7620, Buildings "J" and "M": 482-7810**), who will make the notification. If the circumstances do not allow for the involvement of the concierge, the concierge service shall be informed without delay of such notification having been made, in order to enable the security guard and/or the concierge to escort the responding authority to the appropriate place. The Head of Campus Services will immediately notify the members of the Presidential Committee and the Legal Director of any cases requiring police and/or official action.
- (5) If the police and/or other authorities are notified by another visitor, including a student, the procedure is as set out in subsection (4).
- (6) If it is necessary to take a measure specified in the House Rules, but a police and/or administrative procedure is already underway at anyone's initiative, the security service shall act in accordance with the instructions of the police and/or the authorities and in cooperation with them, in accordance with the applicable legislation in force.
- (7) If anyone notices any irregularities or anomalies in the observance of the House Rules, they may report them to the person providing security services in the given building and/or through the concierge.
- (8) If the irregularity or anomaly is suspected of giving rise to disciplinary, indemnity or civil or criminal liability, the security guard and/or concierge will inform the security expert, who in turn shall notify the Head of Campus Services, who shall in justified cases, take action to contact the competent executives.

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**Principles, responsibilities**

**5. §**

- (1) The buildings of the University and all their accessories and furnishings, whether separable or not separable, are protected. All visitors to the University are obliged to protect them, to preserve their condition, cleanliness, and to use them as intended.
- (2) When accessing or using the University buildings, the authority of the University must be respected and behaviour should be worthy of the University. The conduct must not be contrary to good morals and must not harm the reputation and competitiveness of the University.
- (3) All visitors must respect the fact that teaching and scientific research activities are taking place in the building they are visiting and must behave in a way that does not disturb these activities.
- (4) Visitors must behave in such a way as not to interfere with, harm or endanger the work, duties, safety, health or property of the persons present.
- (5) It is strictly prohibited to engage in any activity or conduct that is contrary to the law or that violates the standards of civilised coexistence, public morality or the personal rights of others.
- (6) Gambling of any kind is prohibited, as well as party political activity and religious activity that goes beyond the scope of individual religious practice, proselytism, as well as any activity that is incompatible with the values of the University.

**6. §**

- (1) The competent staff member of Campus Services and/or the security service provider engaged by the University shall monitor compliance with the House Rules, may carry out random checks including the inspection of bags, clothes' pockets in areas closed to public traffic, may request anyone to show the contents of their bag and may draw the attention of the rule-breaker to the violation and ask him/her to stop it immediately.
- (2) The offender must be asked to comply with the House Rules and to discontinue the non-compliant behaviour.
- (3) Serious or multiple offenders and/or visitors who do not cease their misconduct despite being asked to do so should be asked to leave the building (shall be expelled), and in case of disobedience, should be evicted from the building, if necessary with the assistance of the authorities.
- (4) The competent staff member of Campus Services shall refuse access to any visitor who engages in any conduct described in 8. §(1).
- (5) In the case of employees and students, the procedure and the consequences to be applied must take into account the other rules applicable to the person concerned (in particular the Employment Regulations or the Student Requirements).

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- (6) If the irregularity or anomaly in violation of the House Rules raises suspicion of ethical, disciplinary, indemnity or civil or criminal liability, the security guard and/or concierge will notify the Head of Campus Services, who will assess the irregularity, consult the head of legal affairs if necessary, and, on the basis of their joint professional opinion, will take action to refer the matter to the competent executive/board. In this case, the matter is taken over by the competent executive/body.
- (7) Any employee or student who violates the House Rules (6) shall be dealt with primarily on the basis of the Code of Ethics, the Student Disciplinary and Compensation Regulations, the Staff Disciplinary Regulations, the Collective Agreement, the Nftv. and/or the Mt.. Ethical, disciplinary, redressive and/or employment law measures may be initiated or taken on the basis of these regulations.
- (8) If the Student Disciplinary and Compensation Committee suspends a student from further studies by means of an interim measure or disciplinary sanction under the Student Disciplinary and Compensation Regulations, the suspended student may only stay in the building as a guest during the period of suspension, otherwise he/she may only enter the building to exercise the rights he/she has during the period of suspended student status.
- (9) In the event of causing a damage, the visitor who caused the damage must compensate for the damage, including paying any fines imposed by the authorities as a result of any irregularities. In such a case, the liability for damages may be determined in accordance with the provisions of the Nftv. and the Student Disciplinary and Damages Regulations in the case of students, and the staff disciplinary regulations, the Collective Agreement and the Mt. in the case of staff members.
- (10) The University shall not be liable for any damage caused by the visitor to others.
- (11) The University may refuse to provide a service to the person who violates the House Rules.

**7. §**

- (1) In the event of any damage or threat of damage to the University building, the University's employees, persons employed under other legal relationships and students shall immediately report it to the security guard and/or the concierge.
- (2) The University shall not take responsibility for the property of visitors.
- (3) The University shall not be responsible for the integrity and functionality of any machinery, equipment or facilities that are not owned and/or operated by the University.

**Using the building**

**Opening hours of the buildings, access, general rules for use**

**8. §**

- (1) The University's buildings "E", "C" and "S" - open to the public - are open to the public during opening hours.

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- (2) Access to the buildings of the Gellért Campus is restricted to persons with access rights.
- (3) Anyone may enter the University's buildings and stay in them in compliance with the House Rules, it being understood that the University reserves the right to refuse entry, in particular:
- Persons attempting to bring in devices that represent a particular threat to public security, as defined in Government Decree 175/2003 (28 October), unless the device is used or carried for the purpose of performing official duties;
  - persons arriving in clothing, in a condition or with devices on them that violate of the rules of these House Rules;
  - persons who have previously been expelled from the building for breaching the House Rules on at least three previous occasions.
- (4) The opening hours of the buildings are as follows:
- Opening hours of educational buildings on working days:
- Monday to Friday: open 7 am to 9 pm;
- Opening hours of educational buildings on Saturdays:
- Building “C” and Building “S”, as well as Buildings “J” and “M” of the Gellért Campus are open from 7 am to 9 pm,
  - Building “E” is closed.
  - Floors 1 and 2 of Building “K” of the Gellért Campus is open every day of the week between 9 pm and 7 am primarily for dormitory residents;
- All educational buildings are closed on Sunday.
- (5) The Park on Gellért Campus is open every day of the week from 6 am to 9 pm.

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<sup>1</sup>The following shall constitute particularly dangerous devices for public security:

- firearms, ammunition, gas and alarm weapons, any piercing or cutting devices with a piercing length or cutting edge exceeding 8 cm, and throwing stars, spring knives and other devices for launching piercing or cutting instruments or other objects capable of inflicting bodily harm (in particular: drawn bows, crossbows, flick knives, spear gun, slings, slingshots), irrespective of the size of the piercing length or cutting edge;
- any device which may be used for striking and which increases the force or impact of the blow (in particular: coshes, brass knuckles);
- sticks, weights connected by chains or other flexible material;
- a device from which a substance can be sprayed to irritate the eyes, mucous membranes or the skin (gas spray), to produce a state in which a person is unable to attack;
- a device which, by reason of the nature and scale of the imitation, is deceptively similar to a firearm (imitation firearm);
- a device capable of producing, by means of electric voltage (electric shock device) a state in which a person is unable to defend him/herself;
- any device used to illegally open or break locking mechanisms (in particular: skeleton keys, mechanical or electric lock opening devices).



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- (6) The opening hours specified in subsections (4) may be temporarily waived by the Head of Campus Services with the approval of the Chancellor.
- (7) Outside the opening hours, outside of operating and after-hours, only staff on duty (e.g. security, cleaning services) may be staying in the buildings. Others should request a special permission from Campus Services using the electronic request form.

**Rules of using the premises**

**9. §**

- (1) The rules for the management of premises are laid down in separate Provisions of the Presidential Committee.
- (2) The fire keys to the rooms are kept in the key cabinet at the reception of the buildings.
- (3) The receipt and delivery of room keys shall be documented in the key assigning register, against signature, after verification of the right of access. The right to access keys shall be defined by the heads of organisational unit. Campus Services shall be tasked with procuring new keys at the initiative of the head of the organisational unit or the staff member authorised by him/her. The list of persons with access rights to a given room can be submitted to the concierge service. Keys will be issued by the guard service according to the available access list. It is the responsibility of the relevant organisational unit to keep the access list up to date.
- (4) The loss of a key must be reported immediately to the concierge service so that Campus Services can take the necessary measures.
- (5) Meeting rooms and kitchens in the University building are for the use of University employees only. Public meeting rooms can be booked electronically on the O365 platform.
- (6) Lockable areas may only be used by authorised persons to perform work, to teach or for other purposes appropriate to their function.
- (7) No food or drink is allowed in the computer rooms or in rooms where there is a sign indicating such prohibition.
- (8) The lavatories may be used by employees of the University, persons employed under another legal relationship, students, the relatives and guests of the foregoing, and the employees and tenants of the entities University who provide goods or services to the University under a contractual relationship. The lavatories of the building are not for use by other visitors, in particular tourists.
- (9) Other open areas may be used by authorised users according to their function.
- (10) Bringing in or consuming drugs, illicit doping substances, other mind-altering substances, narcotics as well as drug abuse is prohibited in University buildings.
- (11) Alcohol may be brought in and consumed in the University buildings only on the occasion of authorised events, including, but not limited to, balls, gala dinners, Christmas parties, ceremonial sessions of the Senate, awards ceremonies. The Chancellor and the President

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or the Chancellor and the Rector or the Chancellor and the Head of Campus Services shall have competence to grant permission to bring in alcohol on the basis of the four-eye principle. The relevant electronic request form provided by Campus Services may be used to seek permission.

- (12) All activities that create excessive noise, odour, dust or other environmental nuisance and disturb others are prohibited, excluding renovation work and other work in the building that has such effects and that is in the interest of the University and has been authorised by Campus Services.
- (13) The use of naked flame or any other activities that may cause fire (e.g. candle, taper) are prohibited.
- (14) It is forbidden to use or bring in any foreign electrical equipment (your own electrical equipment brought from home), especially heaters and mobile air conditioners.
- (15) It is forbidden to cover fire and smoke alarm equipment, to damage or block fire extinguishers and fire hydrants.
- (16) It is forbidden to block escape routes, emergency exit doors (temporary storage of packaging, combustible materials, etc.) or to close them.
- (17) Pursuant to Government Decree No. 175/2003 (28 October), possessing objects or other devices that are particularly dangerous to public safety or that are capable of causing alarm, as well as bringing in any object or device that may harm or endanger the physical integrity of others is prohibited.
- (18) Unauthorised commercial activities, advertising and propaganda (e.g. displaying billboards, stop signs, wall stickers and flyers) are prohibited in the University buildings covered by the scope of the present House Rules. Authorisation may be granted by the Head of Communication or a staff member authorised preferably in writing by him/her.
- (19) Begging is strictly prohibited in the University buildings and in all areas covered by these House Rules. Fundraising is possible with the permission of the Head of Campus Services or the staff member authorised preferably in writing by the Head of Campus Services.
- (20) The rules for organising and staging events are specified in separate regulations and/or Provisions of the Presidential Committee.

**Special rules for using the Gellért Campus Car Park****10. §**

- (1) There is a Car Park closed with a barrier next to the Gellért Campus dormitory building, which can be accessed from the Kelenhegyi lépcső.
- (2) The Car Park can be used by authorised persons.
- (3) In the Car Park, priority parking spaces have been created, with pictograms indicating the purpose of use (disabled parking, parking with electric charging station, carpool parking,

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green car parking). These priority parking spaces may only be used for their intended purpose.

- (4) The disabled parking space (1) is only available for persons with disability.
- (5) Parking spaces with electric charging stations (4) are only available for electric vehicles.
- (6) The carpool parking spaces (3) are only available if there are at least 2 persons in the car besides the driver.
- (7) Green car parking spaces (2) are only available for vehicles with green plates.
- (8) The entire area of the Car Park is subject to the Highway Code (KRESZ), the maximum speed limit being 5 km/h.
- (9) The user is obliged to use the Car Park for its intended purpose, to maintain its condition, to comply with the legal and official regulations and the provisions of these Rules.
- (10) The user of a Car Park must use the parking space in such a way that it does not obstruct or restrict the accessibility of other parking spaces.
- (11) Parking in the Car Park must be in accordance with the signs and markings.
- (12) The owner of the vehicle is fully liable for any damage caused to the condition of the Car Park or its area.
- (13) The University accepts no responsibility for the condition of the vehicle parked in the car park, any damage to the vehicle or any valuables left in the car park.
- (14) It is not permitted to store any vehicle in the Car Park that is out of order.
- (15) Smoking is not allowed in the Car Park.
- (16) The Car Park may not be used for storage purposes.
- (17) In the Car Park, it is prohibited to obstruct exit or entry, it is prohibited to park a vehicle in restricted access areas or on passageways.
- (18) Violation of the above parking rules may result in the withdrawal of parking entitlement.
- (19) Outside the opening hours of the Main Entrance of the Gellért Campus, the entrance to the Car Park serves as an entrance accessible for persons with disabilities.

**Special rules for the use of the Gellért Campus Bicycle Shed****11. §**

- (1) Under the entrance of Building M of the Gellért Campus, a Bicycle Shed has been created.
- (2) University citizens are entitled to use the Bicycle Shed.
- (3) The user is obliged to use the Bicycle Shed for its intended purpose and to preserve its condition.
- (4) The user of the Bicycle Shed must use the storage facility in such a way that it does not obstruct or restrict the access to and use of other storage facilities.
- (5) The University is not responsible for bicycles kept in the Bicycle Shed.

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- (6) The Bicycle Shed may not be used for storage purposes.
- (7) The University provides the use of the changing rooms and showers in the sports centre on the Gellért Campus for university citizens arriving by bicycle. The details of this are set out in the Sports Centre's House Rules.
- (8) In the Bicycle Shed, pictograms containing a QR code can be used to access the instructions for using the Bicycle Shed.

**Service entrance of the Gellért Campus**

**12. §**

- (1) The service entrance of the Gellért Campus can be approached from the Kelenhegyi lépcső.
- (2) The service entrance is barred.
- (3) The service entrance can be used for delivering goods and collecting waste.
- (4) Parking is strictly prohibited in the area behind the service entrance.

**Wi-Fi network**

**13. §**

- (1) A wireless network (Wi-Fi) is available throughout the building. Students, staff and their guests can access it via the Cornet-EAP network. Guests can use the dedicated interface to create an ID with a weekly validity.
- (2) The University, as a party to the Eduroam agreement, also allows connection to the Eduroam network with an Eduroam ID.
- (3) Using the University's Wi-Fi network to access and share illegal content, to burden and disrupt it unnecessarily is prohibited, it is not permitted to disturb teaching and research activities even through legal activities.

**Waste collection and cleaning**

**14. §**

- (1) Littering is prohibited in the University buildings and in all areas covered by this House Rules. Waste may be deposited only in the waste containers designated for this purpose, taking into account their functionality (waste sorting bins).
- (2) Hazardous waste may be disposed of only in connection with work performed at the university, in the separate collection containers provided for this purpose in the building, and must be treated separately in accordance with the regulations.
- (3) Batteries are collected in the containers provided for this purpose.
- (4) Other hazardous waste generated in the offices will be handled by Campus Services on the basis of a separate notification.

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- (5) Cleaning and building hygiene are provided by the cleaning staff of Campus Services, who are on duty during the opening hours of the buildings.

**Smoking**

**15. §**

- (1) Smoking, the use of electronic cigarettes or electronic devices imitating smoking is prohibited in all University buildings.
- (2) A no-smoking sign must be posted at the main entrance of the buildings.
- (3) Smoking areas may be designated outside a distance of 5 metres from the entrance.
- (4) Smoking is allowed on the Gellért Campus only in designated areas.
- (5) Everyone is obliged to respect the smoking ban.
- (6) If a visitor violates the smoking ban or smokes outside the designated smoking area and the University is fined for this conduct, the University is entitled to pass the fine on to the offending visitor.

**Bicycles, other means of transport**

**16. §**

- (1) Bicycles are not allowed in the building. They can be kept in bicycle stands located near the entrances of the buildings. The University is not responsible for bicycles kept on stands.
- (2) You may bring a foldable scooter or roller skates into the buildings, but you have to carry them in your hand and you must not use them inside the building.
- (3) The use of bicycles, scooters, roller skates and skateboards is not allowed in the Gellért Campus Park.

**Pets**

**17. §**

- (1) Pets, with the exception of guide dogs or other medical therapy dogs, may only be brought in by employees within the limits defined in this section into the buildings of the University covered by this House Rules, except for the area of the Gellért Campus.
- (2) In student areas, in the Library and in open spaces helper pets may only be led on a leash, pets may only be transported in a cage or in another safe way, and in compliance with all public health requirements (chipping, vaccination, etc.).
- (3) The presence of pets in enclosed office premises is only allowed if the pet is accommodated securely and in compliance with all public health requirements (chipping, vaccination, etc.) and every employee working in that particular office gives his/her consent.

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- (4) At the same time only one pet is allowed per office (including offices with several units connected with internal doors).
- (5) Campus Services must be notified before a pet is brought in for the first time.
- (6) Each pet owner is responsible for ensuring that the pet does not harm or endanger the health or physical integrity of others, contaminate or damage the building and/or its furnishings.
- (7) The employee brings the pet into the University building at his/her own risk and is liable for any damage caused by the pet to the University or anyone else.
- (8) Pets, with the exception of guide dogs or other medical therapy dogs, are strictly prohibited in the area of the Gellért Campus.

**Reporting and handling lost and found objects**

**18. §**

- (1) Lost and found objects may be turned in and collected at the reception desk during the opening hours of the buildings.
- (2) The person finding the object is obliged to turn it in at the concierge service without delay.
- (3) If the owner is on the spot, the lost and found object must be returned to the owner without delay, after proper proof of ownership and identity. The definition of ownership is essential for restituting any item. To do this, you need to provide:
  - a) the time and place of losing the item,
  - b) the characteristics of the lost object, e.g.: its appearance (colour, size, branding, etc.).
- (4) In case of doubt, it may be necessary to specify other identifiers known only to the owner.
- (5) If the identity of the person entitled to receive the object cannot be established, the University shall keep the object for three months from the date of receiving it or, if this is not possible, shall hand it over to the competent notary within eight days of receiving it.
- (6) If the rightful claimant does not come forward within three months, the University or the notary will sell the object in question.
- (7) The concierge service shall enter a record of the lost and found and turned in object in the numbered paper-based register provided for that purpose and in the e-monitoring logbook, which contains the details of the person who found the item, the exact description of the object and the place and circumstances of its discovery. Lost and found objects stored for a longer period of time shall be kept in a locked cabinet at the building's reception. The fact that the item was returned to its owner must be recorded.
- (8) Any items found in a University building will be reported by the concierge to Campus Services so that the University can take the necessary action.
- (9) Otherwise, the University will act in accordance with the relevant legislation with regard to lost and found objects.

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**Camera surveillance**

**19. §**

- (1) The University operates a camera surveillance system for reasons of personal and property security within the framework provided by legislation. The detailed rules of operation are laid down in separate Provisions of the Presidential Committee.
- (2) By entering the University premises, the visitor expressly consents to video recording throughout the University premises, which may show any visitor in his/her capacity as a visitor.

**Rules for the operation of electronic access control systems**

**Principles**

**20. §**

- (1) The University operates an electronic access control system for reasons of personal and property security within the framework provided by legislation.
- (2) The University processes personal data in the operation of the electronic access control system.
- (3) It defines the camera surveillance system with consideration to legal rules, including but not limited to Regulation (EU) 2016/679 (hereinafter: the “GDPR”).
- (4) In using the electronic access control system, particular attention should be paid to the moral rights of data subjects.

**Powers and responsibilities**

**21. §**

- (1) The electronic access control system is operated by Campus Services;
- (2) The lawful operation of the electronic access control system shall be the responsibility of the Head of Campus Services;
- (3) The University's Data Protection Officer shall be responsible for data processing during the operation of the electronic access control system.
- (4) In order to operate the electronic access control system, to secure software support and to maintain the system, the University also uses a contractor engaged in operation services, personal protection and property security services and concierge services. The relevant confidentiality, data management and liability issues are regulated in a works contract and the related instructions.

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**Purpose of operating an electronic access control system**

**22. §**

- (1) The University shall use the electronic access control system in accordance with the principles set out in Section 21, to investigate the circumstances of acts that violate personal or property security and the University's internal regulatory documents.
- (2) The following shall be considered objectives to protect the security of persons and property:
  - a) Protecting the University's assets and supporting investigations into infringements committed against property.
  - b) Protecting the property of data subjects and supporting investigations into infringements committed against them.
  - c) Investigating the circumstances of an accident, on-the-job accident or damage occurring on the University's premises.
  - d) Protecting life and limb and personal freedom.
  - e) Securing compliance with the fire safety regulations in force.
  - f) Preventing unauthorised access.
  - g) In the case of hospitality, settling liability for damage caused by the guest/visitor, enforcing a legal claim
- (3) The use of the electronic access control system is not intended for the control of employees by the University as employer.

**General rules for the operation of the electronic access control system**

**23. §**

- (1) The use of the electronic access control system and, as part of this, entry to and exit from the University's building equipped with an electronic access control system is ensured through an app for those entitled to permanent access and through a guest card for those entitled to one-off access. The one-off access card must be returned on leaving the building.
- (2) The following persons are entitled to a permanent access card:
  - a) doctoral students having student status at the University;
  - b) employees of the University who are employed by the University or have an engagement contract with the University;
  - c) employees of the contractor(s), subcontractor(s) involved in the operation of the University's buildings.
  - d) tenant(s)/subtenant(s) of the buildings.
- (3) Eligibility for permanent access will cease:



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- a) In the case of entitlements referred to in (2)a), on the date of termination of student status;
  - b) upon termination of the employment of employees who have an employment contract with the University, on the date of termination, and in the case of an engagement on the date of termination of the engagement contract;
  - c) upon termination of the contract of the contractor(s) operating the buildings and on the date of notification of the contractor in the event of replacement of staff.
- (4) Eligibility for permanent access and termination of eligibility is recorded and certified by Campus Services.
  - (5) Permanent access is activated by Campus Services through the app, and they will take care of withdrawal when the entitlement has ceased.
  - (6) Any person who does not fall within the category of persons referred to in subsection (2) may enter the buildings only after having been issued with a one-off access card.
  - (7) The one-off access card is issued by the receptionist of the building and must be returned to her/him when leaving the building.

**Data processed and stored during the operation of the electronic access control  
system**

**24. §**

- (1) The University keeps a register of permanent access cards, which includes the following data on the holders:
  - a) the name of the permanent access holder;
  - b) date of expiry;
  - c) if there is a zone with a separate entitlement level, the entitlement level.
- (2) The data listed in subsection (1) are stored by Campus Services.
- (3) The reception service of the Gellért Campus will provide visitors without permanent access with a guest card.
- (4) The University collects and stores the following personal data of visitors with a guest card:
  - a) card number;
  - b) name of the visitor;
  - c) date and time of arrival;
  - d) date and time of departure.
- (5) The following personal data about the person receiving the visitor is recorded and stored by the University:
  - a) name of the person receiving the visitor, Neptun ID.

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**Access to and transfer of data, period of data storage**

**25. §**

- (1) Only the following persons are entitled to access the data on the register of entitlements:
  - a) the Head of Campus Services and the security expert,
  - b) the system administrator,
  - c) in the case of the register of guest cards, an employee of the company providing the reception service,
  - d) the person and/or body responsible for investigating the matter in an ethics, disciplinary, internal misconduct or other irregularity procedure,
  - e) the competent authority in the case of an offence or suspected offence,
  - f) the staff of the company operating the electronic access control system for the time necessary to carry out their maintenance tasks.
- (2) The University shall delete from the system the data related to permanent access cards after the termination of the entitlement, but no later than 30 days after the termination. If the University uses the given access data for the purpose of enforcement, the time limit for processing the data will be based on the statute of limitations for the asserted claim.
- (3) The University will destroy or erase the data related to the guest cards within 30 days of the one-off access, except in the case where the data is used by the University for the purpose of enforcement, in which case the time limit for processing the data will be the time limit for the asserted claim.

**Data processing**

**26. §**

- (1) The rules on data management in relation to the House Rules are set out in a separate Data Processing Notice, which is available on the University's website.

**Miscellaneous and final provisions**

**27. §**

- (1) Exceptional rules for force majeure situations shall be laid down in separate Provisions of the Presidential Committee.
- (2) The present Provisions shall enter into force on 2 February 2024, and, at the same time, the Provisions of the Presidential Committee No. 19/2023 on the House Rules of the Educational Buildings of the Corvinus University of Budapest shall be repealed.