

## DATA PROCESSING NOTICE

### ON THE PROCESSING OF PERSONAL DATA IN THE CONTEXT OF JOB APPLICATIONS IN THE ACADEMIC AREA

#### 1. NAME OF THE DATA MANAGER

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

**Competent organisational unit: Communication**

Address: 1093 Budapest, Fővám tér 8.

Website: <http://uni-corvinus.hu>

Data Protection Officer: dr. Balázs Locsmándi

Email: [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu)

#### 2. LEGISLATION ON WHICH THE DATA MANAGEMENT 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 Regulation (EC) No 95/46/EC (General Data Protection Regulation): GDPR);
- Act CXII of 2011 on informational self-determination and the freedom of information

#### 3. PURPOSE OF DATA PROCESSING, SCOPE OF THE DATA PROCESSED, DURATION, LEGAL BASIS, IDENTIFICATION OF THE DATA SUBJECTS AND THE SOURCE OF THE DATA

Scope of the processed data	Purpose of data processing	Legal ground	Duration	Categories of data subjects	Source of data
name, e-mail address, telephone number	Identifying the data subject, contacting the data subject.  In the event of an unsuccessful application, the purpose of retaining the data is to contact the applicant with another job offer.	The consent of the applicant pursuant to Articles 6(1)(a) and 7 of the GDPR	Until the data subject's consent is withdrawn, but no later than 15 days after the evaluation of the job application or, in case of unsuccessful applications, until 31 December of the year following the evaluation of the	Natural persons who are not employed by CORVINUS at the time of submitting their application for a vacancy advertised by CORVINUS's Academic Area.	The data are provided by the data subject upon application.
CV data, position applied for, information included	Assessment of suitability	The voluntary consent of	the evaluation of the		

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<p>in the research/teaching/service dossier, cover letter, other information voluntarily attached to the application file by the applicant</p>	<p>for the position.  In the event of an unsuccessful application, the purpose of retaining the data is to contact the applicant with another job offer.</p>	<p>the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR</p>	<p>application, on the basis of a separate consent.</p>		
<p>data on qualification, professional qualification, declaration of clean criminal record</p>	<p>Assessment of suitability for the position.</p>	<p>CORVINUS has a legal obligation under Article 6(1)(c) of the GDPR, which is set out in Article 24(5) of Nftv.  In the event of an unsuccessful application, the legal basis for the longer retention of the material is the consent of the applicant pursuant to Articles 6(1)(a) and 7 of the GDPR</p>			

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<p>name, e-mail address, telephone number</p>	<p>Identifying the data subject, contacting the data subject.</p>	<p>The voluntary consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR</p>	<p>Until the data subject's consent is withdrawn, but no later than 15 days after the assessment of the job application</p>	<p>Natural persons already employed by CORVINUS at the time of application, who are candidates for promotion to the posts</p>	<p>The data are provided by the data subject upon application.</p>
<p>CV data, position applied for, information included in the research/teaching/service dossier, cover letter, other information voluntarily attached to the application file by the applicant</p>	<p>Assessment of suitability for the position.  In the event of an unsuccessful application, the data will be kept for the purpose of assessing the applicant's future application for promotion, in particular in view of his/her professional development demonstrated in the interim.</p>	<p>The voluntary consent of the data subject pursuant to Articles 6(1)(a) and 7 of the GDPR</p>	<p>Until the data subject's consent is withdrawn, but no later than 5 days after the assessment of the job application.</p>	<p>advertised by CORVINUS's Academic Area.</p>	<p>The data is stored by CORVINUS on the basis of the data subject's prior consent.</p>

data on qualification, professional qualification, declaration of clean criminal record	Assessment of suitability for the position.	CORVINUS has a legal obligation under Article 6(1)(c) of the GDPR, which is set out in Article 24(5) of Nftv.	Until the data subject's consent is withdrawn, but no later than 15 days after the assessment of the job application		The data are provided by the data subject upon application.
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#### 4. ACCESS TO AND TRANSFER OF DATA

The data may be accessed by the staff members of CORVINUS involved in the processing of the application and the evaluation of the applications in order to perform their duties and to the extent necessary therefor, thus in particular the Chairperson of the Academic Career Committee and the members of the Academic Advisory Council. CORVINUS has IT security and organisational measures in place to ensure that if such persons have remote access to the applicant's material from a third country, the material cannot be downloaded, copied or under any circumstances taken out of the EEA. Such persons involved in the evaluation shall be regarded as recipients pursuant to Article 4 (9) of the GDPR. The University will only disclose data to third parties on the basis of a legal authorisation or with the consent of the data subject.

#### 5. ENGAGING A DATA PROCESSOR

The University does not use a data processor.

#### 6. DATA SECURITY MEASURES

The University stores personal data on the University servers. It 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.

#### 7. RIGHTS IN RELATION TO DATA PROCESSING

The data subject has the right to request information about the data processing, the right to obtain rectification of data, the right to obtain blocking (restriction of data processing) as well as to request the data processor to provide him/her information on his/her personal data and information relating to the processing thereof. The data subject may withdraw his/her consent at any time, or may request data porting. Withdrawal of consent does not affect the lawfulness of the data processing that took place before the withdrawal. The data subject may request the erasure of his/her data or he/she may object to the processing of his or her data. The data subject may exercise his or her rights under this clause by sending a request to the [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu) e-mail address.

#### 8. 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.

Data Protection Officer's email address [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu)  
NAIH contact details (<https://naih.hu/uegyfelszolgalat--kapcsolat.html>): address: 1055 Budapest, Falk Miksa utca 9-11.; postal address:1363 Budapest, Pf:9; telephone: +36 (1) 391-1400; fax: +36 (1) 391-1400; e-mail address [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu); web <https://naih.hu/>.

In the event of court proceedings, the Budapest Metropolitan Court (Fővárosi Törvényszék) shall have jurisdiction. 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>).