

Privacy Policy

on data processing related to the application for the volunteer programme operating in the SZIA
Agroecological Garden

1. Data controller

Name:	Hungarian University of Agriculture and Life Sciences
Represented by:	Dr. Csaba Gyuricza
Position of representative:	rector
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Phone:	06-28-522-000
Website:	www.uni-mate.hu
Seat:	1. Páter Károly u. Gödöllő, 2100
Postal Address:	Gödöllő, 2103, PO Box: 303
Tax ID number:	19294784-4-44
Data Processing Officer:	Bence Györe
Data Processing Officer's Email:	dpo@uni-mate.hu

2. Legal background

The Hungarian University of Agriculture and Life Sciences (*hereinafter referred to as the University*) processes personal data relating to the application for the volunteer programme operating in the SZIA Agroecological Garden (*hereinafter referred to as the Programme*) in accordance with the following legislation:

[REGULATION 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 \(hereinafter: GDPR\)](#)

3. The scope of the processed personal data and the purpose, the legal basis and the length of data processing

Personal Data	Purpose of Data Processing	Legal basis of Data Processing	Length of Data Processing
Name	identification,	consent [GDPR Art. 6. (1) a)]	until the end of the Programme, which is
Coursed data	issuing the certificate		
Email	keeping contact		

Phone number			expected to last 10 weeks
Age	selecting suitable applicants for the Programme and organising the workflow	consent [GDPR Art. 6. (1) a), Art. 9. (2) a)]	until the end of the Programme, which is expected to last 10 weeks
Country			
Sex			
Information in the questionnaire on the data subject's horticultural experience, expertise, previous volunteering and community activities, personality, environmental awareness, interests and motivation			
Physical/health information that may affect volunteering			
Contact details of the organisation related to the mission of the Programme	identifying potential sponsoring organisations		

4. Data security measures

4.1. Data storage

You can submit your application using the form available through the LimeSurvey system operated by the University. The personal data and the documents submitted to the website are stored electronically. The University will take technical and organisational measures to protect the security of data processing in order to ensure an appropriate level of protection against data processing risks. The University's information technology system and network are protected against computer fraud, espionage, sabotage, vandalism, fire, flooding, computer viruses and other attacks. The operator will ensure security through server-level and application-level protection procedures. It will also take appropriate measures to protect, amongst other things, against unauthorised access to personal data, their alteration, disclosure, deletion, destruction, accidental destruction, damage or inaccessibility resulting from the alteration of technology.

The University uses the following data processors:

For keeping contact: Microsoft Magyarország Kft, i.e. the Hungarian subsidiary of Microsoft Corporation, operating Microsoft 365 Business' Microsoft Outlook: Head office: 3 Graphisoft Park, 1031 Budapest, tax ID number: 10836653-2-44, company registration number: 01-09-262313.

4.2. Access to data and data transfer

Access to your data is granted to the staff of the International Directorate involved in the organisation, the implementation and the coordination of the Programme, to the extent necessary to perform their work and related to the field determined by their responsibilities. Your personal data will not be transferred to any third party.

5. Data subject rights related to data processing

You can exercise your data subject rights related to data processing through the contact details indicated in Point 1. In addition, you can contact the International Directorate directly at nemzetkozi@uni-mate.hu. Should you wish to exercise any of the following rights, please do so within the period of data storage, otherwise we will only be able to inform you of the deletion of the data.

5.1. Right to withdraw consent

You shall have the right to withdraw your consent at any time without giving reasons. The withdrawal of consent implies the deletion of the data, thus the withdrawal of your application. The withdrawal of consent shall not affect the lawfulness of data processing based on consent before its withdrawal [GDPR Art. 7].

5.2. Right to information and access

You shall have the right to obtain information whether your personal data is being processed, and if yes, which personal data, for what data processing purposes, on what legal grounds, from what sources and for how long. You may request access to the processed personal data, e.g. in the form of a copy. We will comply with your request within one month of submitting the request. [GDPR Art. 15].

5.3. Right to rectification

You shall have the right to request the rectification, modification, correction and the completion of your personal data. We will seek to comply with your request without undue delay. [GDPR Art. 16].

5.4. Right to erasure and right to 'be forgotten'

You shall have the right to request the deletion of your personal data. We will seek to comply with your request without undue delay [GDPR Art. 17].

5.5. Right to restriction of processing

You shall have the right to request the restriction of data processing [GDPR Art. 18]

- if you believe the data are inaccurate or not up-to-date. In such cases, we will suspend data processing until the accuracy of the data is verified.
- if data processing is unlawful and you oppose the erasure of the personal data. In such cases, we will block your data.
- if we no longer need the data, but you require them for the establishment, exercise or defence of legal claims.

5.6. Right to data portability

You shall have the right to receive a copy of your personal data in a structured, commonly used and machine-readable format or you shall have the right to request the direct transfer of your data to another data processor. We will comply with your request within one month. [GDPR Art. 20].

6. Remedies relating to data processing

The University's Data Protection Officer is entitled to take action in the event of problems or comments relating to data processing. Please report the problem to the Data Protection Officer in the first instance, using the contact details provided in section 1. We will investigate the problem as quickly as possible and try to find a solution to it, and we will try to ensure that it does not happen again in the future.

If the problem cannot be resolved or you are dissatisfied with the solutions we propose and if you consider that the processing of personal data relating to you infringes the regulation, you may choose to take the matter to the court in your residence or to the Hungarian National Authority for Data Protection and Freedom of Information (*hereinafter: The Authority.*)

Contact details of the Authority:

Email: ugyfelszolgalat@naih.hu

Phone: +36-1-391-1400

Fax: +36-1-391-1410

Website: www.naih.hu

Seat: 9-11. Falk Miksa u. 1055 Budapest

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