Data Protection Notice
**for the Nomination of Incoming International Exchange Students**
**October 10, 2025**

# **Data Controller**

**Full name:** Hungarian University of Agriculture and Life Sciences (MATE)
**Representative:** Dr. Csaba Gyuricza
**Position:** Rector
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**Registered address:** 2100 Gödöllő, Páter Károly u. 1.
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**Tax number:** 19294784-4-44
**Data Protection Officer:** Dr. Melitta Fuchs
**Contact:** dpo@uni-mate.hu

# **Legal Background**

The Hungarian University of Agriculture and Life Sciences (hereinafter: “the University”) processes the personal data of incoming international exchange students nominated to study at the University in accordance with the following legal regulations:

* Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation, GDPR)
* Act CCIV of 2011 on National Higher Education (Nftv.)

# **Scope of Processed Personal Data, Source of Data, Purpose, Legal Basis, and Retention Period**

On the nomination form, the international coordinators of the University’s partner institutions nominate students selected by them for a given study period and academic field. The source of the data is always your home higher education institution.

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| **Personal Data** | **Purpose of Processing** | **Legal Basis** | **Retention Period** |
| **Name of nominated student** | To inform the nominated student and partner coordinator regarding the application process, academic calendar, and other relevant information | Steps taken prior to entering into a contract between the data subject and the University, based on the partner’s nomination [GDPR Article 6(1)(b)] | Each academic year, between September–December and March–June |
| Gender |
| E-mail address |
| Field of study at the University |
| Study period (autumn semester, spring semester, full academic year) |
| Level of study (bachelor’s, master’s) |
| Title of program at home university |
| **Country of partner university** |
| Name of partner university |
| Erasmus code (if applicable) |
| Basis of exchange program (Erasmus, cooperation/institutional agreement, self-financed, other) |
| **Name of partner coordinator** |
| E-mail address of coordinator |

# **Data Security Measures**

## **Data Storage**

The personal data provided on the form are stored electronically on the University’s internal servers and within the data processing systems listed below.
The University implements technical, organizational, and administrative measures corresponding to the state of technology to ensure an appropriate level of protection against the risks related to data processing.

Protection is ensured through server-level and application-level security procedures. The University also takes measures to safeguard personal data from unauthorized access, alteration, transfer, disclosure, deletion, destruction, accidental loss or damage, and inaccessibility caused by technological change.

**Data Processor:**

For the purpose of storing electronic forms and maintaining electronic communication, the University uses the services of Microsoft Magyarország Kft. (registered office: 1031 Budapest, Graphisoft Park 3; tax number: 10836653-2-44; company registration number: 01-09-262313), the Hungarian subsidiary of Microsoft Corporation, which operates the Microsoft 365 enterprise platform.

## **Access to Data and Data Transfer**

Personal data may be accessed only by the head and coordinators of the International Education Affairs Center within the International Directorate, to the extent necessary for their work and strictly for the defined purpose.
Personal data will not be transferred to third parties.

# **Data Subject Rights**

You may exercise your rights related to data processing via the contact details provided in Section 1, or through your international coordinator.
If you wish to exercise any of the rights below, please do so within the data retention period; otherwise, we can only confirm the deletion of your data.

## **Right to Information and Access**

You may request information about whether your personal data are being processed and, if so, what data, on what legal basis, for what purpose, from what source, and for how long they are processed.
You may request access to your data, for example, in the form of a copy.
We will comply with your request within one month. [GDPR Article 15]

## **Right to Rectification**

You may request correction, modification, or completion of your personal data.
We will act on such requests without undue delay. [GDPR Article 16]

## **Right to Erasure (“Right to be Forgotten”)**

You may request the deletion of your personal data, which will be carried out without undue delay.
Such deletion entails withdrawal of your nomination. [GDPR Article 17]

## **Right to Restriction of Processing**

You may request restriction of processing [GDPR Article 18] if:

* you believe the data are inaccurate or outdated (processing will be suspended while accuracy is verified);
* the processing is unlawful, but you oppose deletion;
* the University no longer needs the data, but you require them for legal claims.

## **Right to Data Portability**

You have the right to receive your personal data in a structured, commonly used, machine-readable format or to request direct transfer to another controller.
We will comply within one month. [GDPR Article 20]

# **Remedies**

If you have any concerns, questions, or complaints regarding data processing, please first contact the University’s Data Protection Officer via the contact details in Section 1.
We will investigate the issue as quickly as possible and aim to resolve it, preventing recurrence in the future.

If you remain dissatisfied or no resolution is found, you may file a complaint with or seek judicial remedy through:

* the competent **Court of Law** (based on your residence or place of stay), or
* the **National Authority for Data Protection and Freedom of Information** (NAIH).

**Contact details of the Authority:**
E-mail: ugyfelszolgalat@naih.hu
Phone: +36-1-391-1400
Fax: +36-1-391-1410
Website: [www.naih.hu](https://www.naih.hu)
Address: 1055 Budapest, Falk Miksa u. 9–11.
Mailing address: 1363 Budapest, P.O. Box 9