

Data processing guide for the employees of the University of Miskolc

The University of Miskolc (hereinafter referred to as the University or data controller) applies the following legislation and internal legal norms with regard to the data processing referred to in this data processing guide (hereinafter referred to as the Guide):

- a) Regulation (EU) 2016/679 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 (General Data Protection Regulation) (hereinafter referred to as GDPR);
- b) Act CXII of 2011 on the right to self-determination in relation to information and on freedom of information (hereinafter: the Info Act);
- c) Act I of 2012 on the Labor Code (hereinafter: the Labour Code);
- d) Act CCIV of 2011 on National Higher Education (hereinafter: NHEA);
- e) Ministry of Welfare Decree 33/1998. (VI.24.) on medical examination and expertise of workplaces, professional and physical aptitude (hereinafter: Ministry of Welfare Decree);
- f) Act LXXXI of 1997 on social security pensions (hereinafter: Pension Act);
- g) the Data Protection and Data Security Policy of the University of Miskolc (hereinafter: Data Protection Regulations).

I Purpose of the data processing guide and the data subjects

The purpose of the present data processing guide is to provide comprehensive and transparent information to employees in an employment relationship with the University (hereinafter: employee or data subject) regarding the processing of their personal data.

Data processing definitions:

- a) *personal data*: any information relating to an identified or identifiable natural person ("data subject");
- b) *data processing*: any operation or set of operations performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organising, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
- c) *data controller*: a natural or legal person, public authority, agency or any other body which, alone or jointly with others, determines the purposes and means of the processing of personal data;
- d) *data processor*: a natural or legal person, public authority, agency or any other body which, alone or jointly with others, determines the purposes and means of the processing of personal data;
- e) *filing system*: the state of personal data centralized, decentralized, or segmented according to functional or geographical criteria, which is accessible on the basis of specific criteria;
- f) *third party*: a natural or legal person, public authority, agency or any other body other than the data subject, the data controller, the data processor or persons who, under the direct authority of the data controller or the data processor, are authorized to process personal data;

II Contact details of the data controller and the data protection officer

Particulars of the data controller:

Name of the data controller: University of Miskolc

Registered office and mailing address: 3515 Miskolc-Egyetemváros

Ministry of Education ID number: FI87515

Telephone: +36 (46) 565-111

Represented by Prof. Dr Horváth Zita, Rector

Particulars of the data protection officer:

Officer's name: Dr Salamon-Somlyai Dóra

Contact e-mail: adatvedelem@uni-miskolc.hu

III Legal basis, purpose and duration of data processing and scope of data processed

<i>The data processing procedure</i>	<i>Scope of personal data processed</i>	<i>Legal basis of data processing</i>	<i>Purpose of data processing</i>	<i>Duration of data processing</i>
Data processing in connection with employment (III.1)	(Annex No. 1)	Necessary for the performance of the contract of employment [Article 6(1) b) of GDPR]	Performance of rights and obligations arising from the contract of employment	5 years from the termination of the legal status aimed at work
Data processing in connection with employment (III.2)	Personal data subject to mandatory processing as specified in Chapter I/A of Annex 3 to NHEA (Annex No. 2)	Necessary for compliance with a legal obligation [Article 6(1) c) of GDPR and Clause 1 of Chapter I/A of Annex No. 3 of NHEA]	Pursuant to Clause 2 of Chapter I/A of Annex No. 3 of NHEA, according to Section 18(1) of NHEA	5 years from the termination of the legal status aimed at work
Processing of data relating to former employees (III.3)	(Annex No. 3)	Necessary for compliance with a legal obligation [Article 6(1)(c) of GDPR and Section 99/A(1) of the Pension Act]	Provision of data necessary for determining pensions	5 years after reaching retirement age

Description of the legal basis and purpose of the data controller:

Pursuant to Section 18(1) of NHEA and Chapter I/A of Annex 3, the data controller shall process the personal data of employees exclusively for the purposes of employment, benefits (including, in particular, fringe benefits), allowances, the establishment and fulfilment of obligations, the fulfilment of civil rights and obligations, for reasons of national security, and for the purposes of keeping records specified by law. Data processing must always be purpose-specific and proportionate to the purpose.

III.1 Performance of the contract of employment between the data subject and the data controller [Article 6(1)(b) of GDPR and Section 10(1) of the Labour Code].

- a) an employment relationship is established between the data subject and the data controller, within the framework of which the data controller, as the employer, may require the employee, as the data subject, to make a statement or disclose personal data that is essential for the establishment, performance, termination (cancellation) of the employment relationship or the enforcement of claims arising from the Labour Code. The purpose of data processing performed with regard to the personal data listed in Annex 1 of this data processing guide is to establish an employment relationship and to ensure the performance of the contract of employment by both parties, in particular to achieve the purposes specified in Section 18(1) of NHEA, i.e. the exercise of the employer's rights and the exercise of the rights and fulfilment of the obligations of instructors, researchers and employees;
- b) results of aptitude tests: the data controller shall not process any data other than those required by the relevant Ministry of Welfare decree as a legal obligation;
- c) processing of criminal personal data: the data controller shall process personal data relating to the criminal record of the data subject in accordance with Section 24(5) of NHEA. In compliance with this legal obligation, the data controller must verify compliance with this condition by presenting a certificate of good conduct;
- d) the data controller may request the presentation of documents certifying the personal data provided in the contract of employment in accordance with Section 10(3) of the Labour Code;
- e) in connection with the performance of the contract of employment and in view of the obligation to cooperate and provide information, the data controller shall request the employee to make a legal declaration as to whether he or she has any other legal relationship aimed at the performance of work, whether they receive a Széchenyi Recreation Card allowance from another employer or whether they are members of a health insurance fund. In this regard, the employee must make a declaration regarding the following: whether they have any other legal relationship aimed at the performance of work, and if so, with which organization and for what term. The purpose of making this declaration is to enable the employer to assess whether any other legal relationship aimed at the performance of work would prevent the performance of the contract of employment. If the employee enters into any other legal relationship aimed at the performance of work, they must notify the employer immediately. The employee must also declare whether they receive a Széchenyi Recreation Card allowance from another employer and, if so, the amount of such allowance. If the employee wishes to receive the health fund contribution provided by the employer, they must declare which health insurance fund they are a member of.

The purpose of data processing: pursuant to Section 18(1) of NHEA. The institution of higher education may process personal and sensitive data only in connection with employment, benefits (including, in particular, fringe benefits), allowances, the establishment and fulfilment of obligations, for reasons of national security, for the purposes of maintaining the records specified in this Act, to the extent necessary for the purpose, and in a manner appropriate to the purpose. In this context, they may be used in particular for establishing facts relating to the employment legal relationship of employees, for verifying classification requirements, for payroll accounting, for social security administration, for the payment of fringe benefits and for the provision of statistical data.

III.2 Compliance with legal obligations [Article 6(1)(c) of GDPR and Chapter I/A of Annex 3 of NHEA]: the data controller processes the personal data listed in Annex 2 for the purpose of keeping the records specified in the legislation [Section 18(1)(e) of NHEA].

III.3 Pursuant to Section 99/A of the Pension Act, following the termination of the employment relationship, the data controller shall retain the employment documents containing data related to the insurance legal status (employment

relationship) of the insured person (data subject), on the length of service or income that is relevant for the determination of pension, for a period of five years after the retirement age applicable to the insured person or former insured person.

Legal consequences of failure to execute data provision:

If the data subject fails to provide or refuses to provide personal data, no employment relationship may be established or maintained with him or her. The employer shall not be liable for any damage resulting from failure to report changes in personal data.

IV Data transfer

The data controller shall not transfer the personal data it processes to third parties without a proper legal basis, unless the transfer is required by national or EU law. With the exception of the data specified in Annex 3, Chapter I/A, Section 1, point cm) of NHEA, the data recorded on the data subject (see Annex 2) may be transferred in accordance with Annex 3, Chapter I/A, Section 4 of NHEA: all data may be transferred to the maintainer, to the extent necessary for exercising the maintainer's rights; all data necessary for the determination and payment of the salary, wage or other benefit or entitlement, may be transferred to the social security payment office and the office for payment of individual salaries, wages and other benefits; all data that may be processed by the higher education information system pursuant to this Act may be transferred to the body responsible for the operation of the higher education information system; all data necessary for establishing the existence of conditions necessary for the operation of the higher education institution may be transferred to the HAC; the data necessary for taking a decision on a specific matter may be transferred to the court, the police, the public prosecutor's office, the bailiff or the public administration body concerned; data pertaining to employment may be transferred to those entitled to check compliance with work provisions, and all data necessary for the performance of tasks defined in Act CXXV of 1995 on the national security services (hereinafter referred to as "Act on National Security") may be transferred to the national security services; the results of student feedback on the performance of the academic teaching staff may be transferred to the students and employees of the higher education institution in accordance with the rules of the higher education institution; and data qualifying as data subject to disclosure due to overriding public interest pursuant to Article 26(3) of Act CXII of 2011 on the right of informational self-determination and the freedom of information (hereinafter referred to as "Act on Privacy") may be transferred to requestors addressing to the higher education institution a request for access to data pursuant to Article 28 of the Act on Privacy.

V Data processors

The data controller uses the following data processor to operate the register containing the data of the data subject:

The data controller uses a data processor acting on its behalf to record personal data by electronic means, which operates the Unified Study System necessary for data processing. The data controller has entered into a data processing agreement with the data processor, in which the data processor undertakes to comply with data protection and data security provisions.

The data processor: Campus Codeworks Zrt. (Registered office: 1117 Budapest, Hauszmann Alajos utca 3/B., Company registration number: 01-10-140314). The data processor may engage additional data processors for data processing activities with the consent of the data controller.

VI The rights of data subjects

During data processing, the University unconditionally guarantees data subjects the enforcement of their following

rights:

- a) **Right to transparent information** [Articles 12-14 of GDPR]: the data subject has the right to be informed, prior to the commencement of data processing, about the processing of his personal data and all related information. This data processing guide shall be provided by the data controller, as employer, to the employee at the time of signing the contract of employment, and by publishing it electronically (<https://www.uni-miskolc.hu/egyetemunk/kozerdeku-adatok/adatkezeles/>) it allows the data subject to access it at any time.
 - b) **Right of access to personal data** [Article 15 of GDPR]: the data subject may request information about the processing of their personal data and may also inspect it by submitting a written request, including by electronic means. At the request of the data subject, the data controller shall provide information at any time about the data it processes on the data subject, the source of the data, the purpose of the processing, its legal basis and duration, the circumstances of any potential data protection incidents, their effects and the measures taken to prevent them, and, in the event of the transfer of the data subject's personal data, the legal basis and recipient of the transfer. The data controller shall facilitate the exercise and enforcement of this right of the data subject by publishing a document entitled *Requesting information on the processing of personal data* on its website under the tab "Public interest/Data processing/Documents related to data processing" (<https://www.uni-miskolc.hu/egyetemunk/kozerdeku-adatok/adatkezeles/>) in order to enable the data subject to submit a request with the appropriate content when exercising this right. In addition, the data controller shall accept any request whose content indicates that it is a request for the exercise of the data subject's rights and which identifies the data subject beyond any doubt. Such requests may also be submitted by electronic means by the data subject to the data protection officer indicated in Clause II of this Guide.
 - c) **Right to rectification of personal data** [Article 16 of GDPR]: the data subject may request the rectification of their personal data without undue delay if it contains inaccurate data and, taking into account the purpose of the processing, may request the completion of their personal data. We draw the attention of data subjects to their obligation under their contract of employment to notify their employer of any changes to their personal data within 8 working days. In order to exercise and enforce the rights set out in this clause and to fulfil the obligation to report changes in personal data, the data controller has published a form entitled *Data Change Notification Form for Employees* on its website (<https://www.uni-miskolc.hu/egyetemunk/kozerdeku-adatok/adatkezeles/>).
 - d) **Right to the erasure of personal data** [Article 17 of GDPR]: the data subject shall have the right to obtain from the data controller the erasure of personal data concerning him without undue delay, except in cases of mandatory data processing, where one of the conditions set out in Article 17(1) of GDPR is met. Where personal data are erased, by taking into account available technology and the costs of implementation, the data controller shall take reasonable steps, including technical measures, to inform any further data controllers and data processors processing the data that the data subject has requested the erasure of links to, or copies or replicas of, the personal data. The data controller shall have the right to restrict the right to erasure and refuse to erase data or not to erase them if one of the conditions set out in Article 17(3) of GDPR applies.
 - e) **Right to restriction of data processing** [Article 18 of GDPR]: the data subject may request the restriction of the processing of personal data where:
 - ea) the accuracy of the personal data is contested by the data subject; in this case, the restriction shall apply for a period enabling the data controller to verify the accuracy of the personal data;
 - eb) the processing is unlawful and the data subject opposes the erasure of the data and requests the restriction of their use instead;
 - ec) the data controller no longer needs the personal data for the purposes of processing, but they are required by the data subject for the submission, enforcement or defence of legal claims;
 - ed) the data subject has objected to the processing; in this case, the restriction applies for a period until it is determined whether the legitimate grounds of the data controller override those of the data subject.
- Where the processing of personal data has been restricted, such personal data shall, with the exception of storage, only

be processed with the consent of the data subject or for the establishment, enforcement or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the European Union or of a Member State.

- f) **Right to data portability** [Article 20 of GDPR]: The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to the University, in a structured, commonly used and machine-readable format and have the right to transmit those data to another data controller without hindrance from the University.
- g) **Right to object** [Article 21 of GDPR]: The data subject shall have the right to object, on grounds relating to his or her particular situation, to the processing of personal data concerning him. In this case, the data controller shall no longer process the personal data unless the data controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, enforcement or defence of legal claims.
- h) **Right to lodge a complaint with a supervisory authority, right to a judicial remedy and right to lodge a complaint** [Articles 77-79 of GDPR]: If any data subject has comments in connection with the University's data processing or feels that their data is being processed unlawfully, they should first contact our data protection officer. In the event of a legal dispute, they may turn to the courts (the data subject may also bring the action before the court competent over their place of residence or temporary domicile, at their discretion) and to the National Data Protection and Freedom of Information Authority (1055 Budapest, Falk Miksa utca 9-11., mailing address: 1363 Budapest, Pf. 9.; tel.: +36 (1) 391-1400, website URL: <http://naih.hu>; email address: ugyfelszolgalat@naih.hu).


Requests for the enforcement of the rights of the data subject shall be submitted to the data controller's postal address or to the email address adatvedelem@uni-miskolc.hu. The data controller shall provide information in writing as soon as possible, but within 25 days at the latest (within 15 days in the event of an objection).


VII Miscellaneous provisions

The provisions of this data processing guide shall be applied in accordance with the Data Protection Regulations in force. This data processing guide shall be published electronically on the data controller's website.

The data controller reserves the right to amend the provisions of this data processing guide. The data subjects shall be notified of any amendments before the data processing in accordance with the amendments begins.

Miskolc, 14 July 2025


Prof. Dr. Horváth Zita
Rector



**Personal data processed for the purpose of fulfilling the contract of
employment during the employment relationship**

The employee:

- a) full name;
- b) name at birth;
- c) place and date of birth;
- d) mother's name;
- e) residential address;
- f) tax identification number;
- g) social security identification code;
- h) bank account number;
- i) account holding bank;
- j) electronic contact details (e-mail address);
- k) telephone number;
- l) data relating to previous public service employment legal relationship;
- m) information on suitability for work;
- n) amount of fringe benefits received from other employers;
- o) company details of the selected health insurance fund.

**Personal data processed during the employment relationship in
accordance with legal obligations**

Data recorded in accordance with Clause 1 of Chapter I/A of Appendix 3 to NHEA:

- a) family and given name, gender, photograph, family name and given name at birth, place and date of birth, mother's family name and first name at birth, citizenship, place of residence, temporary domicile, notification address, e-mail address and other contact details, telephone number, educational ID number, type, number and validity of identity document, tax ID number, social security number, digital citizen ID;
- b) data relating to employment relationships, civil service legal relationships or assignment legal relationships:
 - ba) name of the employer (or all employers, if applicable), indicating with which employer he/she established further legal relationships aimed at work,
 - bb) level of the qualification, professional qualifications, vocational qualifications, foreign language skills, academic qualifications,
 - bc) length of service, time counted towards public service legal relationship, data relating to classification,
 - bd) decorations, prizes and other recognitions, titles,
 - be) position, managerial appointment, assignment of tasks not included in the job description, additional legal relationship aimed at the performance of work, disciplinary sanctions, obligation to pay damages,
 - bf) working hours, overtime, wages, salary, as well as any debts owed and the persons entitled to them,
 - bg) leave, leave granted,
 - bh) payments made to the employee and their legal title,
 - bi) benefits granted to the employee and their legal title,
 - bj) the employee's debts to the employer and their legal title,
 - bk) research activities, academic work, artistic creative activities, their results, data on participation in doctoral programmes and procedures aimed at obtaining a doctoral degree in the capacity of an instructor or researcher,
 - bl) the declaration pursuant to Section 26 (3) of NHEA,
 - bm) in the case of employment by the institution of higher education as the principal in an assignment legal relationship – the chairperson and members of the economic council – data certifying the conditions specified in Section 25(4) of NHEA;
- c) results of student reviews of lecturers and professors work;
- d) results of habilitation procedures;
- e) data for identifying documents certifying the data;
- f) date and reason for removal from the personal data and address register.

Annex No. 3

**Personal data subject to data processing based on legal obligations following the
termination of the employment relationship**

Employment records containing data related to the insured person's or former insured person's insurance legal status, length of service or income taken into account when determining pension benefits.

