



DATA PROCESSING POLICY

In connection with the USZ Virtus Programme (workshops, conferences, lectures, trainings)

This Data Processing Policy aims to draw attention to our data management processes related to the Virtus Enterprise Catalyst Programme.

1. Who can you turn to?

The University of Szeged has a dual role regarding in the USZ Virtus Programme.

If the University of Szeged is present **as data controller**, the specific data control is carried out through the organizational unit specified below. If you have any questions regarding data control, you may request additional information and guidance at the following contacts.

University of Szeged Directorate for R&D and Innovation

Contact: Adrienn Hős, event organizer

Mailing address: 13 Dugonics tér, Szeged, H-6720

Tel.: +36 (62)546-702

E-mail address: ino@rekt.szte.hu

Website: www.inno.u-szeged.hu

If the University of Szeged is present **as data processor**, the data controller is the Ministry of Human Capacities. If you have any questions regarding data processing, you may request additional information and guidance at the following contacts:

<https://www.kormany.hu/en/ministry-of-human-resources/contacts>

2. What are the main legal requirements?

Please be advised that your personal data is controlled according to the provisions of the

- Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC as well as the
- Act CXII of 2011 on Informational Self-determination and Freedom of Information

by the University of Szeged as data controller.

3. Does the University of Szeged have a Data Protection Guide?

Yes. You can download the Data Protection Guide of the University of Szeged from the following link: <http://www.u-szeged.hu/szabalyzatok>

4. What data management do we implement?

During the implementation of the USZ Virtus Programme we carry out the following data management activities or may be subject to data management activities – 1. registration, 2. image and audio recording, 3. attendance sheet, 4. preparing newscasts, 5. collecting ideas, 6. subscription to newsletter, 7. information about competition winners.

4.1. Registration

| Type of data | Role of SZTE | Why we take it? | On what right do we handle it? | How long we store it? |
|---------------------------------|----------------|---|--------------------------------|--|
| Name (surname and first name) | Data collector | For identification | Based on voluntary consent | The data will be automatically deleted from the registration platform after 3 working days from the end of the event. Except if you subscribe our newsletter because in this case your name and e-mail address will be handled until the consent is revoked. |
| E-mail address | | For contact | | |
| Area of interest | | For identification | | |
| Represented organisational unit | | For preliminary planning the theme of the lecture or the program schedule | | |

4.2. Image and audio recording

Please be advised that based on legitimate interest, we record image and audio at the event, generally in the form of mass recordings. We also call your attention that the event is public. Pursuant to Article 2:48. of the Act V of 2013 on the Civil Code, in case of mass recordings and public performances, the consent of those involved is not required for either the recording or its use. However, those involved must be informed beforehand in this case too thus we comply with our pre-notification obligation by this data protection policy and by placing the awareness note “Please be advised that during this event image and sound recording will be made” on site.

Single images are taken of our lecturers. If the lecturer is not a public servant of the University of Szeged (hereinafter: USZ) i.e. do not fulfil their lecturer assignment as a public persona, they shall provide us with their voluntary consent before their image is recorded by any means.

However, as the University of Szeged is committed to the protection and security of all types of personal data as well as to respect personal rights, please be advised that records from the mass recordings and public appearance will be used for marketing purposes for

promoting the event through the online and offline communication channels of the University of Szeged.

4.3. Attendance sheet mandatory for project reports

The primary data management purpose of the attendance sheet is to substantiate the implementation of the USZ Virtus Programme within the project EFOP-3.6.1-16-2016-00008. Within this programme, to guarantee accountability, the University of Szeged is obliged to the – identifiable – data management of the individuals attending the particular stages of the event series, however, we intend to implement this obligation by data minimization. Thank you for supporting our work by signing the attendance sheet.

In terms of the attendance sheet, the data controller is the Ministry of Human Capacities, and the University of Szeged acts as data processor.

As regards to the attendance sheet, the following data will be processed:

| Type of data | Role of the USZ | Why do we document it? | On what grounds do we administer it? | How long do we store it? |
|-------------------------------|-----------------|-------------------------------|--------------------------------------|---|
| Name (surname and first name) | Data processor | Mandatory for project reports | On legitimate interest | The University of Szeged stores the data until the end of the implementation period of the project (2026) |
| Signature | | | | |

4.4. Preparing newscasts

In order to promote the USZ Virtus Programme and to inform the professional public we prepare newscasts for online and offline marketing communication platforms.

| Type of data | Role of the USZ | Why do we document it? | On what grounds do we administer it? | How long do we store it? |
|---|-----------------|------------------------|--------------------------------------|--------------------------|
| Name of the lecturer (surname and first name) | Data controller | For identification | On legitimate interest | For maximum 5 years |
| Title of the lecture | | For identification | | |
| Name of the enterprise, organization | | For identification | | |

4.5. Data management regarding competition winners

During the competition the first three place will be rewarded with certificate and – in case of the decision of the partner – with money or object prize. Please be advised that the potential money or object prize will be financed by our cooperating partners, so in case you have questions regarding data protection, our partners will be the data controllers so you might contact them for information and guidance. In connection with the events, information can be found about our current partners on our website (virtus.szte.hu).

Data management regarding the certificate:

| Type of data | Role of the USZ | Why do we take it? | On what right do we administer it? | How long we store it? |
|-------------------------------|-----------------|--------------------|------------------------------------|-----------------------|
| Name (surname and first name) | Data controller | For identification | Voluntary consent | For 5 years |
| Winner topic | | | | |

4.6. Data management regarding the idea notification form on Virtus landing page

Incoming ideas are taken seriously but the idea applicant can withdraw the notification 5 days after the application. In the absence of withdrawal the data provided in the notification form will be handled on legitimate interest

| Type of data | Role of the USZ | Why do we take it? | On what right do we administer it? | How long we store it? |
|-------------------------------|-----------------|---|--|--|
| Name (surname and first name) | Data controller | For identification | Based on voluntary consent for 5 days prior to the application, and based on legitimate interest following the application | For minimum 5 years in case of legitimate interest |
| E-mail address | | For contact | | |
| Type of the idea | | In order to categorise ideas and to recruit students to the programme | | |
| Represented organization | | For identification | | |

4.7. Subscription to newsletter

The purpose of the Virtus Programme is to position the University of Szeged as a sustainable entrepreneur university and to catalyse the local start-up ecosystem and innovation. In order to this, within the programme, the following data of event attendees will be identifiably recorded for the purpose of later identification and networking. However, we intend to fulfil this obligation by data minimisation.

There are two ways to sign up for the newsletter.

Either online subscription, made by registering to a particular event, based on voluntary consent or you can sign up for the newsletter at our events, if you have not done so during the event registration, or at various USZ Virtus sites USZ (e.g. Virtus Space). By providing your e-mail address you give your consent to us voluntarily and based on prior information to send you the newsletters of the USZ Virtus Programme. The purpose of the newsletter is to provide up-to-date information about the Virtus Programme.

Please note that by subscribing to the newsletter, your personal data will be managed pursuant to Act XLVIII of 2008 on the essential conditions and certain limitations of business advertising activity as specified below.

You can unsubscribe from the newsletter by sending an e-mail to the following e-mail address: modulo@hszi.u-szeged.hu. By doing so, you can withdraw your voluntary consent of future data management.

4.8. Stand at the USZ Study and Information Center (Virtus space or Virtus corner)

The Virtus Space/ Virtus Corner is an interactive information point with the purpose of giving personal guidance to the students about the Virtus Programme. At the Virtus Space general information is given about the Virtus Programme on-site, so the whole USZ Virtus data protection policy is applicable in relation to data management regarding the guidance.

Please be advised that visiting the Virtus Space/ Virtus Corner, photos using a dedicated Instagram frame marking the USZ Virtus will be uploaded to social media sites on voluntary bases and these data will be handled until the consent is withdrawn.

5. Whom do we forward the data to?

The data we administer about you is managed only by the people appointed by the head of the data controller unit mentioned in Section 1, within the objectives, legal basis and retention period specified in Section 4.

The data of the attendance sheet and photo documentation of the event(s) will be forwarded to the Ministry of Human Capacities as part of the project documentation in our data processor role.

In the frame of the USZ Virtus Program the following data will be forwarded to our mentors participating in the program:

- name
- e-mail address
- type of the idea

Details on the mentors participating in the programme can be viewed on the website below. <https://virtus.szte.hu/#mentorok>

6. Do we collect information about you from another person?

No. The data we administer about you is collected from you, we do not collect data from other sources.

7. Does automated decision-making take place during data management?

No.

8. What are your rights about the USZ Virtus Programme?

The following rights apply to you in the USZ Virtus Programme:

1. right to information – you may request information about the management of your personal data
2. right to access – you may access your personal data we handle about you
3. right to correction – if you detect inaccuracies in the personal data, we administer, you have the right to request correction
4. right to deletion – if the data management is based on voluntary consent and there is no other legal basis for data management you may request the deletion of your personal data
5. right to protest – you may object to the data management based on legitimate interest at any time
6. right to restriction – you may request the restriction of your data, e.g. you dispute the accuracy of the data being administered until the accuracy of the data is checked by the USZ
7. right to transfer data – in case of our automated data management, if the data management is based on your voluntary consent and you need your personal data, we hand them over to you
8. right to remedy – you have the right to have legal remedies in case of violation of your rights

9. What legal remedies do you have?

9.1. You can contact the Data Protection Officer at the University of Szeged at the following contact details:

Dr. Dóra Lajkó

Address: University of Szeged, József Attila Study and Information Center
10 Ady tér, Szeged H-6722

Tel.: +36 (62) 342-376, +36 (62) 544-000/2376

E-mail: dpo@gmf.u-szeged.hu

9.2. You can contact the Hungarian National Authority for Data Protection and Freedom of Information at the following contact details:

Hungarian National Authority for Data Protection and Freedom of Information

Address: 22/C Szilágyi Erzsébet fasor, Budapest H-1125

Tel.: +36 (1) 391-1400

E-mail: ugyfelszolgalat@naih.hu

9.3. You can contact court

Depending on the nature of the illicit data management that you experienced, you may initiate lawsuits even against the Authority. Information about the possibility, method and forums of the litigation can be found at the following website:

<https://birosag.hu/birosagi-szervezetek>

10. Does the University of Szeged have Data Protection Officer?

Yes. The contact details of the Data Protection Officer of the University of Szeged can be found in Section 9.1 of this document.

The Data Protection Officer serves as a contact point between you and the data controller. Regarding this event the Date Protection Officer also monitors compliance with the legal requirements and our internal policies.