



*Education, research, healing: in the
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for 250 years*

SEMMELWEIS UNIVERSITY

FACULTY OF GENERAL MEDICINE

Dean

Dr. Miklós Kellermayer

Sequence number: 1/2021

PRIVACY NOTICE

regarding participation in the Meetings of the Faculty Council of the Faculty of General Medicine of Semmelweis University

Pursuant to Sections 16 and 17 of Act CXII of 2011 on Informational Self-Determination and the Freedom of Information (hereinafter: Privacy Act) and Article 12 (1) and Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council (hereinafter: GDPR) the Faculty of General Medicine of Semmelweis University hereby informs those concerned about data processing in relation to **participation in the Faculty Council Meetings of the Faculty of General Medicine of Semmelweis University (hereinafter: SE FGM)**.

1 The name and contact data of the data controller: Semmelweis Egyetem Általános Orvostudományi Kar, registered office: 1085 Budapest, Üllői út 26.

2. The name and contact data of the representative of the data controller: Prof. dr. Miklós Kellermayer, Dean, e-mail: titkarsag.aokdekani@med.semmelweis-univ.hu

3 Name and contact data of the data protection officer: dr. Sára Trócsányi, 1125 Budapest, Kútvölgyi út 6., telephone: +36 1 459-1500/62547, e-mail: adatvedelem@semmelweis-univ.hu

4 The purpose of data processing:

The purpose of data processing is to record the decisions and contributions of the members of the SE FGM Faculty Council in accordance with the University's Organisational and Operational Rules (hereinafter: OOR) and to enable the drafting of minutes of the meetings on the basis of such records, as well as to enable decisions to be made on issues in case of disputes.

5 The legal basis of processing

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, as stipulated in Article 6 (1) e) of the GDPR.

6 The categories of the personal data and sensitive personal data (if any) being processed:¹

The names and e-mail addresses of the members with voting rights, and permanent invitees, of the SE FMG Faculty Council Meetings as well as video and audio recordings of them.

7 The data subjects²: The names and e-mail addresses of the members with voting rights, and permanent invitees, of the SE FMG Faculty Council Meetings.

¹ The scope of personal data to be processed shall be determined on the basis of Article 4 (1) and Article 9 of the GDPR.

² The data subjects shall be specified on the basis of Article 4 (1) of the GDPR.



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8 The duration of data processing, in general³: Recordings shall be made from the opening until the closure of the Faculty Council Meetings.

9 The period during which the personal data are retained⁴: The data shall be retained by the Secretariat of the Dean's Office of the SE FGM in accordance with the archiving plan specified in Annex 1 to Semmelweis University's Document Management Regulation, for a period of 15 years following the Faculty Council Meeting concerned; thereafter they shall be transferred to the University's central archive, such data being of the non-discardable type. The video recordings of each on-line meeting shall be erased immediately once its content has been transcribed into written minutes of the meeting concerned.

10 Name and address of the processor⁵:

No data processor shall be engaged.

11 The legal grounds of data transfer⁶ if any, the fact of data transfer to third countries or international organisations⁷:

No data shall be transferred to third parties or international organisations.

INFORMATION OF DATA SUBJECTS ABOUT THEIR FUNDAMENTAL RIGHTS

1. Provision of information

Data subjects have a right to be provided with information in a concise, transparent, understandable and easily accessible form. The Controller shall fulfil such requests of data subjects in writing or in some other suitable way, after personal identity verification, without any undue delay, but by all means within 1 month of receipt of the request.

Such data provision shall be effected by the Controller free of charge, except for requests found to be without reasonable grounds, excessive requests and frequently repeated requests.

³ The duration of data processing shall be determined in terms of the time during which the activity specified in Article 4 (2) of the GDPR.

⁴ The period specified by the Document Management Regulation and the Archiving Plan, and, the retention time prescribed for specific data by specific other legislation, but not less than 5 years, shall be specified as the period of retention of the data after the completion of data processing (the piece of legislation prescribing the retention time shall also be indicated).

⁵ The processor of the data shall be identified in accordance with Article 4 (8) and Article 28 of the GDPR.

⁶ The recipients of data transfers shall be identified in the case of regular data transfers. The list of recipients shall be put together in accordance with Article 4 (9) of the GDPR, while the legal basis for data transfer shall be determined pursuant to Article 6 of the GDPR, in the same way as the legal basis appearing in the ADL sheet. There shall be only one legal basis for data transfer. In the case of data processing based on statutory regulations both the legal basis as specified in Article 6 of the GDPR, and the relevant statutory regulation (piece of legislation, section, paragraph, sub-paragraph) shall be identified.

⁷ When reference is made to data transfer to a third country the relevant data shall be presented as prescribed in Articles 44-47 of the GDPR.



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2. **The data subject's right to access**

A data subject is entitled to be provided with access to his or her personal data and the following details: A duplicate copy of the for containing his or her personal data (additional copies shall be available for a fee).

3. **Right to rectification**

A data subject has the right to have his or her incorrect personal data rectified or supplemented without undue delay.

4. **Right to erasure (right to be forgotten)**

The Controller shall, at the data subject's request, erase the personal data relating to the data subject without undue delay, in any of the following cases:

- the purpose no longer exists or has become meaningless, the data are no longer required
- the data subject withdraws his or her consent, eliminating thereby the legal basis of processing
- the data subject objects to data processing
- unlawful data processing
- to fulfil some statutory obligation.

In the context of the data subject's right to be forgotten the Controller must erase the disclosed personal data – in view of the costs of the available technology and execution – and take reasonable steps to inform other controllers of the need to erase the relevant links, copies and second copies.

An exception to the data subject's rights specified in sections 3 and 4 are cases in which data processing is necessary. Data processing is necessary if it is indispensable for any of the following cases:

- the freedom of expression
- the performance of legal obligations or exercising some official authority
- in public interest in the area of public health
- archiving in public interest for scientific or historical research
- enforcing legal claims.

5. **Right to restriction of processing**

The Controller shall restrict processing at the data subject's request, if

- the data subject disputes the accuracy of the personal data
- the processing is unlawful and the data subject opposes the erasure of the personal data
- the Controller no longer needs the personal data but they are required by the data subject for the establishment, exercise or defence of legal claims
- the data subject has objected to processing and investigation is still under way at the Controller.

6. **Right to data portability**

Data subject has the right to be provided with the data he or she has supplied to the Controller:

- in a structured, commonly used and machine-readable format
- the data subject has the right to transfer his or her data to other controllers



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- the data subject may request the transfer of his or her data directly to another controller (if this is technically feasible).

POSSIBLE LEGAL REMEDIES

1. Data protection officer

2. Right to lodge a complaint with a supervisory authority

Supervisory authority; Nemzeti Adatvédelmi és Információszabadság Hatóság (Hungarian National Authority for Data Protection and Freedom of Information), 1055 Budapest, Falk Miksa utca 9-11., web: www.naih.hu

3. Right to an effective judicial remedy against the Controller/Processor

Regardless of official procedures of authorities or other procedures the data subject seek remedy against the controller or processor at the court having jurisdiction over the area in which the controller/processor is carrying out its activities. Such legal action may also be instituted at a court of the member state in which the data subject has his or her place of stay. The ordinary court of competent jurisdiction over the Controller: Fővárosi Közigazgatási és Munkaügyi Bíróság, Fővárosi Törvényszék (Budapest Administrative and Labour Court, Budapest Metropolitan Court of Justice) (1055 Budapest Markó u. 27.)

Disclosure and registration clause

I have made the necessary arrangements for the disclosure of the above privacy notice on the organisational unit's website. It is accessible for all without limitation at: <https://semmelweis.hu/aok/a-karrol/kari-tanacs/>

I have entered the above privacy notice in the organisational unit's privacy notices under No. 1/2021.

Budapest, 2 February 2021

STAMP

prof. dr. Miklós Kellermayer