Mattszám: 84205-2KBEGF-0026

| Category of the purpose of data processing | Name of the data processing activity | Name of the record keeping system | Capacity in which the controller carries out the data processing activity | Name of the data controller | Name and contact details of the head of the data controller | Name and contact details of the data protection officer | Name and contact details of the organizational unit | Responsible head of the organizational unit | Names and positions of persons authorized to access the data | Place of data processing | Name of the record-keeping system | Categories of personal data processed | Categories of special categories of personal data processed | Source of the data | Purpose of data processing | Legal basis for data processing under Article 6 of the GDPR | If the legal basis for data processing is a legal provision, the exact title of that legal provision | Legal basis for processing special categories of personal data under Article 9 of the GDPR | If the legal basis for processing special categories of personal data is a legal provision, the exact title of that legal provision | Method of data processing | In the case of electronic data processing, name of the data processing system | Data processing operations | General retention period of the data | Planned date of data deletion | General physical security measures applied to ensure data security | General logical security measures applied to ensure data security | Potential risks of a data protection incident | Recipient of regular data disclosures | Legal basis for data transfer | Scope of data transferred | Name and address of the processor, the party commissioning the processing, or the joint controller | Categories of data subjects affected | Categories of personal data and special categories of personal data affected | Data processing activity performed by the data processor |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Event organization: record-keeping of registrations | Event organization | Google Forms, Microsoft Forms | Data controller | Semmelweis University, Registered office: 52 Banosa Street, H-1085 Budapest, Hungary; Mailing address: P.O. Box 2, H-1428 Budapest, Hungary; Telephone: +36 1 459 1500; Website: http://semmelweis.hu | Professor Béla Merkely, MD, PhD, Rector; registered office: Semmelweis University, 26 Üllői Road, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: http://semmelweis.hu/ | Dr. Sára Tóródiné, registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: https://semmelweis.hu/jogi/tagalapdokumentumok/adatvedelem/tabelajogi/; email: jogi@semmelweis.hu | Directorate General of Human Resources; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Dr. Péter Rechert; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Head of the organizational unit and the case officers approved by him/her | 52 Banosa Street, H-1085 Budapest, Hungary | persons registered for the event | private email address; email address and name provided by the person registered for the event; and the fact of registration for the event | | Data subject | registration for the event | (f) the legitimate interest of the controller in organizing the event | | | | Hiead | computer storage | collection | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | loss of control over personal data | N/A | N/A | N/A | Google https://policies.google.com/privacy?hl=en-US | N/A | N/A | N/A |
| Record-keeping of meal preferences/meal requirements of those registered for events | Event organization | Google Forms, Microsoft Forms | Data controller | Semmelweis University, Registered office: 52 Banosa Street, H-1085 Budapest, Hungary; Mailing address: P.O. Box 2, H-1428 Budapest, Hungary; Telephone: +36 1 459 1500; Website: http://semmelweis.hu | Professor Béla Merkely, MD, PhD, Rector; registered office: Semmelweis University, 26 Üllői Road, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: http://semmelweis.hu/ | Dr. Sára Tóródiné, registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: https://semmelweis.hu/jogi/tagalapdokumentumok/adatvedelem/tabelajogi/; email: jogi@semmelweis.hu | Directorate General of Human Resources; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Dr. Péter Rechert; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Head of the organizational unit and the case officers approved by him/her | 52 Banosa Street, H-1085 Budapest, Hungary | persons registered for the event | private email address; email address and name provided by the person registered for the event; and the fact of registration for the event | food intolerances; accessibility or special support needs | Data subject | provision of appropriate allergen free meals at the event | (f) the legitimate interest of the controller in organizing the event | | Article 9(a) of the GDPR: the data subject's explicit consent | | computer-related | computer storage | collection | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | loss of control over personal data | N/A | N/A | N/A | https://support.microsoft.com/hu-hu/office/adatv%c3%�delem-%c3%�s-megfelel%c3%�s-0f0f1bc8-7bb7-4a9a-a6d1-6ab2f4f0f9d9?ui=hu-HU&rs=hu-hu&ad=hu#ID0EBAAA=Adatv%c3%ADdelem-%c3%�s-megfelel%c3%ADs | N/A | N/A | N/A |
| Event billing | For contract-related purposes | SAP | Data controller | Semmelweis University, Registered office: 52 Banosa Street, H-1085 Budapest, Hungary; Mailing address: P.O. Box 2, H-1428 Budapest, Hungary; Telephone: +36 1 459 1500; Website: http://semmelweis.hu | Professor Béla Merkely, MD, PhD, Rector; registered office: Semmelweis University, 26 Üllői Road, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: http://semmelweis.hu/ | Dr. Sára Tóródiné, registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: https://semmelweis.hu/jogi/tagalapdokumentumok/adatvedelem/tabelajogi/; email: jogi@semmelweis.hu | Directorate General of Human Resources; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Dr. Péter Rechert; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Head of the organizational unit and the case officers approved by him/her | 52 Banosa Street, H-1085 Budapest, Hungary | persons registered for the event | private email address; email address and name provided by the person registered for the event; and the fact of registration for the event | | Data subject | preparation of the invoice | (c) legal obligation | Act CXXVII of 2007 on Value Added Tax | | | computer-related | computer storage | collection | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | loss of control over personal data | N/A | N/A | N/A | none | N/A | N/A | N/A |
| Promotion of events, feedback on the effectiveness of events, and promotional purposes | Data processing for marketing purposes | Photographs and video recordings | Data controller | Semmelweis University, Registered office: 52 Banosa Street, H-1085 Budapest, Hungary; Mailing address: P.O. Box 2, H-1428 Budapest, Hungary; Telephone: +36 1 459 1500; Website: http://semmelweis.hu | Professor Béla Merkely, MD, PhD, Rector; registered office: Semmelweis University, 26 Üllői Road, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: http://semmelweis.hu/ | Dr. Sára Tóródiné, registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: https://semmelweis.hu/jogi/tagalapdokumentumok/adatvedelem/tabelajogi/; email: jogi@semmelweis.hu | Directorate General of Human Resources; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Dr. Péter Rechert; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Head of the organizational unit and the case officers approved by him/her | 52 Banosa Street, H-1085 Budapest, Hungary | persons registered for the event | institution, country, position, organizational unit, source through which the person learned about the event | | Data subject | promotion of Staff Week, feedback on the effectiveness of the event, and promotional purposes | (f) the legitimate interest of the controller in organizing the event | | | | computer-related | computer storage | collection | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | loss of control over personal data | N/A | N/A | N/A | https://support.microsoft.com/hu-hu/office/adatv%c3%ADdelem-%c3%�s-megfelel%c3%ADs-0f0f1bc8-7bb7-4a9a-a6d1-6ab2f4f0f9d9?ui=hu-HU&rs=hu-hu&ad=hu#ID0EBAAA=Adatv%c3%ADdelem-%c3%É | N/A | N/A | N/A |
| Promotion of events, feedback on the effectiveness of events, and promotional purposes | Data processing for marketing purposes | Microsoft Forms | Data controller | Semmelweis University, Registered office: 52 Banosa Street, H-1085 Budapest, Hungary; Mailing address: P.O. Box 2, H-1428 Budapest, Hungary; Telephone: +36 1 459 1500; Website: http://semmelweis.hu | Professor Béla Merkely, MD, PhD, Rector; registered office: Semmelweis University, 26 Üllői Road, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: http://semmelweis.hu/ | Dr. Sára Tóródiné, registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; website: https://semmelweis.hu/jogi/tagalapdokumentumok/adatvedelem/tabelajogi/; email: jogi@semmelweis.hu | Directorate General of Human Resources; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Dr. Péter Rechert; registered office: 52 Banosa Street, H-1085 Budapest, Hungary; mailing address: P.O. Box 2, H-1428 Budapest, Hungary; telephone: +36 1 459 1500; email: titkarsag.human@semmelweis.hu | Head of the organizational unit and the case officers approved by him/her | 52 Banosa Street, H-1085 Budapest, Hungary | persons registered for the event | taking photographs and video recordings | | Data subject | promotion of Staff Week, feedback on the effectiveness of the event, and promotional purposes | (a) the data subject's consent | | | | computer-related | computer storage | collection | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic | As specified in the Records Retention Schedule set out in the Records Management and Electronic Administration Policy in force at the time the document is created. Records Management and Electronic Administration Policy No. 113/2023 (XII.13), effective as of January 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | Information Security Policy No. 77/2025 (IX.01), effective as of September 1, 2025. | loss of control over personal data | N/A | N/A | N/A | You use (Google): https://support.google.com/youtube/answer/1135482?hl=hu&utm_source=chatgpt.com, LinkedIn https://www.linkedin.com/legal/privacy-policy?utm_source=chatgpt.com, Facebook (Meta): https://www.facebook.com/ | N/A | N/A | N/A |