



## SEMMELWEIS UNIVERSITY

Faculty of Medicine

Dean

**DR. MIKLÓS KELLERMAYER**

Registration No: 5/2022

### INFORMATION ON PERSONAL DATA MANAGEMENT in relation to data management of applications for the position of teacher assistant submitted to the Faculty of Medicine of Semmelweis University

Pursuant to Articles 16 and 17 of Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (hereinafter: Info Act) and Articles 12 (1), 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council (hereinafter: GDPR), Semmelweis University hereby informs the data subjects about the processing of applications for the position of teacher assistant at the Faculty of Medicine of Semmelweis University.

1. Name and contact details of the data controller: Semmelweis University, Central Administration: 1085 Budapest, Üllői út 26. Mailing address: 1428 Budapest pf.: 2. Telephone number: 06-1-459-1500 Website: <http://semmelweis.hu>

2. Name and contact details of the representative of the data controller: Prof. Dr Béla Merkely rector, Semmelweis University, Central Administration: 1085 Budapest, Üllői út 26. Mailing address: 1428 Budapest pf.: 2. Telephone number: 06-1-459-1500 Website: <http://semmelweis.hu/>

3. Name and contact details of the data protection officer: Dr Sára Trócsányi, Central Administration: 1085 Budapest, Üllői út 26. Mailing address: 1428 Budapest Pf.: 2. Telephone number: 36-1/224-1547 e-mail: [adatvedelem@semmelweis-univ.hu](mailto:adatvedelem@semmelweis-univ.hu)

#### 4. Purpose of data processing and categories of personal (and if any) and sensitive personal data processed:

categories of personal (and if any) and sensitive personal data processed	purpose of data processing
a) applicant's name b) applicant's contact details (phone, address, e-mail)	The purpose of data processing is to enable the Dean's Office of the Faculty of Medicine of Semmelweis University to keep in contact with applicants.
a) applicant's name, place and date of birth, mother's maiden name b) applicant's contact details (phone, address, e-mail) c) applicant's grade (year) d) applicant's neptun code	Allow the Dean's Office to identify the applicant so as to verify that the applicant is an active student of the faculty.
a) achievements in professional competitions	A further purpose of data processing is to enable the Dean's Office to check whether the applicants meet the application criteria and to enable the Dean - with



**SEMMELWEIS UNIVERSITY**  
Faculty of Medicine

Dean  
**DR. MIKLÓS KELLERMAYER**

<ul style="list-style-type: none"> <li>b) Participation in the professional and/or organisational activities of a Scientific Student group (TDK); participation in teaching and research activities; participation in the organisation of faculty events</li> <li>c) foreign language skills</li> <li>d) details of previous teacher assistant activities</li> <li>e) the academic results of the last 3 semesters</li> <li>f) the marks obtained in the subjects related to the chosen field of specialisation</li> </ul>	<p>the involvement of the Student Union - to decide on the appointment of the teacher assistant.</p>
<ul style="list-style-type: none"> <li>a) the account number of the successful applicant (for successful applicants))</li> </ul>	<p>Payment of a monthly demonstrator grant to the successful applicants.</p>
<ul style="list-style-type: none"> <li>a) applicant's name, place and date of birth, mother's maiden name</li> <li>b) applicant's contact details (phone, address, e-mail)</li> </ul>	<p>Concluding a teacher assistant contract to the successful applicants.</p>

**5. Legal basis for data processing**

The data subject's consent as defined in Article 6(1)(a) of the GDPR.

**6. Data subjects:** medical students in years 2-6 who have applied to Semmelweis University Faculty of Medicine as a teacher assistant.

**7. General retention period of the processed data:** the retention period of the data is as set out in point 9.

**8. Duration of data retention:** the data will be kept by the Dean's Office of the Faculty of Medicine for 15 years after the application procedure, according to the archive plan defined in Annex I of the Records Management Regulations of Semmelweis University, and then transferred to the University's central archives, given that the data cannot be discarded.

**9. Name and address of the data processor:**

No data processor will be used.

**10. Legal basis for the transfer, if any, is the fact of transfer to a third country or international organisation:**

No data will be transferred to an international organisation.



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Faculty of Medicine

Dean  
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## INFORMING DATA SUBJECTS OF THEIR FUNDAMENTAL RIGHTS

### 1. Information

Data subjects have the right to information that is concise, transparent, comprehensible and easily accessible. The Data Controller shall comply with the data subject's request in writing or in any other suitable manner, after proving the identity of the data subject, without undue delay, but not later than within 1 month.

The Data Controller shall provide such data free of charge, unless the request is unfounded, excessive or repetitive.

### 2. Right of access for the data subject

The data subject has the right to access personal data and the following information: A copy of personal data information (additional copies for a fee).

### 3. Right to rectification

The subject is entitled to correct or supplement inaccurate data without undue delay.

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

The controller has the obligation to erase personal data requested by the data subject without undue delay where any of the following grounds applies:

- the purpose has ceased to exist or has become obsolete, the data is no longer needed;
- the data subject withdraws consent on which the processing is based; thus, there is no legal ground for the processing;
- the data subject protests against the data processing;
- unlawful data processing;
- to fulfil a legal obligation.

Where the controller has made the personal data public and is obliged to erase the personal data, the controller, taking account of available technology and the cost of implementation, takes reasonable steps to inform other controllers which are processing the personal data of which the data subject has requested the erasure of any links to, or copy or replication of those personal data.

An exception to the exercise of the data subject's rights provided for in points 3 and 4, respectively, shall be made if data processing is necessary. Data management is necessary if it is indispensable for one of the following purposes:

- freedom of expression
- to fulfill a legal obligation or to exercise a right of public authority
- in the public interest in the field of public health
- archiving in the public interest, for scientific and historical research purposes
- to pursue legal claims.

### 5. Rights to restriction of data processing

The controller restricts the processing on request of the data subject where one of the following applies:

- the accuracy of the personal data is contested by the data subject
- the processing is unlawful, and the data subject opposes the erasure of the data
- the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise, or defence of legal claims
- the data subject has objected to the processing and the controller is still investigating the matter

### 6. Right to data portability

The data subject has the right to obtain their data provided to the controller:

- in a structured, commonly used, and machine-readable format
- the data subject has the right to transmit those data to another controller



## SEMMELWEIS UNIVERSITY

Faculty of Medicine

Dean

**DR. MIKLÓS KELLERMAYER**

- the data subject may request direct transfer of the data to another controller (if technically feasible).

### LEGAL REMEDIES

1. Data protection officer
2. **Right to complain to the supervisory authority**  
Supervisory Authority: The National Authority for Data Protection and Freedom of Information, 1055 Budapest, Falk Miksa utca 9-11., Website: [www.naih.hu](http://www.naih.hu)
3. **Rights to a judicial remedy against the controller / data processor**  
Irrespective of the official procedure and other procedures, the data subject may take a legal action against the controller and the data processor before the court in the location where the controller / processor operates. The action may also be brought in the courts of the Member State in which the data user concerned resides.  
Ordinary court with general jurisdiction over the controller:  
Budapest-Capital Administrative and Labour Court, Budapest-Capital Regional Court, (1055 Budapest Markó u. 27.)

### Disclosure and registration clause

I have arranged for the above data processing information to be published on the website of the organizational entity available to anyone without restriction at the internet link below: <https://semmelweis.hu/aok/a-karrol/dokumentumtar/>

I have entered the above data management information document in the register of data management information under serial number 5/ 2022.

Budapest, 24 January 2022

Stamp

prof. dr. Miklós Kellermayer