

# Dear Applicant,

## I. Data Protection Guide

### **Purpose of data protection:**

Conference (K-MOK) applicants' preliminary data collection.

### **Data Manager:**

Obuda University, Trefort Agoston Centre for Engineering Education (H-1081 Budapest, Népszínház u. 8.)

### **The legal basis for data protection:**

The explicit consent of the data owner

### **Duration of data storage or, if this is not possible, criteria for determining this period:**

Please be advised that you may withdraw your application for the conference at any time and your consent to the processing of your personal data.

### **The Range of the Processed Data**

Name, email address, workplace's name and address

## II. You have the following rights to data protection

### **1. Your access right:**

You may request information, feedback from the Data Controller about whether your personal data is being processed and, if the data is being processed, you are entitled to have access to your personal data and the following information:

- the purpose of data protection
- categories of your personal information
- persons or bodies, organisations with whom your personal data have been or will be communicated
- the planned duration of your personal data storage or, if this is not possible, the criteria for determining this period
  
- you may request from the Data Controller the rectification, erasure or limitation of the processing of your personal data and may object to the processing of your personal data
- you have the right to complain to the National Data Protection and Freedom of Information
- the source of data

## **2. Your right to rectification**

You may request that the Data Controller correct any inaccurate personal information about you without undue delay, or request that you supplement your incomplete personal information.

## **3. Your right to cancel**

You may request that the Data Controller delete personal data relating to you without undue delay, especially if

- you withdraw your application for the conference and your consent to the processing of your personal data
- your data is no longer needed for the purpose for which the Data Controller has collected or processed it
- you protest against the data protection
- your data has been unlawfully treated

## **4. Your right to restrict data protection**

At your request, the Data Controller limits the processing of your personal data.

## **5. Your right to data storage**

You may request that your personal data made available to the Data Controller be received in a widely used machine-readable form and forwarded to another Data Controller.

## **6. Your right to protest**

You may object to the processing of your personal data if it is handled by the Data Controller without your express consent.

## **7. Your right to withdraw consent**

You may withdraw your application for the conference at any time and your consent to the processing of your personal data. In this case, the Data Controller deletes the personal data you provide at the time of application.

## **8. Right to file a complaint**

Please be advised that, if in your opinion, HERA has acted or omitted concerning the processing or processing of your personal data, you may file a complaint with the National Authority for Data Protection and Freedom of Information.

**National Authority for Data Protection and Freedom of Information**

H-1125 Budapest, Szilágyi Erzsébet fasor 22 / C

Phone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

E-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

Website: [www.naih.hu](http://www.naih.hu)

You may exercise these rights through a request to OU TMPK:

Postal address: H-1081 Budapest, Népszínház u. 8.

E-mail: [titkarsag@tmpk.uni-obuda.hu](mailto:titkarsag@tmpk.uni-obuda.hu)

Please be informed that the personal information you provide is not made public by HERA and is not forwarded to third parties. An exception to this may be the transmission of data by the authority or the court or by the provision of the legislation.

### **III. Access to Court:**

You also have the opportunity to go to court against a violation of your rights. To do this, you can initiate a procedure at your discretion or at the Metropolitan Court (postal address: 1363 Pf. 16, address: 1055 Budapest, Markó utca 27, central number: +36 1 354 6000, fax: +36 1 354 6041) or your place of residence or the place of stay. If your habitual residence is not in Hungary but in the territory of another Member State of the European Union, you can also bring legal proceedings before the courts of your Member State of ordinary residence.

### **IV. Detailed rules**

The detailed rules governing your rights and the exercise of your rights are laid down in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and on the protection of personal data. Regulation (EC) No 46/2003 (GDPR) Regulation 12-23. Articles.