

**Information on Data Controlling Policy
by Card Management Center, University of Debrecen**

1. The name and contact information of the Controller

Card Management Center of the University of Debrecen:

Registered seat: 4028 Debrecen, Kassai street 26., 1st floor, Room 26.
Postal address: 4028 Debrecen, Kassai street 26., 1st floor, Room 26.
E-mail address: unipass@unideb.hu
Phone number: 52/512-900 / 62771, 62773, 62774, 62775 ext.

2. Provisions of law governing data controlling

The data controlling performed by the Card Management Center, University of Debrecen is governed by the following provisions of law:

- Regulation (EU) No 2016/679 of 27 April, 2016 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data, on the free movement of such data as well as on the withdrawal of the 95/46/EC regulation (hereinafter: GDPR). Via this [link](#) the text of the GDPR is available in all official languages of the European Union.

3. The data controlling activities performed by the Controller

3.1. Data controlling related to the UniPass Card

3.1.1. The purpose of data controlling: Controlling of personal data in the card management system.

3.1.2. The scope of the data controlled: During data controlling we control personal data listed below:

Data taken from the university directory:

- Name
- Date of birth
- E-mail address
- Others:
 - User's identification (eduID)
 - Neptun code
 - Faculty / University Unit
 - University member's status

Card data given back to the university directory by the card management system:

- Card number
- Validity of the card
- Barcode of the Card
- RFID of the Card
- Photo

3.1.3. The legal basis of the data controlling: Rightful interest [The exact identification of legal basis of GDPR: according to the Article 6 (1) of the GDPR]

3.1.4. Duration of data controlling: 5 years

3.1.5. The scope of persons having access to the data:

- colleagues of the UniPass Card Management Center
- webmasters of the card management system
- colleagues with access of „Internal insight” (HAK, NOKK, ISZK, Office for checking-in and out)

3.1.6. Data transmission: From the directory of the university (LDAP) the card management system gets the above mentioned personal data about the card owner. Besides the ID photo which is required for the card application, the card management system creates the following data: card number, validity of the card, barcode of the card, RFID of the card. The UniPass Card Management Center gives back the data arisen from the card management system and the ID photos uploaded during the card application and accepted by the UniPass Card Management Center to the university directory (LDAP). These data are possessed by the IT Service Center of the University of Debrecen (ISZK). Thus, the transmission of these stored data to other university IT systems is the competency of ISZK.

4. Regulations relating to your rights and legal practice

4.1. The right to be informed

Pursuant to the Article 15 (1) of the GDPR, you can ask for information on the personal data applied by the UniPass Card Management Center, University of Debrecen. In this case the UniPass Card Management Center, University of Debrecen will forward you the following information to the given address (e-mail address or postal address):

- What personal data do we manage about you?
- What is the aim of the data processing?
- Who do we transmit your personal data to?
- Duration of the data processing and the criteria of the definition of this period;
- About your rights relating to the data processing;
- About your right to hand in a complaint addressed to the National Authority for Data Protection and Freedom of Information.

4.2. The right to ask for a copy

Pursuant to the Article 15 (3)-(4) of the GDPR you can ask for a copy of your personal data managed by the UniPass Card Management Center, University of Debrecen. In this case the UniPass Card Management Center of the University of Debrecen will forward you those personal data that are managed by them, addressed to the given contact (e-mail address or postal address).

4.3. The right to correct the personal data

Pursuant to the Article 16 of the GDPR, we will modify or correct your personal data at your request.

4.4. The right to deletion

In case of data controlling in accordance with Section 3.4, and pursuant to the Article 17 (1) of the GDPR, you may request the deletion of your announced personal data.

4.5. The right to restrict data controlling

You may request the restriction of data controlling in the following cases:

- you contest the accuracy of the personal data, in which case we restrict the data controlling until the UniPass Card Management Center of the University of Debrecen verifies the accuracy of the personal data;
- data controlling is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- the UniPass Card Management Center of the University of Debrecen no longer needs the personal data, but you require them for the proposal of legal claims, for their validation, exercise or defence of legal claims; or
- you exercise the right of objection, in which case we restrict the controlling of your data for the duration of verifying the lawfulness of your request.

In your request for the restriction of data controlling, you shall indicate the reason for requesting the restriction.

The UniPass Card Management Center of the University of Debrecen shall satisfy your request for the restriction of data processing by storing the personal data concerned separately from all other personal data. For example, in case of electronic data files, the personal data concerned shall be stored on an external medium, and in case of paper-based files, it shall be stored in a separate file.

4.6. Objection

You may object to the controlling of your data carried out based on the deliberation of rightful interests for reasons related to your own situation. In such a case, the UniPass Card Management Center of the University of Debrecen shall examine the controlling of data performed with respect to you on the basis of the deliberation of rightful interests, and if your request is found to be well-grounded, we shall delete your personal data. In all cases, we shall inform you on the outcome of the procedure of examination.

4.7. The joint rules of exercising rights

The UniPass Card Management Center of the University of Debrecen shall reply to your request within a period not exceeding one month. This time limit may be extended by a maximum of two months.

In case of refusal, the UniPass Card Management Center of the University of Debrecen shall inform you within one month following the receipt of your request. You shall also be informed about the reasons for refusal, as well as about your right to file a complaint to the Authority and your right to legal remedy.

The UniPass Card Management Center of the University of Debrecen reserves the right of requesting for further information necessary for confirming the identity of the data subject concerned (in case of having any doubts of the identity of the person). Such cases include data subjects exercising their right to obtain a copy of their personal data, in which case it is justified for the University of Debrecen to verify that the request is indeed from the data subject concerned.

5. Law enforcement possibilities

If you believe that the UniPass Card Management Center of the University of Debrecen's data controlling does not meet the requirements of the provisions of law you, can initiate a procedure at the National Authority for Data Protection and Freedom of Information (Postal address: 1363 Budapest, Pf. 9., e-mail address: ugyfelszolgalat@naih.hu) or you can turn to the court.