

## Privacy notice – 12<sup>th</sup> CEETC Training, Budapest, 2024.05.09-13.

According to Article 12 (1) of REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR)

Eötvös Loránd University hereby informs you as data subject about processing your data related to the **12th CEETC training**.

### Who is the Data Controller?

**Eötvös Loránd University**

Egyetem tér 1-3.

H-1053 Budapest

**Responsible department for exercising the rights and fulfilling the obligations: ELTE Confucius Institute**

**Contact person: Anna Csikó; Phone +3614116500/5776, email: csiko.anna@konfuciusz.elte.hu**

### I. SENDING AN INVITATION

<b>Data are processed by the University</b>	1. Your surname and first name; 2. Your e-mail address (to keep in touch with you);
<b>Purpose of processing of data</b>	Invitation to the training.
<b>Legal basis (claim) of the processing of data</b>	<b>Point (e) of Article 6(1) GDPR: 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.</b> Hungarian National Authority for Data Protection and Freedom of Information has stated that higher education institutions have a public task. ELTE contributes to the social and economic development of the area by promoting the intellectual values of education and scientific research for community purposes. (Article 2(5a) Act CCIV of 2011 On National Higher Education) The task of sharing knowledge through conferences can best be achieved by sending invitations to the target persons.  You, as data subject have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (e) of Article 6(1), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.
<b>Duration of data processing</b>	We process your data till the end of the registration deadline.
<b>Data Processor</b>	The data controller does not use data processor.

### II. REGISTRATION, COMMUNICATION, ORGANIZATION OF THE TRAINING, INVOICING, REPORT

<b>Data are processed by the University</b>	1. Your surname and first name (registration, to organize your travel and to fulfil the obligation to make a report for the Center for Language Education and Cooperation); 2. Your Chinese name (registration) 3. Your date of birth; (to organize your travel); 4. Your ID or passport number and the expiry date of the document (organization of travel);
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	<p>5. Your sex (to organize your travel);</p> <p>6. Your nationality (to organize your travel);</p> <p>7. Your e-mail address (to keep in touch with you, to organize your travel and to fulfil the obligation to make a report for the Center for Language Education and Cooperation)</p> <p>8. Your phone number (to organize your travel)</p> <p>9. Your major, Chinese level, degree and title (to organize the training)</p> <p>10. Number of years teaching Chinese (to organize the training)</p> <p>11. Your employer's name and address; (to organize the training and to fulfil the obligation to make a report for the Center for Language Education and Cooperation)</p> <p>12. Tax number (if you need reimbursement for an invoice);</p> <p>13. Address (to organize your travel &amp; for reimbursement for an invoice);</p> <p>14. Your bank's name and your bank account number (to organize your travel &amp; for reimbursement for an invoice)</p> <p>15. Data regarding the number and category of your students, the courses you are teaching, your teaching material, skills and self-evaluation (to organize the training)</p> <p>16. Your country (to fulfil the obligation to make a report for the Center for Language Education and Cooperation)</p>
<b>Purpose of processing of data</b>	<ul style="list-style-type: none"> <li>- registration;</li> <li>- sharing information, keep in touch with you;</li> <li>- organization of the event;</li> <li>- reimbursement of an invoice;</li> <li>- organization of your travel</li> <li>- to fulfil the obligation to make a report for the Center for Language Education and Cooperation</li> </ul>
<b>Legal basis (claim) of the processing of data</b>	<p><b>Point b) of Article 6(1) GDPR: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</b></p> <p>The contract will be concluded upon acceptance of your application by ELTE</p>
<b>Duration of data processing</b>	<p>We process your data till the end of the training, not later than 2023.11.20.</p> <p>In the case of an injury/personal injury, we process your data till the end of the legal proceedings.</p> <p>Your data related to invoicing will be processed for 8 years after your invoice is issued (according to Taxation Act).</p>
<b>Data Processor</b>	<p>Microsoft Office 365 is based in the United States of America, but the data of ELTE are stored in data centres located in Amsterdam and Dublin within the EU under a contract with Microsoft.</p>

### III. HEALTH STATUS DATA – FOR ORGANIZING THE EVENT

<b>Data are processed by the University</b>	Data on food allergy
<b>Purpose of processing of data</b>	<ul style="list-style-type: none"> <li>- organization of the event;</li> <li>- for food allergy: providing related services.</li> </ul>
<b>Legal basis (claim) of the processing of data</b>	<p><b>Point a) of Article 6(1) and point a) of Article 9(2) GDPR: explicit consent of the data subject.</b></p> <p>If you don't provide the data above, we cannot take responsibility for any resulting damages or problems.</p>
<b>Duration of data processing</b>	<p>Until the withdrawal of consent; Otherwise we process your data till the end of the training, not later than 2024.05.13.</p> <p>The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.</p>
<b>Data Processor</b>	<p>Microsoft Office 365 is based in the United States of America, but the data of ELTE are stored in data centres located in Amsterdam and Dublin within the EU under a contract with Microsoft.</p>

#### IV. TAKING PHOTOS, VIDEO OR AUDIO RECORDING AND THEIR USE

<b>Data are processed by the University</b>	Your image, voice and other personal data in the recording.
<b>Purpose of processing of data</b>	Documentation and promotion of the event. Fulfillment of the obligation of making a detailed report about the training to the Center for Language Education and Cooperation after the training finished. The recording is used as follows: as <i>documentation</i> , as a video on the website of the CEETC Training Center ( <a href="http://confucius-institutes.eu/">http://confucius-institutes.eu/</a> )
<b>Legal basis (claim) of the processing of data</b>	<b>Article 6(1)(f) of GDPR</b> applies – it is the legitimate interest of the University and its community to promote and record the events of the University, as well as inform the public. The organizers will ensure the setting up of locations where there will be no photo, video or audio recording (off-camera) – except the speakers.  You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you, including profiling. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.
<b>Duration of data processing</b>	Until the article using the photo or recording is stored.
<b>Data transfer</b>	For the Center for Language Education and Cooperation (as an obligation recorded in the contract between CLEC and ELTE – for documentation and to make a report).
<b>Data Processor</b>	Szonja Macgill and/or Csóka Ferenc (photographers)

#### V. SIGNING UP TO THE NEWSLETTER/ FACILITATING NETWORKING

<b>Processed data</b>	- name - e-mail address
<b>Purpose of data processing</b>	To inform you about our next teacher training.  Facilitating networking among the participants
<b>Legal basis for data processing</b>	Point a) of Article 6(1) GDPR: consent of the data subject. You may withdraw your consent any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
<b>Duration of data processing</b>	Data will be processed 1 year from the registration or withdrawal of your consent.
<b>Data Processor:</b>	None.

**The recipients<sup>1</sup> or categories of recipients of the personal data in the case of data transfer:** the Center for Language Education and Cooperation (name, email address, country, employer’s name and address). **See above point II. A)**

#### Your rights:

<sup>1</sup> ‘recipient’ means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing;

1. **Transparent information, communication and modalities for the exercise of the rights of the data subject**  
– In this privacy notice the controller provides information about the circumstances of data processing, e.g. data controller, purposes, legal basis and duration of data processing, enforceable data subject rights, complaint procedures and available legal remedies for data subjects;
2. **Right of access by the data subject** – You have the right to obtain from the controller confirmation as to whether or not personal data concerning you are being processed, the controller shall provide complete information and a copy of the personal data undergoing processing;
3. **Right to rectification** – You have the right to obtain from the controller the rectification of inaccurate personal data concerning you and you also have the right to have incomplete personal data completed;
4. **Right to erasure ('right to be forgotten')** – You can ask for the controller the erasure of your personal data;
5. **Right to restriction of processing** – If you ask, your personal data can't be processed with the exception of storage;
6. **Notification obligation regarding rectification or erasure of personal data or restriction of processing** – We inform you about the recipients referred to GDPR under the conditions set out in the GDPR;
7. **Right to data portability** (if the controller processes your data on the basis of your consent/contract and the processing is carried out by automated means) – You have the right to receive your personal data, which you have provided to a controller, in a structured, commonly used and machine-readable format and you have the right to transmit those data to another controller;
8. **Right to object** – you can object, at any time to processing of your personal data if the processing is based on a legitimate interest pursued by the controller or by a third party or the 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;
9. **The right not to be subject to a decision based solely on automated processing, including profiling** – Tell us, if you are concerned! This right is not relevant if this privacy notice does not contain information about automated decision-making.
10. **The right to legal remedy** – In the case of breach of your rights, you can turn to the data protection officer, to the National Authority for Data Protection and Freedom of Information or you can sue in court.

**Data protection officer of the University:**

Office of Data Protection and Strategic Administration  
Rector's Cabinet  
1053 Budapest, Ferenciek tere 6.  
Tel.: +3614116500/2855  
Email: [dataprotection@rk.elte.hu](mailto:dataprotection@rk.elte.hu)

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

1363 Budapest, Pf. 9.  
[www.naih.hu](http://www.naih.hu)  
Tel.: +36-1-391-1400

**The court:**

You can sue for a claim according to your place of residence.

## APPENDIX to privacy notice

### Details concerning the rights of data subjects

For the purposes of this information sheet (and of GDPR), '**data subject**' shall mean a natural person who has been identified by reference to specific personal data, or who can be identified, directly or indirectly; '**personal data**' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (Article 4 of GDPR).

Data subjects may contact the controller with regard to all issues related to the exercise of their rights under GDPR. The controller shall provide information on action taken on a request under Articles 15 to 22 to the data subject without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. The controller shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay. Where the data subject makes the request by electronic form means, the information shall be provided by electronic means where possible, unless otherwise requested by the data subject.

#### **You can read about your rights below:**

1. Transparent information, communication and modalities for the exercise of the rights of the data subject (Article 12-14 of GDPR)

With this information sheet, the controller provides the information relating to processing to the data subject referred to in GDPR.

If the data subject asks, further detailed oral information can be given, if the data subject proves his or her identity.

2. Right of access by the data subject (Article 15 of GDPR)

The data subject has the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, has the right to access the personal data – including a copy of the personal data – and the following information:

- (a) the purposes of the processing;
- (b) the categories of personal data concerned;
- (c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- (d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- (e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- (f) the right to lodge a complaint with a supervisory authority;
- (g) where the personal data are not collected from the data subject, any available information as to their source;
- (h) the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) of GDPR and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

3. Right to rectification (Article 16 of GDPR)

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

4. Right to erasure ('right to be forgotten') (Article 17 of GDPR)

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- (a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- (b) the data subject withdraws consent on which the processing is based, and where there is no other legal ground for the processing;
- (c) the data subject objects to the processing of personal data which is carried out for a) a legitimate interest pursued by the controller or by a third party or b) the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and there are no overriding legitimate grounds for the processing;
- (d) the personal data have been unlawfully processed;
- (e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- (f) the personal data have been collected in relation to services related to information society offered directly to children.

5. Right to restriction of processing (Article 18 of GDPR)

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- (a) the accuracy of the personal data is contested by the data subject;
- (b) the processing is unlawful and the data subject opposes the erasure of the personal data;
- (c) 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 defense of legal claims;
- (d) the data subject has objected to processing of personal data which is carried out for a) a legitimate interest pursued by the controller or by a third party or b) the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

6. Notification obligation regarding rectification or erasure of personal data or restriction of processing (Article 19 of GDPR)

The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out, to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform the data subject about those recipients if the data subject requests it.

7. Right to data portability (Article 20 of GDPR)

The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and has the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where:

- (a) the processing is based on consent or on a contract; and
- (b) the processing is carried out by automated means.

In exercising his or her right to data portability, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

The exercise of this right shall be without prejudice to the right to be forgotten.

8. Right to object (Article 21 of GDPR)

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is carried out for a) a legitimate interest pursued by the controller or by a third party or b) the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, including profiling<sup>2</sup> based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

9. Automated individual decision-making, including profiling (Article 22 of GDPR)

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<sup>2</sup> Article 4 of GDPR: ‘profiling’ means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person’s performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements;

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.

This provision shall not apply if the decision:

- (a) is necessary for entering into, or performance of, a contract between the data subject and a data controller;
- (b) is authorised by Union or Member State law to which the controller is subject and which also lays down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests; or
- (c) is based on the data subject's explicit consent.

In this case, the data controller shall implement suitable measures to safeguard the data subject's rights and freedoms and legitimate interests, at least the right to obtain human intervention on the part of the controller, to express his or her point of view and to contest the decision.

#### 10. Legal remedy – alternative possibilities

##### 10.1. Data protection officer (Article 38-39 of GDPR)

Data subjects may contact the data protection officer with regard to all issues related to processing of their personal data and to the exercise of their rights under GDPR.

If the controller does not take action on the request of the data subject, the controller shall inform the data subject without delay and at the latest within one month of receipt of the request of the reasons for not taking action and on the possibility of lodging a complaint with a supervisory authority and seeking a judicial remedy. (Article 12(4) of GDPR)

##### 10.2. Procedures of the National Authority for Data Protection and Freedom of Information (Articles 57-58 and 77 of GDPR; Sections 51/A (1), 52-54, 55 (1)-(2), 56-58, and 60-61 of InfoAct<sup>3</sup>)

It is possible to initiate an investigation or a data protection authority procedure with the National Authority for Data Protection and Freedom of Information pursuant to the InfoAct.

To ensure that the right to the protection of personal data is enforced, the Authority shall commence an authority procedure for data protection at the application of the data subject in line with Sections 60-61 of InfoAct.

##### 10.3. Right to an effective judicial remedy against a controller or processor (Section 23. of InfoAct. Article 79 of GDPR)

Without prejudice to any available administrative or non-judicial remedy, including the right to lodge a complaint with a supervisory authority, each data subject has the right to an effective judicial remedy where he or she considers that his or her rights under GDPR have been infringed as a result of the processing of his or her personal data in non-compliance with GDPR.

Proceedings against a controller or a processor shall be brought before the courts of the Member State where the controller or processor has an establishment. Alternatively, such proceedings may be brought before the courts of the Member State where the data subject has his or her habitual residence, unless the controller or processor is a public authority of a Member State acting in the exercise of its public powers.

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<sup>3</sup> Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information