



**Data controller's name:** Biological Research Centre, Szeged (hereafter: Research Centre)

**Registered office (official postal address):** 6726 Szeged, Temesvári krt. 62

**Website:** <http://www.brc.hu/index.php>

**Phone:** +36-62-599-600

**Tax #:** 15300564-2-06

**Company Register ID:** 00 15 300564

**Name of representative:** Prof. Dr. Nagy, Ferenc, General Director

**Name of Data Protection Officer:** Szabó-Szentmiklósi, Tamás Dénes

**Contact to Data Protection Officer:** [szabodenes@iksz98.hu](mailto:szabodenes@iksz98.hu)

**Contact to the Data Processing Information:** [http://doc.brc.hu/gdpr/ADATKEZELESI\\_TAJEKOZTATO\\_WEB.pdf](http://doc.brc.hu/gdpr/ADATKEZELESI_TAJEKOZTATO_WEB.pdf)

## **1. Data Processed by the Research Centre – in General**

The Research Centre hereby informs you about data processing related to the Research Centre's activities and, in particular, the exercising of your rights as data subject.

## **2. Terms related to and used about the subject**

data subject: a natural person who is or can be identified based on any information;

personal data: 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;

processing (data processing): any operation or set of operations performed on personal data or sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

controller (data controller): the natural or legal person or the organisation that does not qualify as a legal entity who/which, alone or jointly with others, in the framework of national legislation or the EU's mandatory legal act, determines the purposes of the processing of data, makes and implements the decisions on data processing (including its means) or has such decisions implemented by the processor;

consent of the data subject: any freely given, specific, informed and unambiguous indication of the data subject's will by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;

personal data breach (data protection incident): a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed;

data transmission: making the data available to a specific third party;

data erasure: making the data unrecognisable so that its recovery is no longer possible;

data destruction: total physical destruction of the medium that contains the data;

data processing: any and all of the data processing operations performed by the processor which acts under a contract with or instructions given by the controller;

supervisory authority: means an independent public authority which is established by a Member State pursuant to Article 51.

### **3. Applicable Legislation**

Your personal data will be processed in accordance with the provisions of Hungary's Act 112 of 2011 on the Right of Informational Self-Determination and on Freedom of Information (hereafter: "Infotv.") and Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation, hereafter: "GDPR"). In its internal regulation and practice of data processing, the Research Centre also takes into consideration the resolutions of the Hungarian National Authority for Data Protection and Freedom of Information (hereinafter: "NAIH"). Other items of legislation, different by area, also apply to certain types of data processing.

### **4. Data Processing Related to Job Applications**

If you wish to apply for a job advertised by the Research Centre, you can submit your application to the email address specified in the job advertisement.

A condition of the successfulness of the job application is the submission of a declaration of consent to data processing, in which you consent to the processing of your personal data included in the submitted application.

If the Research Centre takes possession of your biography document(s) without your declaration of consent, the competent employee of the Research Centre will destroy your documents in order to protect your personal data.

Purpose of data processing: to fulfil vacancies.

Lawful basis for data processing: the data subject's consent.

Period of storage of the data, data processed: the data included in the submitted job application, until a decision is made about the application, plus one more year afterwards.

### **5. Visits To the Research Centre and Its Website**

The premises of the Research Centre may be entered by people who are not employees or researchers of the Research Centre, for different purposes (e.g. as visitors, maintenance workers or auditors). As these people will stay at the Research Centre's premises on an occasional basis, their visits must be documented for security reasons. This requires the processing of their personal data. A list if prepared about such visits, with a daily breakdown.

Your personal data will not be processed in the course of visits to the Research Centre's website.

Purpose of data processing: to protect the safety and security related interests of the visitors of the Research Centre.

Lawful basis for data processing: the Research Centre considers data processing necessary due to its legitimate interest.

Period of storage of the data, items of data processed: the list of visitors will be stored by the Research Centre for a period of one month after closing the given day's list.

## **6. Use of the Research Centre's Guestrooms**

The guestrooms of the Research Centre may be used in accordance with a separate set of rules. In this case, the "guest" will become the data subject of data processing related to the use of the guestrooms, and the following items of information will be recorded about him/her: name, date of birth, citizenship, the data of his/her personal identification document, his/her vehicle's plate number, the room number and the period of his/her stay, as follows:

A precondition of the use of guestrooms is the guest's declaration of consent. Personal data are processed in the course of communication and administration ("accommodation voucher", "guestroom information sheet", "apartment registration sheet" and periodic and end-of-year summary sheets).

Purpose of data processing: administration of the use of guestrooms.

Lawful basis for data processing: the data subject's consent.

Period of storage of the data, items of data processed: invoices are stored for a period of 15 years after the guest's departure, summary and other documents are stored for 1 year after the guest's departure.

## **7. Students of Higher Education Institutions**

Students of higher education institutions may have an internship at the Research Centre. Students' personal data must be processed because according to the agreement made with the university, the Research Centre is a joint controller/processor and because the Research Centre writes an evaluation of the student's work performed during the internship.

Purpose of data processing: administration related to the internship.

Lawful basis for data processing: data processing is required to perform the agreement or, prior to its conclusion, to take the measures requested by the data subject.

Period of storage of the data, items of data processed: name, tax ID, social security ID, date of birth, place of birth, mother's name, address, education, qualification, certificate number, signature, email address, child(ren)'s data, tax #, bank account #, citizenship, data included in the residence permit (if any); 1 year from the completion of internship.

## **8. PhD Students and Thesis Writers**

People carrying out temporary research activities at the Research Centre may do their work only if they satisfy certain administrative requirements, which are compulsory for all workers of the Research Centre. This is not possible without the processing of their personal data.

Purpose of data processing: administration related to PhD students and thesis writers.

Lawful basis for data processing: the data subject's consent.

Period of storage of the data, items of data processed: name, address, phone number, email address; 1 year from the completion of the activities.

## **9. Principles of Data Processing**

The Research Centre is responsible to process your personal data in compliance with the relevant data protection rules. Based on the provisions of the GDPR, the Research Centre:

- will process personal data in a lawful and fair manner, in a way transparent also to you;
- will process your personal data only for specific, clear and lawful purposes and will not process them in any way that is controversial to these purposes;
- will handle only those items of your personal data which are suitable and relevant for the purposes of data processing, i.e. data processing will be limited to what is necessary;
- will process your personal data accurately and keep them up-to-date (if required) and will take all reasonable measures to forthwith erase or correct any personal data that are inaccurate for the purposes of data processing;
- will store your personal data in a form that enables your identification only for the period of time necessary to achieve the purposes of the processing of personal data;
- will process your personal data so that the appropriate level of security of personal data is ensured through the use of appropriate technical or organisational measures. This includes protection against the unauthorised or unlawful processing, unintended loss or destruction of or damages to data;
- shall be responsible to comply with the above requirements and must be able to prove such compliance.

In addition to the above, based on the provisions of the Infotv., the Research Centre:

- will ensure that the processing of your personal data is performed in compliance with the purpose of data processing in all phases of such processing activities and that the collection and processing of data are done in a fair and lawful manner;
- will process only those items of your personal data whose processing is inevitable to achieve the purpose of data processing and which are suitable to achieve this purpose.

## **10. Data Subjects**

As a default scenario, the Research Centre will process your data (i.e. you may be the data subject of data processing) if you are employed by the Research Centre or perform research or other activities at the Research Centre.

In other cases, limited data processing may be necessary, if you are *a visitor of the Research Centre or its website*.

*Students of higher education institutions, PhD students and thesis writers* who have an internship or perform temporary work at the Research Centre qualify as special data subjects.

The *guestrooms* of the Research Centre may be used with the permission of the Board of Directors. In this case, the “guest” becomes the data subject of data processing related to the use of guestrooms.

Special data processing is required also if you wish to work or carry out research at the Research Centre. In the *job application* process, the Research Centre will process your personal (and professional) files. These all qualify as your personal data.

## **11. Purpose of Data Processing**

The Research Centre will process your data exclusively for the purpose of performing its own activities in a lawful manner. In employment, legislation requires the processing of the relevant data. Special data processing rules apply to special data processing activities (e.g. the use of surveillance systems, etc.).

## **12. Lawful Basis for Data Processing**

The Research Centre may process your personal data based on the following authorisation, which is based on applicable laws and regulations (“lawful basis”):

- **Your voluntary and express consent to the processing of your personal data for a particular purpose.**
- **The processing of personal data is required for the performance of a contract in which you are one of the parties.**
- The processing of personal data is necessary for the performance of a legal obligation of the Research Centre.
- The processing of personal data is necessary to protect the vital interests of you or another natural person.
- **The processing of personal data is required for the enforcement of the legitimate interests of the Research Centre or a third party.**

## **13. Data Processing Related to the Research Centre’s Website**

Automatically collected data:

In order to establish data security and user friendliness, we collect non-personal data in connection with the use of our online services. As an example, we store information on the web browser used, the operating system, the number of visits to our website and the average time spent there, as well as the data of the pages downloaded. These automatically collected data are not connected to data from other sources. We reserve the right to check such data retroactively if a specific notification about unlawful use is received.

#### Cookies and pixel tags:

Our online services use so-called cookies and pixel tags. Cookies do not cause any damage to computers. They are small data packets which contain configuration settings and facilitate process of making online services user friendly, more efficient and more secure. Besides, cookies are also used to enable the implementation of certain user functions.

#### Cookies:

Our online services typically use “session cookies”. Certain applications also use “persistent cookies”, which will stay on your device until they expire or until you manually erase them. Persistent cookies enable us to recognise your browser at your next visit. For information about so-called “third-party cookies”, i.e. cookies of third-party services providers (e.g. Google Inc.), please visit the given service provider’s data protection rules.

The proper data protection setting of the browser or mobile devices enables you to receive a notification every time cookies are forwarded to your device, which, in turn, enables you to decide, on a case-by-case basis, if you allow or forbid the use of such cookies. Besides, in certain cases or as a default setting, you may block the receipt of cookies and activate the automatic erasure of cookies every time your browser is closed. However, you should be aware that in case cookies are disabled, certain functions of online services will not be fully available.

#### Web Analysis

To continuously optimise operation and to enable maximum user friendliness, some of our online services use the web analysis services and community plugins listed here. All the data used for these purposes are of a non-personal nature.

#### Google Analytics:

The Google Analytics system of Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA) uses cookies, i.e. text data packets stored on the computer, to analyse how you use our online services. Usually, the data collected by the cookie about your user behaviour are forwarded to the Google server, which is located in the USA, where the data get stored. In case IP anonymization is activated with the online services, Google shortens the IP address already in the EU member states and in the European Economic Area. It is only in exceptional cases that the full IP address is forwarded to the USA-based Google server, where it then gets shortened. These items of information are used by Google, under a contract with the operator of the given online service, to evaluate the use of online services by you, to compile reports about these activities and to provide other services for

the website operator about the use of the online services and the Internet. The IP address forwarded by your web browser in the framework of the Google Analytics service is not connected to other data possessed by Google. The saving of cookies can be blocked through the appropriate setting of the browser software. In this case, however, you will not be able to fully utilise all the functions offered by the online services. The collection of the data generated by the cookies and their use by Google can be blocked by downloading and installing the plugin available via the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>. For detailed information about the terms of use and data protection rules, please visit the following: <https://www.google.com/analytics/terms/gb.html> <https://www.google.com/policies/>

Sending of newsletters:

From an email address that contains the @brc.hu domain, electronic newsletters and other advertisements are sent about our services to data subjects who have preliminarily granted their consent to the sending of electronic newsletters.

If you fill in the questionnaire prepared for newsletter registration online or in response to an email, the personal data provided by you will be used only to check if you are owner of the email address specified and the person who wants to receive our newsletters and to compile a mailing list. Your data may also be used for other purposes only if you consent to such different uses.

#### **14. Security of Personal Data**

The Research Centre ensures the security of data processing activities through the compilation of policies and the observance of these. The IT and Security Policy, the Data Processing Policy and the other relevant policies lay the foundation for the system that provides your data with protection through a network of physical, logical and administrative measures.

#### **15. Rights of the Data Subject and Their Enforcement**

If your personal data are processed by the Research Centre, you have the following rights with regard to these data:

- a) the right of access; - Article 13
- b) the right to rectification; - Article 14
- c) the right to erasure; - Article 15
- d) the right to restrict data processing; - Article 16
- e) the right to be informed about the rectification or erasure of personal data and about the restriction of data processing;
- f) the right to data portability; - Article 17
- g) the right to object; - Article 18
- h) the data subject's right to be informed about personal data breaches affecting him/her.

The Research Centre will arrange that a decision be made about your request without any undue delay but, in all cases, within one month of its receipt. Taking into account the large number of incoming requests and the complexity of such requests, the Research Centre may extend this deadline once, with a maximum of two months. In this case, the data subject will be informed about extension and the reasons for the delay.

Before the end of this deadline, the Research Centre will inform you about the measures taken in response to your request. If the Research Centre takes no measures, you will receive, without delay but, in all cases, within one month of receipt of your request, information about the reason for the lack of measures and a statement that you may submit a complaint to the supervisory authority and seek judicial remedy.

## **16. The Data Subject's Right of Access**

The data subject has the right to receive confirmation from the Research Centre whether the processing of his/her personal data is in progress and, if so, the data subject has the right to get access to his/her personal data and the following items of information:

- a) the purposes of data processing;
- b) the categories of personal data covered by the process;
- c) the recipients (or recipient categories) who have received or will receive the personal data, with special respect to recipients in third countries and international organisations (in this case, the Controller will also supply information to the data subject about the guarantees set out in Article 46 of the GDPR);
- d) the period of storage of personal data or, if this is not possible, the aspects based on which this period is determined;
- e) all information available regarding the source of personal data in case such personal data were collected from the data subject.

The data subject's right of access may not have a detrimental impact on the rights and freedoms of others, including business secrets and intellectual property and, in particular, copyrights that provide protection for software.

## **17. The Data Subject's Right to Rectification**

At the request of the data subject, the Research Centre will correct any inaccurate personal data of the data subject. Taking into account the purpose of data processing, the data subject has the right to request the completion of his/her personal data (through, among others, a declaration on data completion).

## **18. The Data Subject's Right to Erasure**

At the request of the data subject, the Research Centre will, without undue delay, erase the data subject's personal data if any of the following reasons exist:

- a) if the data subject's personal data is no longer necessary in relation to the purpose for which it was processed;
- b) the lawful basis for data processing is the data subject's consent, which the data subject withdraws;
- c) the lawful basis for data processing is necessity based on the legitimate interest of the controller or a third party and there are no overriding legitimate grounds for the erasure;
- d) the personal data was unlawfully processed;
- e) the personal data should be erased to comply with a legal obligation of the Controller under EU or Hungarian law.

The Research Centre will not abide by the data subject's request for the erasure of his/her (i.e. the data subject's) personal data if data processing is necessary:

- a) for public interest relating to public health;
- b) for the submission, enforcement or defence of legal claims.

## **19. The Data Subject's Right To Restrict Data Processing**

At the request of the data subject, the Research Centre will restrict data processing if any of the following circumstances exists:

- a) the data subject contests the accuracy of personal data – in this case restriction is for a period sufficient for the Controller to check the accuracy of the data;
- b) data processing is unlawful and the data subject objects to the erasure of the data and requests the restriction of their use;
- c) the controller no longer needs the personal data but the data subject needs them, to submit, enforce or defend legal claims;
- d) the data subject objects to the processing of data which the Controller processes on grounds of "legitimate interest" – in which case restriction is for a period needed by the Controller to establish whether its legitimate interest overrides the legitimate ground of the data subject.

The Research Centre will inform the data subject about the cancellation of the restriction of data processing in advance.

## **20. The Data Subject's Right to Data Portability**

At his/her request, the Research Centre will send the data subject the personal data related to (and provided by) him/her in in a structured, commonly used and machine readable format, if:

- a) data processing is based on the data subject's consent or is required for the performance of a contract in which the data subject is one of the parties or data processing is required prior to the conclusion of a contract, for the taking of measures requested by the data subject;
- b) data processing is carried out by automated means.

## **21. The Data Subject's Right To Object**

If data processing is performed by the Research Centre for its own or a third party's legitimate interest, the Research Centre may not process the data subject's personal data if s/he objects to the same for a reason related to his/her personal situation.

In this case, the Research Centre may continue to process such personal data only if it proves that data processing is justified by the existence of compelling legitimate grounds which:

- a) override the interests, rights and freedoms of the data subject; or
- b) are related to the establishment, enforcement or defence of legal claims.

## **22. Submission of Complaints**

You have the right to submit a complaint to the supervisory authority and thus initiate an investigation on grounds that a breach has occurred in connection with the processing of personal data or imminent danger of the same exists. Based on the supervisory authority's official evaluation, such complaint will be investigated only if the data subject had previously contacted the controller and asked for information about the processing of his/her personal data and requested the rectification, erasure or blocking of his/her personal data.

## **23. Handling of Complaints and Requests**

Requests for information related to data processing must be sent to 6726 Szeged, Temesvári krt. 62. (by post) or to [foigazgatoi.titkarsag@brc.hu](mailto:foigazgatoi.titkarsag@brc.hu) (by email).

The Controller will send the response to the information request to the requesting person without delay but, in any case, within 30 days.

Contact information of the supervisory authority:

Nemzeti Adatvédelmi és Információszabadság Hatóság ("Hungarian National Authority for Data Protection and Freedom of Information")

Registered office: 1125 Budapest Szilágyi Erzsébet fasor 22/c

Postal address: 1530 Budapest, Pf.: 5.

Phone: +36 (1) 391-1400

Central email address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

Rules for judicial review: the data subject may turn to court against the Research Centre if, in his/her opinion, the Research Centre or any processor acting under a contract with or instructions given by the Research Centre processes his/her personal data in a way that breaches the provisions related to the processing of personal data and set out in relevant national legislation or any mandatory legal act of the European Union. The Research Centre has the burden to prove that data processing is performed in a way that satisfies the provisions related to the processing of personal data and set out in relevant national legislation or any mandatory legal act of the European Union. The data subject may, in his/her choice, initiate court proceedings at the court competent at his/her permanent address or place of residence.