

# PRIVACY POLICY

## FOR DATA PROCESSING RELATED TO THE USE OF THE CAREER OFFICE WEBSITE OF THE UNIVERSITY OF PÉCS

The University of Pécs (hereinafter referred to as the "University") places great emphasis on ensuring that its data processing practices comply with the protection of natural persons concerning the processing of personal data and the free movement of such data, as well as with the repeal of Directive 95/46/EC, the Regulation (EU) 2016/679 of the European Parliament and of the Council (hereinafter referred to as the "General Data Protection Regulation" or "GDPR"), the Hungarian Act CXII of 2011 on Informational Self-Determination and Freedom of Information (hereinafter referred to as the "Infotv."), other applicable laws, and the data protection practices established by the National Authority for Data Protection and Freedom of Information (hereinafter referred to as the "NAIH").

### 1. THE DATA CONTROLLERS

Name: University of Pécs

Registered office and mailing address: 7622 Pécs, Vasvári Pál u. 4.

Representatives: Dr. Attila Miseta, Rector and István Decsi, Chancellor

Organizational unit responsible for data processing: Rector's Cabinet, Educational Directorate, Student Support Center - Career Office

Representative: Andrea Héra-Tóth

Contact person: Beáta Magyari

Phone number: +36-72-501500\*28081

Email: magyari.beata@pte.hu

Data Protection Officer: Dr. Alexandra Erzsébet Zámbó

Contact: adatvedelem@pte.hu; +36 30/3854267

### 2. THE SCOPE AND THE SOURCE OF THE PROCESSED DATA

The scope of the processed data includes the data provided by the data subject during registration for student/alumni/University staff: name, EHA/Neptun code, email address, phone number, user type (student/alumni member/University staff), faculty, major, level of education, legal relationship.

The source of the data is the information provided by you.

If there are any modifications or changes to the processed data during the data processing period, please notify the contact person mentioned in Section 1 immediately.

### 3. THE PURPOSE AND LEGAL GROUND OF THE DATA PROCESSING

3.1. The University processes the personal data specified in Section 2 for the purpose of providing access to the registration interface for the programs of the Career Office, maintaining contact, and providing information based on the performance of a task carried out in the public interest (Article 6(1)(e) of the GDPR) related to the proper functioning of the institution [Section 18(1)(a) of the Act CCIV of 2011 on National Higher Education].

3.2. The University processes the personal data specified in Section 2 for the purpose of providing information on job and internship advertisements, mediating, and sending newsletters based on the explicit and voluntary consent of the data subject (Article 6(1)(a) of the GDPR).

3.3. The University uses "cookies" to ensure the proper functioning of the website, as part of its public task execution (Article 6(1)(e) of the GDPR), and may also apply other "cookies" based on the explicit and voluntary consent of the data subject (Article 6(1)(a) of the GDPR). The list of applied "cookies," their purpose, and the duration of their data processing are summarized in the table in Section 7. The website employs essential, indispensable temporary session cookies to ensure that visitors can browse the website and its subpages smoothly and use its features and available services seamlessly. These are mainly stored until the end of the session (browsing), and upon closing the browser, these cookies are automatically deleted from the computer or other device used for browsing. For every visitor to the website and its subpages, the hostname (IP address) and referer data of the used device are logged by the web server to improve and make the site more user-friendly and to identify and correct errors faster during website use.

**4. THE DURATION OF DATA PROCESSING**

Data processing will last until the data processing purpose exists under Section 3.1, until the consent is withdrawn under Section 3.2, and the duration of cookie data processing is summarized in the table in Section 7 for Section 3.3.

**5. THE SCOPE OF THE PERSONNEL WHO CAN ACCESS THE PERSONAL DATA, DATA TRANSFER, DATA PROCESSING**

Only employees of the University’s organizational units that require access to the data to perform their duties may access the data. Employees are bound by confidentiality obligations regarding the personal data they become aware of.

The University does not engage a data processor for data processing.

The University does not transfer or make personal data accessible to other recipients.

**6. DATA SECURITY**

The University ensures appropriate security of the data subject's personal data by applying suitable technical and organizational measures, including protection against unauthorized or unlawful processing and accidental loss, destruction, or damage. Further information about the security measures applied by the University can be found in Sections 20-22 of the University of Pécs Data Protection Regulations and Chapter IV of its IT Regulations.

**7. COOKIES USED ON THE WEBSITE**

Name of Cookie	Purpose	Duration of Data Processing	Essential for Website Functionality
<i>_hjAbsoluteSessionInProgress</i>	Collects data related to website usage.	Until the browser is closed	Yes
<i>hjSessionUser</i>			Yes
<i>hjSession</i>			Yes
<i>_gat</i>		1 minute	Yes
<i>_gid</i>		24 hours	No

_hjIncludedInPageviewSample		30 minutes	No
ajs_anonymous_id		2 years	No
__zlcmid		1 year	Yes
_hjFirstSeen		Until the browser is closed	No
cookie-agreed	Required for proper website operation.	3 months	Unclassified
cookie-agreed-version		Unclassified	Unclassified
oo	Personalization of advertisements.	5 years	No
wd		1 week	No
sb		2 years	No
datr		2 years	No
YSC		Until the browser is closed	No
1P_JAR		1 month	No
HSID		2 years	No
SSID		2 years	No
PREF		2 years	No
VISITOR_INFO1_LIVE		6 months	Yes
OTZ		2 weeks	No
APISID		2 years	Unclassified
SAPISID		2 years	Unclassified
CONSENT		2 years	No
SID		2 years	No
SIDCC		1 year	No
NID		6 months	No
LOGIN_INFO		2 years	No
__Secure-3PSID		2 years	No
__Secure-1PSID		2 years	No
__Secure-3PSIDCC	1 year	No	
__Secure-3PAPISID	2 years	No	
__Secure-1PAPISID	2 years	No	

## 8. THE RIGHTS OF THE DATA SUBJECTS

8.1. The data subject has the right to access information related to the data processing concerning them as defined in Article 15 of the GDPR (Right of Access), including but not limited to information on:

- which personal data are processed,
- for what purpose and on what legal basis,
- the source of the data,
- the planned duration of storage or the criteria for determining the duration,
- to whom, when, and which personal data the University has provided access or to whom it has transferred personal data,

- what rights, complaint options, and remedies the data subject has concerning data processing.

8.2. The data subject has the right to have inaccurate (incorrect or incomplete) personal data concerning them rectified under Article 16 of the GDPR (Right to Rectification).

8.3. The data subject has the right to have their personal data erased (Right to Erasure) under Article 17 of the GDPR, where:

- the personal data are no longer necessary for the purpose for which they were collected or otherwise processed,
- the data subject withdraws consent, and there is no other legal basis for the processing,
- the personal data have been unlawfully processed,
- the personal data must be erased to comply with a legal obligation.

Erasure will not occur if the processing is necessary:

- for compliance with a legal obligation or for the performance of a task carried out in the public interest or the exercise of official authority,
- for the establishment, exercise, or defense of legal claims,
- for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes, where the right to erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing.

8.4. The data subject has the right to request the restriction of processing concerning their personal data (Right to Restriction of Processing) under Article 18 of the GDPR, where:

- the data subject contests the accuracy of the personal data, for a period enabling the University to verify the accuracy of the personal data,
- the processing is unlawful, and the data subject opposes the erasure of the data and requests the restriction of their use instead, or
- the University no longer needs the personal data for processing purposes, but the data subject requires them for the establishment, exercise, or defense of legal claims.

Personal data subject to restriction may only be processed, except for storage, with the data subject's consent or for the establishment, exercise, or defense of legal claims, or for protecting the rights of another natural or legal person, or for reasons of important public interest of the Union or a Member State.

8.5. In the case of data processing based on consent, the data subject has the right to withdraw their consent at any time without giving a reason, under Article 7(3) of the GDPR (Right to Withdraw Consent). The withdrawal must be made in writing or in the same form in which the consent was given. The withdrawal does not affect the lawfulness of the data processing carried out before the withdrawal.

8.6. In the case of data processing based on consent or the performance of a contract, the data subject has the right to receive the personal data concerning them that they have provided to the University in a commonly used electronic form or to request the University to transfer the data to another data controller under Article 20 of the GDPR (Right to Data Portability).

8.7. The data subject can exercise their rights free of charge by contacting the contact person mentioned in Section 1 or the Data Protection Officer. In most cases, identification of the data subject will be required to exercise these rights, and in some cases (e.g., exercising the Right to Rectification), additional evidence may be needed. The University will assess the request to exercise rights within one month at the latest. If necessary, considering the complexity of the request and the number of requests,

this period may be extended by a further two months, with the data subject being informed of the extension within one month.

## **9. COMPLAINTS AND REMEDIES**

Any complaints related to data processing can be made to the contact person mentioned in Section 1 or the Data Protection Officer (adatvedelem@pte.hu). If you wish to submit a complaint by post, you can address it to 7622 Pécs Vasvári Pál u. 4., to the contact person or the Data Protection Officer mentioned in Section 1.

If you believe that your personal data has been unlawfully processed or that there is an imminent threat of such unlawful processing, you may also contact the National Authority for Data Protection and Freedom of Information (mailing address: 1363 Budapest, Pf. 9, phone: +36 (1) 391-1400, email: ugyfelszolgalat@naih.hu, website: <https://naih.hu>).

In case of violation of your data protection rights, you may also take the matter to court, and the lawsuit can be initiated before the competent court based on your residence or habitual place of stay.