Privacy Notice

regarding data handling of the "20th International Scientific Days" Conference

1. Data controller

Full name:	Hungarian University of Agriculture and Life Sciences
Representative:	Prof. Dr Csaba Gyuricza
Job title:	Rector
Email address:	adatvedelem@uni-mate.hu
Telephone number:	+36 28 522 000
Website:	www.uni-mate.hu
Head office:	Páter Károly u. 1., Gödöllő, 2100, Hungary
Correspondence address:	Gödöllő, Pf. 303., 2103, Hungary
Tax number:	19294784-4-44
Name of Data Protection Officer:	Dr Melitta Fuchs
Email of Data Protection Officer:	dpo@uni-mate.hu

2. Legal basis

When handling personal data connected to the conference, the Hungarian University of Agriculture and Life Sciences *(hereinafter: University)* follows the regulations listed below:

- 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 *(hereinafter: GDPR)*
- Act LXVI of 1995 on public documents, public archives and the protection of private archives *(hereinafter: PA Act)*
- Act CSSVII of 2007 on Value Added Tax *(hereinafter: VAT Act)*
- Act C of 2000 on Accounting (*hereinafter: Acc Act)*
- Act LXXVI of 1999 on Copyright *(hereinafter: Copyright Act)*

3. Scope, purpose and legal basis for handling personal data

The purpose of handling your personal data is to organise the conference, to plan the programme, as well as create the conference publication. Handling your personal data is necessary to complete the contractual and legal obligations established between you and the University upon your registration.

3.1. Handling data connected to Conference registration and Conference publication

Personal data	Purpose of data handling	Legal basis for data handling
Academic degree	Identification (also, indicating name of author in Conference publication), creating badges	Contractual obligation [Article 6(1)(b) GDPR] Consent [Article 6(1)(a) GDPR] - regarding contact details Consent [Article 6(1)(a) GDPR; Section 12(1) and (3) of the Copyright Act] - regarding other data (excluding contact details) in Conference publication
Name		
Email address	Contacting attendees (also, including email address in Conference publication)	
Telephone number		
Name and address of represented institution, job title of attendee	Delivering conference gift bags (also, indicating institution of author in Conference publication)	
Abstract	Creating Conference publication	
Paper		
Poster	Displaying it in Digital Posters section	
User ID	Logging in Conference website	
Password		

In case you submit an abstract/paper/poster, the attendee's name, academic degree, the name and address of the represented institution, the job title, email address and telephone number of the attendee will appear in the official conference publication to the extent and within the scope you specify.

3.2. Data handling connected to invoicing

Personal data	Purpose of data handling	Legal basis for data handling
Name of buyer	Creating the invoice	Contractual obligation [Article 6(1)(c) GDPR; Section 166(1) and Section 169(2) of the Acc Act; Section 159(1) and Section 169(b) and (e) of the VAT Act]
Address of buyer		
Invoice number		

3.3. Data handling connected to sending newsletters

Personal data	Purpose of data handling	Legal basis for data handling
Name	Identification, sending newsletters	Consent [Article 6(1)(a) GDPR; Section 14(1)(b), Section 14(2) and Section 14(5) of Act CVIII of 2001 on Electronic Commerce Services and Information Society Services; Section 6(1) and Section 6(2) of Act XLVIII of 2008 on the Basic Requirements and Certain Restrictions of Commercial Advertising Activity
Email address		

4. Duration of data handling

- Your personal data – excluding the data necessary for sending you the newsletter – shall be handled from the date of registration until 5 working days following the event. After this period, the data shall be anonymised, thus they can no longer be recovered. Thereafter, we will only store statistical data.
- In case you give your consent to receiving our newsletter, the personal data given for this purpose shall be handled on the registration platform from the date of registration until the consent is withdrawn. The withdrawal of consent shall not affect the lawfulness of handling data based on consent before its withdrawal.
- In case you submit an abstract/paper/poster, your personal data shall be stored from the date of registration on the website until the publication of the Conference publication, after which it will be anonymised. This does not apply to the data listed in 3.1 and included in the extent and scope you specify to be published in the official Conference publication.
- The data you provide on the registration platform for the purposes of the Conference publication, will become public. Given that documents of scientific conferences cannot be disposed of, they will also be stored in the University Archives for archiving purposes, in accordance with the schedule set forth in (9-6) of Appendix 1 of the University's Records Management Regulations based on the PA Act and GDPR. This does not affect your right to request that your name be omitted; upon such

a request deviating from your prior consent, the processing of these personal data will continue only until the updated edition/publication of the aforementioned volume.

- Invoice data provided upon registration on the registration platform for invoice issuance purposes will be retained from the date of submission until the expiry of the mandatory 8-year retention period prescribed by law – and in alignment therewith, by the University' Records Management Regulation. This retention is required to ensure statutory compliance with strict accounting obligations in a traceable and verifiable manner.

5. Data security measures

5.1. Data storage

Your personal data entered on the online registration platform shall be stored on the University's own server. Taking the latest technological developments into consideration, the University shall take the necessary technological and organisational measures to ensure data security and adequate protection against threats connected to data handling. The University's IT system and network are protected against computer fraud, spying, sabotage, vandalism, fires and floods, as well as computer viruses, hacking and other attacks. Security is provided by server-level and application-level protocols. Adequate measures are taken to protect your personal data against unauthorised access, tampering, transferring, making them public, deleting, destroying, or accidental loss or damage, as well as against becoming inaccessible due to technical changes.

During invoicing, the University uses the SAP business operations system. The operator of the system is Campus Codeworks Zrt. as data processor. During data processing, the data processor completes updates, makes preparations for program version changes, finds solutions to system-level problems. Data processor's head office: Hauszmann Alajos utca 3/B., Budapest 1111; tax number: 11684057-2-43; company registration number: 01-10-140314; name and job title of representative: József Zoltán Varga CEO.

The University uses Microsoft Outlook services for electronic communication. The data processor operating the system is Microsoft Magyarország Kft., the Hungarian subsidiary of Microsoft Corporation, which uses the version of Microsoft 365 designed for businesses. Data processor's head office: Graphisoft Park 3., Budapest, 1031; tax number: 10836653-2-44, company registration number: 01-09-262313.

5.2. Access to data and data transfer

Your personal data may be accessed to the extent necessary to complete their duties by the head and employees of the organisational unit responsible for organising and executing the conference and editing the Conference publication (Károly Róbert Campus General Directorate), as well as by the employees of the unit issuing and handling invoices (Finance Department), to the extent necessary for performing their duties and in a purpose-specific manner. Your data shall not be transferred to third parties.

6. Rights related to data processing

You may exercise your data management rights at the contact details indicated in Section 1. You can also contact the conference organizer at burunkai.patricia@uni-mate.hu . If you wish to exercise any of the following rights, please do so during the retention period, otherwise we will only be able to notify you of the deletion of your data.

6.1. Right to consent withdrawal

You may withdraw your consent to the data processing at any time, without giving any reason. The withdrawal of consent will result in the erasure of your data, and consequently, the withdrawal of your registration and intent to participate in the conference. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal [Article 7 of the GDPR].

6.2. Right of information and access by the data subject

You can request information on whether your personal data is being processed and, if so, what personal data we are processing, on what legal basis, for what purpose, from what source and for how long. You can request access to the personal data we have, e.g. in the form of a photocopy. The request will be complied with within 30 days [Article 15 of the GDPR].

6.3. Right to rectification

You may request rectification to your inaccurate personal data through modification, correction or providing a supplementary statement. We will endeavour to comply with your request without undue delay. Due to its nature, the correction of the data published in the Conference publication cannot be performed taking into account the principles of disclosure and Internet technology [Article 16 of the GDPR].

6.4. Right to erasure and to be forgotten

You can request the deletion of your personal data. We will endeavour to comply with your request without undue delay. A cancellation request will result in the cancellation of the registration and thus the intention to attend the conference. Due to the nature of the data published in the conference materials, the deletion is not possible, taking into account the principles of disclosure and Internet technology. If the invoice has already been issued, invoice data cannot be erased during the mandatory retention period, not even in the event of cancellation of participation [Article 17 of the GDPR].

6.5. Right to restriction of processing

You may request a restriction of processing [Article 18 of the GDPR],

- if you think your personal data is inaccurate or not up to date. In this case, data processing is suspended for as long as the accuracy of the data is verified.
- if the data processing is unlawful and you oppose to the deletion of your personal data. In this case, data usage will be restricted.
- if we no longer need the data, but you request them for the establishment, exercise or defence of legal claims.

6.6. Right to data portability

You have the right to receive a copy of your personal data in a structured, widely used, machine-readable format, or to request the direct transfer of your data to another data controller. We will comply with the request within 1 month [Article 20 of the GDPR].

7. Legal remedies related to data management

The data protection officer of the University is entitled to act in case of problems and issues related to data management. Please, first report the problem to the contact person listed in Section 1. We will investigate the issue as soon as possible and try to find a solution and rule out the possibility of this happening in the future again.

If we still cannot find a solution to your problem, or if you are dissatisfied with our suggestions regarding resolving your issue, violating the regulations, or enforcing your rights, you may apply to the court of law at your place of residence or you may initiate an investigation at the National Data Protection and Freedom of Information Authority ("the Authority").

Contact details of the Authority:

E-mail address: ugyfelszolgalat@naih.hu

Phone number: +36-1-391-1400

Fax: +36-1-391-1410

Website: www.naih.hu

Headquarters: Falk Miksa u. 9-11., Budapest 1055

Postal address: 1363 Budapest, Pf.: 9.