

PRIVACY POLICY FOR THE FACULTY BME SCHOLARSHIP OF THE STUDENTS' UNION OF THE FACULTY OF ECONOMIC AND SOCIAL SCIENCES

The Budapest University of Technology and Economics ('Data Controller', 'University') hereby informs applicants and recipients of the "Excellent Student of the Faculty" application announced by the Students' Union of the Faculty of Economic and Social Sciences ('Data Subjects') on the processing of their personal data pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council 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'](#) and Act CXII of 2011 on Informational Self-determination and Freedom of Information ('Privacy Act'):

1. DATA CONTROLLER

Name:	Budapest University of Technology and Economics (person in charge: Students' Union of the Faculty of Economic and Social Sciences)
registered seat:	H-1111 Budapest, Műgyetem rakpart 3.
mailing name:	Students' Union of the Faculty of Economic and Social Sciences of Budapest University of Technology and Economics
postal address:	H-1117 Budapest, Dombóvári út 3. BME Wigner Jenő Kollégium
e-mail:	palyazat@gtkhk.bme.hu
website:	www.bme.hu ; http://gtkhk.hu/
data protection officer	dr. Ágnes Frank, e-mail: dpo@bme.hu ; Tel.: +3614633320

2. THE PURPOSES OF PROCESSING

The purpose of data processing is to carry out the "Excellent Student of the Faculty of Economic and Social Sciences" ("Scholarship") application announced by the Dean of the Faculty of Economic and Social Sciences. In particular: receiving applications, identifying applicants, liaising with applicants, evaluating applications, making decisions, communicating results, exercising rights and fulfilling obligations related to student benefits and arising from the scholarship relationship, disbursing the scholarship awarded, fulfilling the obligation to record scholarship data and payments in accordance with the rules on the responsible and verifiable management of state resources.

Furthermore, pursuant to Section 18 (2) of [Act CCIV of 2011 on National Higher Education](#) (hereinafter: Higher Education Act), the recorded data may be used for statistical purposes and transferred to the official statistical service for statistical use.

The **rules** applicable to the Scholarship are primarily determined by

- [Act CCIV of 2011 on National Higher Education \(Higher Education Act\)](#), specifically Articles 18(1)(a), (b) and (e), and Annex 3 I/B 1(be)2-4;
- [Government Decree No. 51/2007 \(III.26.\) on grants available for higher education students and fees payable by them](#)
- the University's [Code on Fees and Benefits](#) based on these legal requirements;
- furthermore, the "Excellent Student of the Faculty of Economic and Social Sciences" application announced by the Dean of the Faculty of Economic and Social Sciences

3. SCOPE AND SOURCE OF THE DATA PROCESSED

In connection with the Scholarship, the following data of the applicant will be processed:

Data transferred from the Neptun system:

- name
- Neptun code:
- code of the training programme

Data provided by the Applicant during the application related to the circumstance requested to be evaluated:

- information on the activity performed by the applicant
- signature
- academic data
- data concerning language examination
- data concerning the completion of a traineeship
- data concerning demonstrator activity
- data concerning domestic and foreign lecturer activities
- data concerning publication activities
- data concerning professional activities in colleges for advanced studies
- data concerning professional activities
- data concerning academic competitions
- data concerning community activities
- data concerning sports activities

Data generated during the administration of the Scholarship:

- score
- benefit title, amount of scholarship awarded (in the case of a winning application)
- bank account number (in the case of a winning application for the payment of the grant).

The applicant shall be responsible for the accuracy, completeness and authenticity of the data provided during the application, the documents attached to the application, the contact data and the bank account number recorded in Neptun.

Applicants are required to provide the data necessary for the identification of the Applicant and the examination of the eligibility conditions; in the absence of such data, the application cannot be submitted.

The data related to the circumstance requested to be evaluated are also compulsory, the absence of which may result in a lower score or even the application being rejected.

4. LEGAL GROUND OF DATA PROCESSING

The processing of personal data is necessary for the implementation of the application, for the performance of the public task of the University related to the distribution, payment and registration of student benefits [Article 6 (1)(e) of the GDPR], having regard to the Higher Education Act, in particular Articles 2¹ and 18 and Annex 3 I/B 1 (be)².

5. METHOD OF PROCESSING

Applications are submitted, evaluated and recorded electronically.

The decision of the GTK HK shall be recorded on paper. The result of the decision shall be communicated by the GTK HK through the GTK Dean's Office in the Neptun system in such a way that Applicants can only see their own results.

The data of the scholarship awarded as a benefit (the title of the benefit, the amount of the grant awarded) are recorded in the Neptun electronic Study Administration System.

Article 2 (6) of the Higher Education Act stipulates that *"The higher education institution shall keep the records prescribed by law in its educational system and shall provide data therefrom electronically in the national statistical data collection program, in the higher education information system or in another system specified by law."*¹

² Student data recorded in accordance with Annex 3 I/B 1 (be) of the Higher Education Act are *"data of student benefits, data necessary for the evaluation of eligibility for benefits"*

6. TERM OF PROCESSING

The applications and the documents submitted as annexes thereto are managed by the University as Data Controller in accordance with Section 64(1) of Government Decree No. 335/2005 (XII.29.) on the general requirements for the document management of public bodies and based on the currently effective Document Management Policy and Archiving Plan, the documents of the unsuccessful applicants are managed for 1 year from the closure of the application with a final decision, and those of the beneficiaries are managed for 15 years from the closure of the application with a final decision, taking into account the regularity of the evaluation, as well as the subsequent controllability of the responsible management of state resources. After the expiry of the retention period, electronic and paper-based documents are discarded by the University, and thus the processing of personal data at the University ceases.

7. DATA PROCESSOR, RECIPIENTS, PERSONS AUTHORISED TO ACCESS PROCESSED PERSONAL DATA

7.1. Employees, committees and reviewers authorized to do so in the internal regulations of the University may participate in the evaluation process, payment and document storage, and the personal data of the applicant may only be disclosed to those who are required to perform their duties.

7.2. The University uses a data processor to operate Neptun.

Name: SDA Informatika Zártkörűen Működő Részvénytársaság

Registered seat: H-1111 Budapest, Budafoki út 59.

Company registration number: 01-10-140314

Business activities: In order to fulfil its duties and obligations under the product support contract, the Data Processor has access to the University's Neptun system with a right to read, operates an online helpdesk for the University to report errors, questions, and services, makes a copy of the database, and occasionally performs live database operations for the purpose of managing organizational unit highlights, mergers, organizational changes, and mass data changes.

7.3. The University shall transfer the personal data processed in connection with the Scholarship on the basis of the express consent of the applicant in this regard or on the basis of a specific legal obligation, thus in the cases specified in Annex 3 I/B 4 of the Higher Education Act.

8. DATA TRANSFER

No personal data shall be transferred by the University to third countries or international organisations.

9. THE RIGHTS OF DATA SUBJECTS IN RELATION TO PROCESSING

You may exercise your rights in relation to the processing of your personal data by the University via the University's communication channels indicated in point 1 and the exercise of these rights is subject to the identification of your identity. Please note that the University does not provide specific information about the Personal Data of the Data Subject by phone or does not receive any relevant statements regarding the Personal Data. Only general information is provided by telephone.

The University shall provide information on action taken on your request, on the reasons for failure to take action or for the refusal of your request and the available legal remedies within one month of the receipt of your request at the latest, which period may be extended by two further months where necessary, taking into account the complexity and number of the requests. The University shall also provide information on any such extension within one month of receipt of the request, together with the reasons for the delay.

The above mentioned period does not include the date of the receipt of the request.

As a rule, actions taken in connection with the exercise of the rights of Data Subjects shall be provided free of charge by the University. Where requests from a Data Subject are manifestly unfounded or excessive, in particular because of their repetitive character, taking into account the administrative costs of providing the information or communication or taking the action requested, the University may either:

- a) charge a reasonable fee, or

- b) refuse to act on the request.

a. Transparent information

The Data Controller provides the Data Subjects with information on the identity and contact details of the Data Controller, the contact details of the data protection officer, the purpose, legal basis and the period of processing as well as the rights of and legal remedies available to Data Subjects in this document.

b. Access to personal data

You shall have the right to obtain from the University confirmation any time as to whether or not your personal data in connection with the Scholarship are being processed, and, where that is the case, access to the personal data and other information specified in Article 15 of the GDPR. Your personal data processed in connection with the Scholarship may also be accessed directly by you after you have entered Neptun.

c. Rectification, completion

Pursuant to Article 16 of the GDPR, you shall have the right to request the modification, rectification or supplementation of your personal data processed by the University in connection with the Scholarship at any time. However, within the scope of the Scholarship Application, this opportunity is provided primarily in connection with the change of the Applicant's name, contact information and bank account number. The application submitted may be amended or supplemented only in accordance with the procedure set out in the Regulations on Student Fees and Benefits (TJSZ), the relevant university internal regulator and the Call for Proposals.

a. Objection

Pursuant to Art. 21 (1) GDPR, you have the right to object to the processing of your personal data in relation to the Scholarship for reasons relating to your particular situation. The University may then only further process your personal data if it demonstrates compelling legitimate grounds for processing which override the interests, rights and freedoms of the data subject or which relate to the establishment, exercise or defence of legal claims.

b. Restricting data processing

You have the right to request the restriction of your personal data processed in connection with the Scholarship at any time, subject to the conditions set out in Article 18 of the GDPR. For example, if

- the University no longer needs the data or the processing is potentially unlawful but You oppose the erasure and request the restriction of their use instead; or
- if You opposed processing, for a period pending the verification whether the University may continue to process your personal data.

Restricted personal data shall only be processed with the data subject's consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

c. Erasure of data

In connection with the processing of data described in the Scholarship Notice, you may exercise your right to erasure set out in Article 17 of the GDPR only if the data are not necessary for the performance of the University's public interest tasks, so

- you entered the data required for your application in the application system, uploaded documents, but ultimately did not submit your application or did not submit it validly in accordance with the relevant rules,

- the retention period specified in the University’s current Archiving Plan for student benefit cases has expired, but the University has not yet deleted the data.

d. Right regarding automated decision-making and profiling

No automated decision-making or profiling shall take place during the data processing related to the Scholarship.

10. LEGAL REMEDIES

Please contact us via e-mail at palyazat@gtkhk.bme.hu or the data protection officer, if you believe that you have suffered an infringement in connection with the processing of the Scholarship, so that we can remedy the possible infringement as soon as possible:

Budapest University of Technology and Economics
Name: Ágnes Frank dr. data protection officer
Mailing address: 1111 Budapest, Műgyetem rakpart 3.
Office: 1111 Budapest, Műgyetem rkp. 7-9. 2. emelet 206.
Tel.: +36 1 463 3320
e-mail: dpo@bme.hu

Please note that if you have suffered an infringement arising from the processing of data in connection with the Scholarship, you may contact directly

- the Hungarian National Authority for Data Protection and Freedom of Information (registered seat: 1055 Budapest, Falk

Miksa utca 9-11; postal address: 1363 Budapest, Pf. 9; telephone number: +36-1-394-1400; website: www.naih.hu ; email: ugyfelszolgalat@naih.hu) and

- the court. The lawsuit falls under the competency of the General Court. The data subject may file suit in the competent court of either the place of residence or the place of abode (the list of tribunals and their contacts can be found here: <http://birosag.hu/torvenyszekek>).

The University reserves the right to change this Data Processing Notice. This, in particular, may take place when legislation regarding the conditions of processing specified herein is amended or the University’s contact details change. Changes in data management shall not be employed as a basis for processing personal data deviating from the stated purpose of such processing. Any relevant information shall be published on the University’s website in advance.

Dated: 1 April 2025

Budapest University of Technology and Economics