



PRIVACY POLICY

DATA PROCESSING BY THE UNIVERSITY AND NATIONAL LIBRARY, UNIVERSITY OF DEBRECEN

Name and contacts of the controller:

Controller	University of Debrecen
Registered seat	H-4032 Debrecen, Egyetem tér 1.
E-mail address	adatvedelmi.tisztviselo@unideb.hu
Phone number	+36 (52) 512-700

In the name of the controller University of Debrecen, the University and National Library, University of Debrecen, as the organisational unit of the University, which provides the service, performs data processing and provides you information:

University and National Library, University of Debrecen

Representative	KARÁCSONY Gyöngyi, general director
Registered seat	H-4032 Debrecen, Egyetem tér 1.
Postal address	H-4002 Debrecen, P.O. Box 400.
E-mail address	info@lib.unideb.hu
Phone number	+36 (52) 512-900

Regulations on data processing

The data processing of the **University and National Library, University of Debrecen** shall be subject to the following regulations:

- **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 referred to as **GDPR**);
- **Act CXII of 2011** on the Right of Informational Self-Determination and on Freedom of Information
- **Act CXL of 1997** on museum institutions, public library services and general culture

The rules on the use of the library are included in the [Library Use Policy of the University and National Library, University of Debrecen](#).



Data processing for the purpose of the use of library services

Purchase of membership by a university citizen (students, lecturers, employees)	
Aim of data processing	By enrolment, provision of lending entitlement and full access to the library services subject to registration and to printed and electronic documents, and sending notices about orders. Controller takes the personal data of university citizens from the university directory to check valid status. Upon the purchase of registration, the data of users are recorded in the electronic database of the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">– on the online registration interface: EduID (network identifier of the registering person who does not have Neptun code)– taken from the University directory:<ul style="list-style-type: none">• Neptun identifier• Number and date of expiry of the UniPass university card• faculty/programme/organisational unit (workplace)• first name, last name• name at birth• place and date of birth• mother's name• permanent address, correspondence address– e-mail address– phone number (not mandatory)– reader type
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.

Enrolment as an external reader	
Aim of data processing	Use of library services, sending notification on orders. Upon the purchase of registration, the data of users are recorded in the electronic database of the Library.
Legal basis of the data processing	Item b) of the paragraph (1) of the article 6 of the 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.



Processed set of data	<ul style="list-style-type: none">– data of the enrolment declaration:<ul style="list-style-type: none">• first name, last name• name at birth• place and date of birth• mother's name• correspondence address• e-mail address• signature– citizenship (only Hungarian citizens can enrol in the Library as external readers, citizenship shall be proven by providing the personal identification card)– number of the library card (can be used only with a photographed ID card)– data of an ID card (these data are not recorded, presenting the card is necessary for identification)– data of the student's card (these data are not recorded, presenting the card is necessary for the payment of the reduced registration fee)– data of the certificate entitling to discounts (these data are not recorded, presenting the card is necessary for the payment of the reduced registration fee)– in case of pupils under 18, the data of the declaration of liability by the parent:<ul style="list-style-type: none">• name of the reader• date of birth of the reader• data of the person who is liable for the reader:<ul style="list-style-type: none">○ name○ place and date of birth:○ mother's name○ permanent address:○ signature of the liable person
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.

Data processing regarding the purchase of reading room ticket and daily ticket

Aim of data processing	Use of library services, sending notification on orders. Upon the purchase of registration, the data of users are recorded in the electronic database of the Library.
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Legal basis of the data processing	Item b) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">– data of the enrolment declaration:<ul style="list-style-type: none">• first name, last name• name at birth• place and date of birth• mother's name• correspondence address• e-mail address• signature– number of the library card (can be used only with a photographed ID card)– data of an ID card (these data are not recorded, presenting the card is necessary for identification)– citizenship (only Hungarian citizens can enrol in the Library as external readers, citizenship shall be proven by providing the personal identification card)
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.

Data processing regarding the membership of the lecturers and students of the Debrecen Reformed Theological University

Aim of data processing	Use of library services, sending notification on orders. Upon the purchase of registration, the data of users are recorded in the electronic database of the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">– data of the enrolment declaration:<ul style="list-style-type: none">• first name, last name• name at birth• place and date of birth• mother's name• correspondence address• e-mail address• signature



	<ul style="list-style-type: none"> – data of an ID card (these data are not recorded, presenting the card is necessary for identification) – DRHE UniPass card barcode
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.

<i>Data processing regarding the membership of the students at the Debrecen Summer School</i>	
Aim of data processing	Use of library services, sending notification on orders. Upon the purchase of registration, the data of users are recorded in the electronic database of the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none"> – data of the enrolment declaration: <ul style="list-style-type: none"> • first name, last name • name at birth • place and date of birth • mother's name • correspondence address • e-mail address • signature – number of the library card (can be used only with a photographed ID card) – data of an ID card (these data are not recorded, presenting the card is necessary for identification) – summer school card data (these data are not recorded, presenting the card is necessary to certify participation in the Debrecen Summer School)
Period of data processing	After the expiry of the summer school period, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).



Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.
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Data processing regarding the membership of the participants of the Erasmus programme	
Aim of data processing	By enrolment, provision of lending entitlement and full access to the library services subject to registration and to printed and electronic documents, and sending notices about orders. Upon the purchase of registration, the data of users are recorded in the electronic database of the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">– on the online registration interface:<ul style="list-style-type: none">• EduID (network identifier of the registering person who does not have Neptun code)• taken from the University directory:<ul style="list-style-type: none">○ Neptun identifier○ Number and date of expiry of the UniPass university card○ faculty/programme/organisational unit (workplace)○ first name, last name○ name at birth○ place and date of birth○ mother's name○ permanent address, correspondence address• e-mail address• phone number (not mandatory)• reader type– data of the enrolment declaration:<ul style="list-style-type: none">• first name, last name• name at birth• place and date of birth• mother's name• Correspondence address• e-mail address• signature– number of the library card (can be used only with a photographed ID card)– data of an ID card (these data are not recorded, presenting the card is necessary for identification)– data of the certificate entitling to discounts (these data are not recorded, presenting the card is necessary for the payment of the reduced registration fee)
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.



Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.

Data processing regarding the membership of the employees of the University companies	
Aim of data processing	Use of library services, sending notification on orders. Upon the purchase of registration, the data of users are recorded in the electronic database of the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">– data of the enrolment declaration:<ul style="list-style-type: none">• first name, last name• name at birth• place and date of birth• mother's name• correspondence address• e-mail address• signature– data of an ID card (these data are not recorded, presenting the card is necessary for identification)– data of the certificate entitling to discounts (these data are not recorded, presenting the card is necessary for the payment of the reduced registration fee)
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.



Data processing regarding keeping contact with readers	
Aim of data processing	Performance of requested services, sending notifications.
Legal basis of the data processing	Item f) of the paragraph (1) of the article 6 of the GDPR: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, especially if the data subject is a child.
Processed set of data	<ul style="list-style-type: none">- name- E-mail
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.

Data processing regarding the issue of a bill or invoice related to the fee-paying services	
Aim of data processing	Issue of a bill and invoice.
Legal basis of the data processing	Item c) of the paragraph (1) of the article 6 of the GDPR: processing is necessary for compliance with a legal obligation to which the controller is subject.
Processed set of data	<p>in case of a bill:</p> <ul style="list-style-type: none">- date of issue- description of the service- paid amount- signature of Library employee- library ticket number <p>in case of an invoice:</p> <ul style="list-style-type: none">- name of the customer- tax number (in case of non-natural person)- home address/address- amount of the products or services- service type
Period of data processing	8 years according to the Act C of 2000 on Accounting.



Scope of people having access	Employees of the University and National Library, University of Debrecen and employees of the Department of Revenue Management and Department of Taxation of the University of Debrecen.
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Data processing regarding the use of home access service

Aim of data processing	By setting the home access, the UD citizens can use the subscribed databases and e-journal and e-book collections even remotely, to which access is available only in the territory of the university or the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	Registered data and IP address of the reader.
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data processing regarding the use (rent) of the luggage box

Aim of data processing	Ensuring the use of the service.
Legal basis of the data processing	Item b) of the paragraph (1) of the article 6 of the 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.
Processed set of data	Reader data registered by the Library (for the administration of the rent in the integrated library system).
Period of data processing	Until the end of the renting period.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the further users of the integrated library system (Great Library of the Debrecen Reformed College, MARÓTHI György Library of the Debrecen Reformed Theological University, Libraries of the Faculties of the University of Debrecen).
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.



Data processing regarding the (all-day) use of the luggage box	
Aim of data processing	Ensuring the use of the service.
Legal basis of the data processing	Item b) of the paragraph (1) of the article 6 of the 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.
Processed set of data	Data of the handover-takeover report (name of the recipient, number of the key handed over, date and time of handover, signature of the recipient, date and time of return, signature of the recipient of the key).
Period of data processing	In case of daily ticket, until the handover-takeover report is full.
Scope of people having access	The employees of the UD Human Service Nonprofit Közhasznú Kft. (security guards, receptionists) are in charge of the luggage box. They hand over a key to the box after signing the handover-takeover report, and upon the return of the key, the receipt of the key is certified by their signature.
Processor	UD Human Service Kft.

Data processing regarding complaints	
Aim of data processing	Assessment of the complaints received via post, online or personally, and reporting the findings of the assessment to the complainant.
Legal basis of the data processing	Item c) of the paragraph (1) of the article 6 of the GDPR: processing is necessary for compliance with a legal obligation to which the controller is subject.
Processed set of data	online: name, reader's status (student, lecturer, researcher, PhD student, external), library ticket number, e-mail address, content of the complaint via post: name, signature, correspondence address, content of the complaint, signature, date personally: name, reader's status (student, lecturer, researcher, PhD student, external), library ticket number, e-mail address, content of the complaint, signature, date
Period of data processing	According to the Archives Policy of the University of Debrecen.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Certificate on debt to the Library upon the termination of the legal relationship with the university (student status/employment)	
Aim of data processing	Settlement of an incidental debt to the University of Debrecen, and the no-debt certification to de-register from the University of Debrecen.



Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	Data of the de-registration certificate.
Period of data processing	Until the issue of the de-registration certificate.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the competent units of the University of Debrecen, in charge of the given task, employees of the Registrar's Office of the given Faculty.

Data processing regarding the library newsletter	
Aim of data processing	Notification about the services, news and programmes of the Library.
Legal basis of the data processing	Item a) of the paragraph (1) of the article 6 of the GDPR: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
Processed set of data	Name, e-mail address, library card number, reader type.
Period of data processing	Until the withdrawal of the consent (unsubscription), but until 30 days after the termination of Library membership at the latest.
Scope of people having access	Employees of the University and National Library, University of Debrecen.
Processor	Service provider of the integrated library system: MONGUZ Információtechnológiai Kft.

Registration for the iDEa Academic Profile service	
Aim of data processing	Participation in the profile database of the university researchers and the provision of adequate science metrics services for the progress of researchers.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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. Based on the policy Copyright and Publication Guidelines Policy of the University of Debrecen and the Doctoral Regulation of the University of Debrecen, lecturers, researchers and PhD students shall make available their publications in the iDEa Academic Profiles.
Processed set of data	<ul style="list-style-type: none">– first name, last name– year of birth– e-mail address– Neptun code



	<ul style="list-style-type: none">- network identifier- occupation / school qualification- organisational unit (workplace)- status (researcher / PhD student)- individual author identifier in the University and National Library, University of Debrecen
Period of data processing	Until the deletion of the user profile.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Disclosure of the personal data in the iDEa Academic Profile

Aim of data processing	Disclosure of the current scientific work of the university authors. Publication in the web application of the iDEa: https://tudoster.idea.unideb.hu/
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	data publicly displayed in the Academic Profile: <ul style="list-style-type: none">- public display shall be mandatory: first name, last name- optional:<ul style="list-style-type: none">• occupation / school qualification• organisational unit (workplace)• science metric data• other identifiers (e.g. Hungarian Science Bibliography [MTMT], ResearcherID, OrcID, Google Scholar ID, Academic Search, Hungarian Doctoral Council [ODT] identifier, Facebook, Research Gate, LinkedIn)• consulting hours• address of workplace• scientific degree• personal website• own introduction• profile image
Period of data processing	Until the deletion of the user profile.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data processing regarding the use of the certified list of publications of the iDEa Academic Profile

Aim of data processing	Performance of the request for a certified list of publications.
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Legal basis of the data processing	<p>Item e) of the paragraph (1) of the article 6 of the 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.</p> <p>[Copyright and Publication Guidelines Policy of the University of Debrecen; paragraph (1) of the section 15 of the Doctoral Regulation of the University of Debrecen]. (The individual identification of the authors shall be performed according to the regulations of the bibliography standards: Hungarian Standard MSZ 3440-2:1979. Classification data of the bibliographic description. Names of people.).</p>
Processed set of data	<p>data necessary for the request for a certified list of publications:</p> <ul style="list-style-type: none">– network identifier / Neptun code– first name, last name– year of birth– phone number– phone extension in the University of Debrecen– e-mail address– organisational unit– doctoral school and programme– name(s) of the consultant(s)– e-mail address(es) of the consultant(s) <p>data in the certified list of publications:</p> <ul style="list-style-type: none">– first name, last name– organisational unit– doctoral school and programme– Hungarian Scientific Publication Database (MTMT) identifier– science metric data
Period of data processing	The lists shall be deleted 60 days after the completion of the certified list.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data processing regarding the application for Open Access support

Aim of data processing	Ensuring support to the publication fee related to research pertaining to the University of Debrecen. Since 2016, the University of Debrecen provides financial resources to support the publication fee of the papers in Open Access journals, with the professional help of the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<p>data necessary for the application for Open Access support:</p> <ul style="list-style-type: none">– EduID (network identifier)– name of the researcher– e-mail address– faculty– institution/department



	<ul style="list-style-type: none"> – data of the publication (name of authors, title of the publication, online availability of the publication or the publication in pdf format as the attachment of the application for support) – data of the journal publishing the publication (journal title, ISSN number of the journal, publisher of the journal) – publication fee (amount of the publication, currency, invoice files) – financing of own contribution (from university funds or own money) – notes <p>data necessary for the provision of Open Access support:</p> <ul style="list-style-type: none"> – data of the certificate of performance (name of the organisational unit, name of supplier, invoice number, invoice amount, financial centre and resource ensuring security, signature of the person in charge of the financial centre) – data of the sheet initiating the ordering of services (name of the organisational unit, supplier data, subject of the order [name of the publication], remuneration, performance deadline, financial centres serving as security, name and workplace contact data of the contact person, signature of the head of the organisational unit/person in charge of the financial centre) and the annexes thereof (invoice, feedback to the applicant)
Period of data processing	According to the Document Management Policy of the University of Debrecen.
Scope of people having access	Employees of the University and National Library, University of Debrecen, employees of the Public Procurement and Acquisition Directorate of the University of Debrecen regarding the data necessary for the provision of Open Access support, and the employees of the Financial Directorate of the University of Debrecen.

Data processing regarding the submission of the University of Debrecen Program For Scientific Publication Grant	
Aim of data processing	Provision of support to the financing of further research, based on the scientific publications related to researches pertaining to the University of Debrecen. In 2023, the University of Debrecen launched the University of Debrecen Program For Scientific Publication (PTP) with an aim to inspire and support the future successful researches and their publication in internationally renowned journals, by contributing to the costs of the scientific publications created as a result of scientific research. The Library provides professional help in this regard.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<p>data necessary for the submission of the University of Debrecen Program For Scientific Publication Grant:</p> <ul style="list-style-type: none"> – EduID (network identifier) – name of the researcher – e-mail address – faculty – institution/department – data of the publication (name of authors, title of the publication, online availability of the publication) – date of acceptance of the publication



	<ul style="list-style-type: none">- budget- Q value- authorship- author's declaration (title of the publication, name of the publishing journal, name of the head of research [in case of publication with multiple authors], recipient organisation and financial centre, name(s) and signature(s) of author(s))- notes <p>data necessary after the acceptance of the University of Debrecen Program For Scientific Publication Grant:</p> <ul style="list-style-type: none">- data on the transfer of budget within the business sector (data of the transferor [business sector, name of organization, financial centre and fund], data of the recipient [business sector, name of organisation, financial centre and fund], title of cost/expenditure, amount, justification, signature of the person in charge of the transferring financial centre, signature of the person in charge of the recipient financial centre)
Period of data processing	According to the Document Management Policy of the University of Debrecen.
Scope of people having access	Employees of the University and National Library, University of Debrecen, the members of the Rector's Working Committee for Science Support and International Ranking, competent employees of the Dean's Office of the Faculty affected by the support, employees of the Division of Budget of the University of Debrecen regarding the data on the transfer of budget within the business sector.

Data processing regarding the use of the electronic Archives of the University of Debrecen (DEA)	
Aim of data processing	Ensuring access to the DEA for the users, according to access levels.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">- first name, last name- e-mail address- network identifier (eduID - necessary only for logging in, it is not recorded)- password (relevant only in case of users in the old system, who are registered by a repository administrator)
Period of data processing	Until archiving. The Archives Policy of the University of Debrecen requires unlimited storage period for the electronic copies of theses - and in this way, for the names of the related authors.
Scope of people having access	Employees of the University and National Library, University of Debrecen and the users depending on access levels.



Data processing regarding database service	
Aim of data processing	Registration in the databases and online services subscribed by the Library (e.g. citation management software, plagiarism detection systems, bibliographic and indexing databases).
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	the set of mandatory data varies from database to database: <ul style="list-style-type: none">– first name, last name– e-mail address– organisational unit– position
Period of data processing	After the expiry of membership, the recorded personal data are stored for 30 days, and afterwards they are used anonymised, only for statistical purposes. The data of the enrolled library user who has any kind of debt to Controller cannot be deleted.
Scope of people having access	Employees of the University and National Library, University of Debrecen.
Processor	Database service provider.

Data processing regarding the courses organised by the Library	
Aim of data processing	Performance of classes organised by the Library for university students, which can be registered for in the education system as a credit course.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	Name, year, education data and signature of the participating student, attendance list.
Period of data processing	The storage period of tests and the related marks is 6 years.
Scope of people having access	Employees of the University and National Library, University of Debrecen and the employees in charge of the Neptun system.

Data processing regarding the presentations individually organised by the Library	
Aim of data processing	Application for the presentations held by the employees of the Library.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.



Processed set of data	the following data of the applicant of the individually organised presentation: <ul style="list-style-type: none">– first name, last name– e-mail address– organisational unit
Period of data processing	Until archiving.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data processing regarding the participation in trainings and presentations organised by the Library	
Aim of data processing	Application for the training or presentation organised by the Library; contacting the applicant if necessary; participation in the programme.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	the required set of data may vary depending on trainings and presentations: <ul style="list-style-type: none">– first name, last name– e-mail address– institution/faculty– programme– year– topic of the presentation– research topic– topic of the thesis– Neptun code
Period of data processing	According to the Document Management Policy of the University of Debrecen.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data processing regarding the participation in the Library tour organised by the Library	
Aim of data processing	Registration for the library tour, contacting the applicant if necessary, participation in the tour.
Legal basis of the data processing	Item a) of the paragraph (1) of the article 6 of the GDPR: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
Processed set of data	The required set of data may vary: name, e-mail address, name of team, headcount, name of the institution.



Period of data processing	According to the Document Management Policy of the University of Debrecen.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Settlement of support for courses, trainings and presentations organised by the Library in connection with the supporting grant	
Aim of data processing	Settlement of grant support.
Legal basis of the data processing	Item c) of the paragraph (1) of the article 6 of the GDPR: processing is necessary for compliance with a legal obligation to which the controller is subject.
Processed set of data	the required set of data may vary: <ul style="list-style-type: none">– first name, last name– Neptun identifier– e-mail address– organisational unit– image– signature
Period of data processing	Within the maintenance stage of the grant. 8 years in case of accounting documents.
Scope of people having access	Employees of the University and National Library, University of Debrecen and the units of the University of Debrecen performing the settlement of grants.

Data processing regarding crowd records taken in library programmes and events	
Aim of data processing	Use and disclosure of the photos/video records taken in events for the promotion of further programmes organised by the Library. The Library may publish the photos/video records in its Facebook (University and National Library, University of Debrecen – DEENK, https://www.facebook.com/deenklibrary), Instagram (UD University Library, deenklibrary, https://www.instagram.com/deenklibrary) and TikTok (DEENK, deenklibrary, https://www.tiktok.com/@deenklibrary) sites.
Legal basis of the data processing	Item f) of the Article 6 of the GDPR: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.
Processed set of data	Photo/video record taken in the events.
Period of data processing	Until archiving.
Scope of people having access	Employees of the University and National Library, University of Debrecen.



Taking individual photos/video records, their editing for publication, disclosure in the social media sites of the Library	
Aim of data processing	Capturing library events and events related to the operation and the life of the library, making and disclosing publications and PR materials facilitating the public tasks of the university. The Library may publish the photos/video records in its Facebook (University and National Library, University of Debrecen – DEENK, https://www.facebook.com/deenklibrary), Instagram (UD University Library, deenklibrary, https://www.instagram.com/deenklibrary) and TikTok (DEENK, deenklibrary, https://www.tiktok.com/@deenklibrary) sites.
Legal basis of the data processing	Item a) of the paragraph (1) of the article 6 of the GDPR: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
Processed set of data	Photo and audio records.
Period of data processing	Until the withdrawal of the consent (withdrawal shall not affect the lawfulness of the processing prior withdrawal), but until archiving at the latest.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Processing of personal data related to the website of the Library, with the help of Google Analytics	
Aim of data processing	On commission from the operator of the website, the system of the Google Analytics uses the data collected by cookies to evaluate them, to make reports to the operator of the website about the visits and use of the website and in this way to facilitate the development of the website and to enhance user experiences. The visitor may ban the storage of cookies by appropriately setting his/her browser, and he/she may delete such cookies from his/her computer, and may install the browser plugin blocking the Google Analytics. Depending on the browser, these possibilities are typically available in the menu Settings / Data protection.
Legal basis of the data processing	Item f) of the paragraph (1) of the article 6 of the GDPR: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.
Processed set of data	<ul style="list-style-type: none">– cookie [in case of the site https://lib.unideb.hu/, only login cookies are applied, which prevent the user from being logged out the website]– from third party (Google Analytics: the Google Analytics software stores so-called cookies - simple, short, low-sized text files - in the computer or IT device of every visitor, and with these cookies, it analyses the visitation and the use of the website).
Period of data processing	Data are erased every 26 months, can be erased and provided upon the request of the user.
Scope of people having access	Employees of the University and National Library, University of Debrecen.



Data processing regarding the recommendation of books or sheet music

Aim of data processing	Feedback to the recommending person.
Legal basis of the data processing	Item a) of the paragraph (1) of the article 6 of the GDPR: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
Processed set of data	<ul style="list-style-type: none">- first name, last name- e-mail address- notes
Period of data processing	Until the withdrawal of the consent, however, the enquiries with the recommendations are deleted every 6 months.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Ordering of books from the budget of the institute/clinics

Aim of data processing	Start of the ordering process.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">- family name and first name of the ordering person- e-mail address- phone number- name of institution/department- title of the book- author- year of issue- ISBN number- number of copies- budget- notes
Period of data processing	The enquiries with the recommendations are deleted every 6 months.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Renting a researcher's booth

Aim of data processing	Use of the researcher's booth for a given period.
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Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">– family name and first name of the ordering person– e-mail address– name of the booth– period
Period of data processing	Until the end of the renting period, but until the termination of the enrolment in the library at the latest.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Renting a learning room

Aim of data processing	Preliminary booking of the learning room.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	<ul style="list-style-type: none">– family name and first name of the ordering person– e-mail address– library ticket number– room– time
Period of data processing	Until the end of the renting period of the learning room, but until the termination of the enrolment in the library at the latest.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data processing regarding community service

Aim of data processing	Secondary school students have the opportunity to perform their mandatory 50-hour community service in the Library, for which the certification of the community service by the Library is necessary.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	the following data of the applying student: <ul style="list-style-type: none">– first name, last name– e-mail address– name of the institution– period of the performance of community service



Period of data processing	1 year after the performance of community service.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data processing regarding traineeship	
Aim of data processing	The students have the opportunity to perform their mandatory traineeship in the Library. To do so, an agreement with the student shall be concluded.
Legal basis of the data processing	Item e) of the paragraph (1) of the article 6 of the 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.
Processed set of data	data necessary for the conclusion of the agreement with the applicant student: <ul style="list-style-type: none">– first name, last name– place and date of birth– mother's name– home address– student identification number– contact data (e-mail address)– data on his/her student status (institution, programme, training period)– period of the performance of traineeship
Period of data processing	Based on the Archives Policy, the agreement with the student shall be stored for 10 years.
Scope of people having access	Employees of the University and National Library, University of Debrecen.

Data security

The controller undertakes to ensure the safety of the data and to take the technical measures to guarantee the protection of the recorded, stored and processed data and shall make every effort to prevent the destruction, unauthorised use and unauthorised modification of such data. The controller undertakes to call the attention of any third party to which it incidentally transfers or discloses the data to perform its related obligations.

Rules on your rights and exercising thereof

Right of information

According to the paragraph (1) of the article 15 of the GDPR, you shall have the right to obtain information about your personal data processed by the **University and National Library, University of Debrecen**. In this case, the **University and National Library, University of Debrecen** shall send the following pieces of information to your indicated contact data (e-mail address, correspondence address):

- which of your personal data are processed by the controller;
- for which data processing purposes;
- to whom it transfers the personal data;



- period of data processing and the aspects of the determination of such period;
- your rights regarding data processing;
- your right to submit a complaint to the Hungarian National Authority for Data Protection and Freedom of Information.

Right to request copy

According to the paragraph (3)-(3) of the article 15 of the GDPR, you shall have the right to obtain a copy about your personal data processed by the **University and National Library, University of Debrecen**. In this case, the **University and National Library, University of Debrecen** shall send the data it processes about you to your contact information indicated by you (e-mail address, correspondence address).

Right to rectification

According to the article 16 of the GDPR, your personal data shall be modified and rectified according to your request.

Right to erasure

According to the paragraph 1) of the article 17 of the GDPR, you may request the erasure of your disclosed personal data.

Right to restriction of processing

You may request the restriction of data processing in the following cases:

- if you challenge the accuracy of the personal data, data processing shall be restricted until the **University and National Library, University of Debrecen** checks the accuracy of the personal data;
- the processing is unlawful, and you oppose the erasure of the personal data and request the restriction of their use instead;
- the **University and National Library, University of Debrecen** no longer needs the personal data, but you require these data for the establishment, exercise or defence of legal claims; or
- if you exercise the right to object, data processing shall be restricted until the lawfulness of your request is assessed.

In your request on restriction, you shall also indicate why you request restriction.

The **University and National Library, University of Debrecen** shall comply with your request on restriction to store your personal data separated from any other personal data. such as it saves to an external data storage medium in case of electronic data or stores the paper-based documents in a separate folder.

Right to object

You shall be entitled to object against the data processing performed according to the items e) and f) of the paragraph (1) of the article 6 of the GDPR. Here the **University and National Library, University of Debrecen** shall assess the data processing performed regarding you, and if it finds your request reasonable, we erase your personal data. You will be notified of our assessment by all means.

Common rules of the exercising of rights

Your request shall be fulfilled by the **University and National Library, University of Debrecen** within a month at most, which may be prolonged once by at most 2 months.



In case of the refusal of the fulfilment of your request, the **University and National Library, University of Debrecen** shall, within a month after the receipt of your request, inform you of the justification of such refusal and that you may submit a complaint to the Authority, and you may request judicial remedy.

The **University and National Library, University of Debrecen** reserves the right to request the provision of information necessary for the confirmation of the personal identity of the data subject if it has reasonable doubts regarding the identity of the submitter of the request. This reasonable doubt may be especially when the data subject exercises his/her/its right to request a copy, and in this case, it is justified to confirm by the **University and National Library, University of Debrecen** whether the request was submitted by the entitled person.

Your law enforcement possibilities

If you think that the data processing of the **University and National Library, University of Debrecen** is not in compliance with legal regulations, you may initiate a procedure in the **Hungarian National Authority for Data Protection and Freedom of Information** (registered seat: H-1055 Budapest, Falk Miksa utca 9-11., correspondence address: H-1374 Budapest, P.O. Box 9, e-mail address: ugyfelszolgalat@naih.hu) or may request judicial remedy.

Before contacting the supervisory authority or the court, please contact the University and National Library, University of Debrecen (correspondence address: H-4002 Debrecen, P.O. Box: 400., e-mail address: info@lib.unideb.hu) or the data protection officer of the University of Debrecen (e-mail address: adatvedelmi.tisztviselo@unideb.hu) to perform negotiations and to solve the problem arisen within the shortest possible time.

22 April 2024