DATA MANAGEMENT INFORMATION

DATA MANAGEMENT INFORMATION of the UNIVERSITY OF DEBRECEN UNIVERSITY AND NATIONAL LIBRARY
1. Name and contact details of the data manager

University of Debrecen University and National Library

Registered Office: 4032 Debrecen, Egyetem tér 1.
Postal Address: 4002 Debrecen Pf. 400.
Email: info@lib.unideb.hu
Telephone: 06(52)/512-900

2. Data management policy

The following legal provisions apply to data management in the University of Debrecen University and National Library:

- The protection of personal data, including the Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons regarding 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 CXL of 1997 on the protection of cultural goods, museum institutions, public library services and community culture

All legislation governing the operation of the library of the Organizational and Operational Regulations are listed in the Annex.

3. Data management related to the library services

3.1. Data management related to library registration

3.1.1. Purpose of data management: The registration provides the right to borrow and to give full access to library services, printed and electronic documents.

3.1.2. Scope of managed data: We process the following personal information during data management:

- Neptun code
- Number of University card/Library card
• Reader type
• Faculty/Major
• Organizational units/ department (Workplace)
• First and last name
• Birth name
• Place and date of birth
• Mother's name
• Address
• Email address

3.1.3. Legal basis for data management: in case of natural identification data and address, data management is mandatory [in accordance with subsection (1) of Section 57 of Act CXL of 1997 on the protection of cultural goods, museum institutions, public library services and community culture], as for the rest of the data, consent is required (Article 6 (1) (a) GDPR).

3.1.4. Duration of data management: in the case of University Staff and Students, the data is used and stored as long as the legal relationship with the University exists, and for external readers the duration is the time of the library membership. After the expiration of library membership, the registered personal data will be stored for 30 days and then used anonymously for statistical purposes only. It is not possible to delete the data of a registered user who has any kind of debt to the Data Manager.

3.1.5. Persons with access: The staff of the University of Debrecen University and National Library, and the providers of the integrated library system.

3.2. Data management related to the library newsletters

3.2.1. Purpose of data management: to provide information about library-related services and programs.

3.2.2. Scope of managed data:
• Email address
• Patron type
3.2.3. **Legal basis for data management:** consent (Article 6 (1) (a) GDPR).

3.2.4. **Duration of data management:** until withdrawal.

3.2.5. **Persons with access:** The staff of the **University of Debrecen University and National Library**, and the providers of the integrated library system.

3.3 **Data management related to the services of Tudóstér**

3.3.1. **Registration for the services of Tudóstér**

3.3.1.1. **Purpose of data management:** The appearance of University researchers in the profile database.

3.3.1.2. **Scope of managed data:**

- First and last name
- Birth name
- Email address
- Neptun code
- EduID
- Profession / qualification
- Organizational unit (place of work)
- Status (researcher/ doctorate)
- Unique author ID with University of Debrecen University and National Library

3.3.1.3 **Legal basis for data management:** consent (Article 6 (1) (a) GDPR).

3.3.1.4 **Duration of data management:** until the withdrawal of consent.

3.3.1.5 **Persons with access:** The staff of the **University of Debrecen University and National Library**.

3.3.2. **Disclosure of personal data appearing in the Tudóstér profile**

3.3.2.1. **Purpose of data management:** displaying current scientific works by the authors of the university.
3.3.2.2. **Scope of managed data:** Publicly displayed data appearing in the Tudóstér profile.

- First and last name
- Profession/ qualification
- Organizational unit (place of work)
- Scientometric indicators
- Other identifiers (e.g.: MTMT, ResearcherID, OrcID, Google Scholar ID, Academic Search, ODT identifier, Facebook, Researchgate, LinkedIn)
- Office hours
- Work address
- Academic degree
- Personal website
- Free textual introduction

3.3.2.3. **Legal basis for data management:** consent (Article 6 (1) (a) GDPR).

3.3.2.4. **Duration of data management:** until the withdrawal of consent.

3.3.2.5. **Persons with access:** The staff of the University of Debrecen University and National Library.

3.3.3. **Data management regarding the use of the Tudóstér certified list of publication**

3.3.3.1. **Purpose of data management:** to request a certified list of publications.

3.3.3.2. **Scope of managed data:** Required data for the request of the certified list of publications:

- EduID/ Neptun code
- First and last name
- Birth name
- Phone No.
- UD extension
- Email address
- Organizational unit / department
- Google Scholar profile link
• Doctoral school and programme
• Supervisor(s) name
• Supervisor(s) email address

Data appearing in the certified list of publications:

• First and last name
• Organizational unit / department
• Doctoral school and program
• MTMT identifier
• Scientometric indicators

3.3.3.3. Legal basis for data management: Legitimate interest (Article 6 (1) (f) GDPR) [Copyright and publication guidelines (University of Debrecen), DE Chapter V, Section 15 (1) of the Doctoral Regulations]. (Individual identification of authors is according to bibliographic standards: MSZ 3440-2: 1979. Data classification of bibliography description. Names of persons).

3.3.3.4. Duration of data management: 60 days after the completion of the certified list.

3.3.3.5. Persons with access: The staff of the University of Debrecen, University and National Library.

3.4. Data management related to database services

3.4.1. Purpose of data management: Registration for the library subscribed databases and online services (such as reference management softwares, plagiarism detection softwares, bibliographic and indexing databases).

3.4.2. Scope of managed data: the required data varies among databases
First and last name
Email address
Organizational unit
Position
Cookies from third parties (database and attendance statistics providers): the number of website visitors, the pages viewed, the visitors’ location, the pre-entry site (from which the user arrives), the browser and operating system used, internet service provider, the used display resolution, browsing time of the page, time of leaving the website.

3.4.3. Legal basis for data management: consent (Article 6 (1) (a) GDPR).

3.4.4. Duration of data management: until the withdrawal of consent.

3.4.5. Persons with access: The staff of the University of Debrecen University and National Library

3.4.6. Data transmission: to the database provider.

3.5. Data management related to the courses, trainings, and presentations organized by the library

3.5.1. Registration-related data management for the courses, trainings and presentations organized by the library

3.5.1.1. Purpose of data management: Voluntary participation in the trainings organized by the library, and the organization of education.

3.5.1.2. Scope of managed data:

- First and last name
- Neptun code
- Email address
- Organizational unit
- Area of interest
3.5.1.3. Legal basis for data management: consent (Article 6 (1) (a) GDPR).

3.5.1.4. Duration of data management: until the education is carried out entirely.

3.5.1.5. Persons with access: The staff of the University of Debrecen University and National Library.

3.5.2. Data management related to courses, trainings and presentations organized by the library

3.5.2.1. Purpose of data management: Compulsory participation in trainings organized by the library, and the organization of education.

3.5.2.2. Scope of managed data:

- First and last name
- Neptun code
- Email address
- Organizational unit
- Area of interest

3.5.2.3. Legal basis for data management: legitimate interest (Article 6 (1) (f) GDPR).

3.5.2.4. Duration of data management: according to the University Archives Rules and Regulations.

3.5.2.5. Persons with access: The staff of the University of Debrecen University and National Library.

3.5.3. Contact-related data management on courses, trainings, and presentations organized by the library

3.5.3.1. Purpose of data management: To keep contact with course participators, trainings and presentations organized by the library.

3.5.3.2. Scope of managed data:

- First and last name
3.5.3.3. Legal basis for data management: **legitimate interest** (Article 6 (1) (f) GDPR)

3.5.3.4. **Duration of data management**: the duration of education and administration, and the retention period for the funding tender.

3.5.3.5. **Persons with access**: The staff of the University of Debrecen University and National Library.

3.5.4. **Data management related to photos made on courses, trainings and presentations organized by the library**

3.5.4.1. **Purpose of data management**: to take photos of participants in trainings organized by the library.

3.5.4.2. **Scope of managed data**:

   - Photo

3.5.4.3. **Legal basis for data management**: **legitimate interest** (Article 6 (1) (f) GDPR).

3.5.4.4. **Duration of data management**: retention period for the funding tender.

3.5.4.5. **Persons with access**: The staff of the University of Debrecen University and National Library.

3.5.4.6. **Data transmission**: to the units of the University of Debrecen performing the settlement of the tender.

3.5.5. **Accounting for tender funds related to courses, trainings and presentations organized by the library**

3.5.5.1. **Purpose of data management**: accounting with tender support.

3.5.5.2. **Scope of managed data**:

   - First and last name
   - Neptun code
• Email address
• Organizational unit
• Scope of interest
• Photo

3.5.5.3. Legal basis for data management: legitimate interest (Article 6 (1) (f) GDPR).

3.5.5.4. Duration of data management: retention period for the funding tender.

3.5.5.5. Persons with access: The staff of the University of Debrecen University and National Library.

3.5.5.6. Data transmission: to the units of the University of Debrecen performing the settlement of the tender.

3.6. Data management related to programs organized by the library

3.6.1. Registration for library programs

3.6.1.1. Purpose of data management: Registration for library programs, to facilitate the implementation of the programs.

3.6.1.2. Scope of managed data:

• First and last name
• Email address
• Organizational unit
• Scope of interest

3.6.1.3. Legal basis for data management: consent (Article 6 (1) (a) GDPR).

3.6.1.4. Duration of data management: until the end of the program.

3.6.1.5. Persons with access: The staff of the University of Debrecen University and National Library.

3.6.2. Keeping contact on the library programs
3.6.2.1. Purpose of data management: to keep contact, and to promote the programs organized by the library.

3.6.2.2. Scope of managed data:
   - First and last name
   - Email address

3.6.2.3. Legal basis for data management: legitimate interest (Article 6 (1) (f) GDPR).

3.6.2.4. Duration of data management: the duration of the program.

3.6.2.5. Persons with access: The staff of the University of Debrecen University and National Library, platforms of promotion.

3.6.3. Data management related to photos taken at the programs organized by the library

3.6.3.1. Purpose of data management: The use of photos taken at the programs to promote further programs organized by the library.

3.6.3.2. Scope of managed data:
   - Photos made at the events

3.6.3.3. Legal basis for data management: legitimate interest (Article 6 (1) (f) GDPR).

3.6.3.4. Duration of data management: the duration of event/program.

3.6.3.5. Persons with access: The staff of the University of Debrecen University and National Library, platforms of promotion.

3.6.4. Data management of programs and events organized by the library related to the accounting for tender funds

3.6.4.1. Purpose of data management: Accounting with tender support for programs and events organized by the library.

3.6.4.2. Scope of managed data:
   - First and last name
• Neptun code
• Email address
• Organizational unit
• Scope of interest
• Photo

3.6.4.3. **Legal basis for data management:** legitimate interest (Article 6 (1) (f) GDPR).

3.6.4.4. **Duration of data management:** duration of the event/program or the retention period for the funding tender.

3.6.4.5. **Persons with access:** The staff of the University of Debrecen University and National Library.

3.6.4.6. **Data transmission:** to the units of the University of Debrecen performing the accounting for the tender.

### 3.7. Personal data management related to the library’s website and social media

3.7.1.1. **Purpose of data management:** to increase the website’s service quality, facilitate the use of the website, and to create and analyse anonymous statistics (e.g. viewing statistics).

3.7.1.2. **Scope of managed data:**

- Cookies and web beacons
- Cookies from third parties (Google Analytics, Facebook, Twitter, Instagram): the number of website visitors, the pages viewed, the location of visitors, the pre-entry site (from which the user arrives), the browser used and the operating system, the internet service provider, the resolution of the display used, page browsing time, the time of leaving the website.

3.7.1.3. **Legal basis for data management:** legitimate interest (Article 6 (1) (f) GDPR).

3.7.1.4. **Duration of data management:** it depends on the capacity of the data storage; the data will be kept for 1 year at the latest before being deleted.
3.7.1.5. **Persons with access:** The staff of the University of Debrecen University and National Library, a third party.

3.7.2.1. **Purpose of data management:** to manage the website’s privacy and security risks.

3.7.2.2. **Scope of managed data:**

- The IP-address of the given device, the type of browser, the internet service provider, the length of browsing time, the address of the entry and exit pages, the number of clicks during the visit

3.7.2.3. **Legal basis for data management:** legitimate interest (Article 6 (1) (f) GDPR).

3.7.2.4. **Duration of data management:** it depends on the capacity of data storage; the data will be kept for 3 months at the latest.

3.7.2.5. **Persons with access:** The staff of the University of Debrecen University and National Library, a third party.

3.8. **Data management related to “Születésnapi krónika” (Birthday Chronicle)**

3.8.1. **Purpose of data management:** The preparation of a printed copy of the ordered publication.

3.8.2. **Scope of managed data:**

- First and last name
- Birth date
- Other data according to agreement
- Photos
- Email address

3.8.3. **Legal basis for data management:** legitimate interest (Article 6 (1) (f) GDPR).

3.8.4. **Duration of data management:** preparation time of the Birthday Chronicle.
3.8.5. Persons with access: The staff of the University of Debrecen University and National Library.

3.9. Making and editing individual photographs / videos for publishing on the social media sites of the library

3.9.1. Purpose of data management: recording of library events, library operations and library-life related events, preparing and publishing PR materials and other materials that promote the university’s public service tasks.

3.9.2. Legal basis for data management: legitimate interest (Article 6 (1) (f) GDPR).

3.9.3. Scope of managed personal data:
- Photographs and/or video footage

3.9.4. Duration of data management: continuous.

3.10. Prize games

3.10.1. Purpose of data management: registration of participation on the occasional games organized by the library, notification of the winner.

3.10.2. Scope of managed data:
- First and last name
- Email address
- University unit

3.10.3. Legal basis for data management: consent (Article 6 (1) (a) GDPR).

3.10.4. Duration of data management: Until the consent is withdrawn or, in the absence of thereof up to the announcement of results. The winner’s data will be stored until the prize is collected. In case of a well-founded circumstance until the legal claim is enforceable.

3.10.5. Persons with access: The staff of the University of Debrecen University and National Library.
4. Your rights and the rules for exercising your rights

4.1. Right to information

In accordance with Article 15 (1) of the GDPR, you may request information about the Personal Data managed by the University of Debrecen University and National Library. In this case, the University of Debrecen University and National Library will forward the following information to your contact address (e-mail address, postal address) about:

- Your personal data managed by us
- The purposes of data management
- Information on to whom we transfer personal data
- Duration of data management and the criteria determining this period
- Your rights related to data management
- The right to file a complaint to the National Authority for Data Protection and Freedom of Information

4.2. Right to make copies

In accordance with Article 15 (3) to (4) of the GDPR, you may request a copy from the personal data managed by University of Debrecen University and National Library. In this case, all your personal data managed by the University of Debrecen University and National Library will be forwarded to your contact address (email address, postal address).

4.3. Right to rectification

In accordance with Article 16 of the GDPR, you may request the correction of your personal information.

4.4. Right to erasure
In accordance with Article 17 (1) of the GDPR, in case of data management stated in point 3.4. you may request that your personal data be erased.

4.5. Right to restriction

You may request to limit data management in the following cases:

- if you contest the accuracy of your personal data, the University of Debrecen University and National Library will restrict data management until the accuracy of the personal data is verified
- data management is unlawful, and you oppose the erasure of the personal data, instead you request the restriction of their use
- the University of Debrecen University and National Library no longer needs the data, but you require them for the establishment, exercise or defence of legal claims.
- if you exercise your right of objection, your data management will be restricted until the legitimate grounds of the request are verified.

In your request to restrict data management, you must also indicate the reason for the restriction.

The request to restrict data management is carried out by the University of Debrecen University and National Library by storing the personal data separately from any other personal data. Thus, in case of electronic data files they will be saved on an external data storage, while paper-based documents will be stored in a separate folder.

4.6. Right to object

You are entitled to object the management of your data on grounds relating to your particular situation based on legitimate assessment of interest. In this case the University of Debrecen University and National Library will examine its data management based on your legitimate assessment of interests and, if the request is considered well-founded, your personal information will be deleted. We will inform you of the examination.
4.7. Common rules of exercising rights

The University of Debrecen University and National Library will complete your request within a maximum of one month, which may be extended by up to two months.

In case of refusal of request the University of Debrecen University and National Library will inform you about the reasons for the refusal within one month of receipt of your request and that you may lodge a complaint to the supervisory authority and seek judicial remedy.

In case of reasonable doubts about the identity of the person submitting the request, the University of Debrecen University and National Library reserves the right to ask for the necessary information to confirm the identity of the person concerned.

In such situations, when the data subject requests a copy, the University of Debrecen University and National Library is justified to make sure that the request comes from the authorized person.

5. Your possibilities for law enforcement

If you consider the University of Debrecen University and National Library’s data management policy does not comply with relevant legislation, you may ask the Hungarian National Authority for Data Protection and Freedom of Information (Seat: 1055 Budapest, Falk Miksa utca 9-11.; Postal address: 1374 Budapest, PO box: 603.; e-mail address: ugyfelszolgalat@naih.hu) to launch a procedure or turn to the court.

13.10.2020