



## INFORMATION ON DATA MANAGEMENT

regarding data management of sending TEDxMETU newsletters

02 April 2020

### **1 Preamble**

The aim of the present information on data management is that **Budapest Metropolitan University** (registered seat: 1148 Budapest, Nagy Lajos király útja 1-9., institution identification: FI33842) (hereinafter: Data file management authority) informs you about the data management operations of its **marketing communication activities** in connection with TEDxMETU, a TED-minded event, in compliance with

- **The 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 (General Data Protection Regulation) and**
- **the legislation in force in Hungary.**

### **2 Data file management authority**

Budapest Metropolitan University is regarded to be a data file management authority (hereinafter: Data file management authority) regarding the data management detailed in the present Information on Data Management. Availabilities of data file management authority: telephone: +361-273-2987, e-mail: [metujog.kapu@metropolitan.hu](mailto:metujog.kapu@metropolitan.hu)

The data file management authority keeps the regulations of the legislation in force during their data management and when creating their data management practice they respect the basic rights of natural persons and their privacy to the utmost, with particular attention to the regulations of the General Data Protection Regulation.

In case you have any question or would like to take a note, please contact us at [metujog.kapu@metropolitan.hu](mailto:metujog.kapu@metropolitan.hu).

### **3 TEDxMETU newsletter**

#### **3.1 The aim of the data management**

Data file management authority sends newsletters to the subscribers who have marked the given topic of the given newsletter in order to document, support its validity, promote or advertise the TEDxMETU events (hereinafter altogether: event). The surface where the subscription has to be completed includes the details regarding the given newsletter's contents.

#### **3.2 The scope of managed data**

Data file management authority manages the following data: name, email address of the subscribers, the time of the subscription, the content of the consent, the behaviour in connection with the opening of the newsletter.

#### **3.3. Persons involved**

Private people subscribing to the newsletter who receive the newsletter sent by the Data file management authority at regular intervals, defined by the Authority.

#### **3.4. The legal ground of data management**

The data management conducted by Data file management authority is based on the consent given by the person involved (GDPR 6 § (1) a) point). The consent can be revoked any time and it will not affect the fact of legal data management conducted before the consent.

We inform you that the collection, management and storage of data is conducted exclusively for the aims defined in point 3.1.

#### **3.5. The source of data**

The data originates from the private person subscribing to the newsletter. In case the person involved does not wish to give the data, Data file management authority is not able to provide the subscriber with the newsletter. Not giving the data has no consequences.

### **3.6. Access to the data, storage**

Data file management authority takes extra care of sharing the data of subscription to the newsletter and opening the newsletters with only the given colleagues or assigned members who are authorized by the unit responsible for the given task.

The personal data is stored primarily on the own IT equipment of Data file management authority. [tedx.metropolitan.hu](http://tedx.metropolitan.hu) website and the content shown on the website is operated by BeMind Kft. (8200, Veszprém, Damjanich utca 7/A, Company registration: 19-09-512458) whose participation is based on a dedicated contract, as a data processor. The data provided through the subscription to the newsletter published on our website is stored also on the data housing provided by the data manager. In order to manage the communication with the participants of the event Data file management authority uses the Sales Manago service of BENHAUER Sp. z o.o. (21., Grzegórzecka St., 31-532 Cracow) data manager, in compliance with the separate contract.

The paper-based data is stored in the educational sites of Data file management authority on safe conditions.

### **3.7. The content of data management**

Data file management authority handles the personal data defined in point 3.2 until revoking the data or in case of providing false data until the upcoming data cleansing process.

### **3.8. Forwarding the data**

Data file management authority shall not forward or hand over the data to anybody.

## ***4 Confidentiality and security of data***

Data file management authority manages the personal data confidentially, in order to preserve the data they take all the necessary IT and other measures to store and manage the data.

Data file management authority and Data manager takes the appropriate technological and organizational measures in order to guarantee the acceptable level of data security in accordance with the different and changing levels of risk; taking the actual scientific and technological situation and the implementation costs and the type of data management, scope, circumstances and aims and the risks posed to natural persons' rights and freedom into consideration.

Data file management authority selects and operates the IT devices used for the services of personal data management so that the managed data

- is accessible exclusively for the authorised personnel;
- is protected against unauthorised access through server-level and application-level procedures;
- can be ensured of immutability of data and the verifiability of changes;
- is available during the whole period of data management.

### **5 Your rights**

We inform you that based on the law you can assert your right at [metujog.kapu@metropolitan.hu](mailto:metujog.kapu@metropolitan.hu) and within the legal framework you have the right to:

- a) Ask for access to your managed personal data or their copies (article 15);
- b) Ask for information about the main characteristics of data management (aim, data managed, data managers involved, content of data management) (article 15);
- c) Revoke your consent any time (article 7 (3));
- d) Ask for the correction of your incorrect data without delay or the completion of missing data (article 16);
- e) Ask for the deletion of your personal data without undue delay (article 17);
- f) Ask for the restriction of the use of data (article 18);
- g) Ask for a widely used (typed) format of the data regarding you or given by you or that data is sent to another data manager directly (article 20);
- h) Institute proceedings at the supervisory authority based on your place of stay, workplace or the place of the presumed infringement (article 77);

In Hungary the supervisory authority is the Hungarian National Authority for Data Protection and Freedom of Information. (Budapest, 1125, Szilágyi Erzsébet fasor 22/c.)

In case of infringement you have the right to initiate legal proceedings against the data file management authority or the data manager based on the place of activity of the data file management authority or data manager or your place of stay at the Court of Justice having jurisdiction.

## **6 Contacts**

In connection with data protection questions or requests please contact us at [metujog.kapu@metropolitan.hu](mailto:metujog.kapu@metropolitan.hu) e-mail address.

Data file management authority appointed a data protection official on 25th May 2018. The availability of the data protection official is: [adatvedelmitisztviselo@metu.hu](mailto:adatvedelmitisztviselo@metu.hu).

In case of your request for information we will give an answer within maximum 30 days, at the availability you provide.

The current version of this Information on data processing is available on <https://tedx.metropolitan.hu/#footer>.

**Professor Dr Bálint Bachmann DLA**

Rector

Budapest Metropolitan University