



INFORMATION ON DATA MANAGEMENT

In connection with the data management of TEDxMETU programme organized by the Data file management authority

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

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.

3. *Data management conducted in connection with the organization, implementation and evaluation of the TEDxMETU event*

3.1 The aim of the data management

The aim of the Data file management authority's event, called TEDxMETU (hereinafter: event) is to share the knowledge and experience collected by the University, to promote its lecturers to the present and past students, lecturers of Data file management authority or the general public. In order to organize, prepare, implement and evaluate the event Data file management authority manages the data provided when participants register for the event, the contact data in certain cases, the data connected to participation and the evaluation provided after the event.

The aim of the data management is to publish the presentations after the event on www.TED.com website, to provide information about the presenters, the presentations, to promote the event in order to communicate its credibility and professional level.

3.2. The scope of managed data

Data file management authority manages the following data:

- a) The registered person's name, position and email address
- b) The fact of applying for the event, the fact of giving the consent, the date and form of participation;
- c) The private person's image as a photo or video who is participating in the event;
- d) The evaluation provided after the event.

3.3. Persons involved

Private persons who apply or register for the event, or those who appear in the event. Private persons who participate in the event and whose image is recorded and it is used by Data file management 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). regarding 3.2. point of the present Information. The consent can be revoked any time and it will not affect the fact of legal data management conducted before the consent. The data is provided when the person involved registers for the event, or when applying for or participating in the event, or in connection with; and after the person involved is informed. In case the person involved would not like to share the data, they are not able to participate in the application for the event.

In case the person involved would not like to be seen in a photo or video recording, they have to notify this before or when applying for the event.

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 is provided through registration for the event by the person involved or it is created when applying for the event or during participation. In case the person involved would not like to share the data, they are not able to participate in the event.

3.6. Access to the data, storage

Data file management authority takes extra care of sharing the data of participation in the event with only the given colleagues or assigned members who are authorized by the unit responsible for the given task.

The personal data is stored on the own IT equipment of Data file management authority. tedx.metropolitan.hu website and the so called application forms shown on the website is operated by BeMind Kft. (8200, Veszprém, Damjanich utca 7/A, Company registration: 19 -09- 512458) on the basis of a separate contract, as data manager. The data provided through the application form 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 terms and conditions stated in a 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 stores the personal data defined in points 3.2 a), b) and c) until 31st October 2021, in case the personal data defined in point 3.2 d) as well, in that case all the data is stored until 30 days followed by receiving all the evaluations of the event.

3.8. Forwarding the data

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

In order to publish the footages, Data file management authority can cooperate with partners based on a separate contract while preparing, editing or making visual images these become cooperating data managers.

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 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 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.

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 Data management Information on data processing is available on <https://tedx.metropolitan.hu/#footer>.

Professor Dr Bálint Bachmann DLA

Rector

Budapest Metropolitan University