

Data protection information
on data management in connection with the
Hungarian Accreditation Committee
website and the TIR 2.0 system

1. Data Controller:

Name: **Hungarian Accreditation Committee**

Representative: Prof. Dr. Csépe Valéria President

E-mail address: titkarsag@mab.hu, adatvedelem@mab.hu

Website: www.mab.hu

Registered office: 1087 Budapest, Hungária krt. 40-44. C. lph. 5. floor

Postal address: 1439 Budapest, Pf. 635.

Under 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: GDPR), the Hungarian Accreditation Committee (hereinafter: MAB) provides the following information about the processing of personal data on its website and in its database in the MAB Secretariat Information System (hereinafter referred to as TIR 2.0).

2. Legislative background:

The processing of personal data collected on the MAB website and in the TIR 2.0 system is governed by the following legal framework:

- 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 Regulation (EC) No 95/46/EC (General Data Protection Regulation – hereinafter: GDPR)
- Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (hereinafter: Infotv.);
- Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.)
- Government Decree No 19/2012 (II. 22.) on certain issues of quality assessment and development in higher education (hereinafter referred to as the Quality Decree)

3. Scope of data processing, purpose of data processing:

Website:

In the course of its public services on the MAB website, the MAB collects personal data exclusively on www.mab.hu under the subsection /procedures under the subsection expert application for the registration of external experts under Article 6 (3) of the MAB Quality Regulation and for the continuous development of the register/database as set out in the MAB Statutes. No other data is collected on the website.

Personal data

Surname and forename

Address

Title/Degree

Date of birth

Phone number

E-mail address

Expert data

Professional experience in higher education (years/institution)

Experience in external quality assessment (position/institution)

Professional links with other higher education institutions (position/institution)

Language skills (language/level of language skills)

Workplace

Position

Application details

Field of study

MAB Field of expertise

Attachments

CV

TIR 2.0 system: TIR 2.0 is the official professional system of the MAB, which serves as a database for the members of the Board, Committee members, contact persons of higher education institutions (FOI), contact persons of the Office of Education (OH), MAB Secretariat referees and external experts according to paragraph (3) of Article 6 of the Quality Regulation, in addition to the register according to point V.4 of the MAB Statutes.

Personal data

Title

Degree/Title/Membership

Name

E-mail

Date of birth

Telephone number/Mobile number

Displayed language

Tax identification number

Social security number

Retired

Foreign person

Login details

Date of last entry

Number of entries

Contact details

Address

Workplace

Name of workplace

Job title

Position

Start of employment

End of employment

Other jobs

Management experience

Start of assignment

End of assignment

Organisational membership

Scientific field, research area

Competent language skills

4. Purpose of the processing:

4.1. Information to be provided on the website:

- registration for expert tasks, after registration the data will be manually entered in the TIR 2.0 system,
- contact, feedback on registration

4.2. Data provided in TIR 2.0:

- contact details,
- maintenance of expert database,
- Requesting experts to perform expert tasks per discipline based on the expert database,
- Management of MAB procedures,
- determination of involvement, conflict of interest,
- generating a contract of appointment for expert tasks,
- fulfillment of financial and accounting obligations

5. Legal basis for processing:

5.1 Online expert application, TIR 2.0 external expert registration and registration:

The processing of personal data is only carried out with the Data Subject's voluntary consent based on appropriate prior information and using voluntary data provision. By registering on the website, the Data Subject, by his/her active, active behavior, consents to the registration as an expert in the TIR 2.0 system and to the processing of data in the TIR 2.0 system. (consent of the data subject under Article 6(1)(a) GDPR)

5.2. Data processing of Board members, Committee members, contact persons of higher education institutions and the Education Office, MAB staff, external experts in TIR 2.0 after registration (database management, data processing to request experts, determine involvement, conflict of interest, conducting MAB procedures, data processing for assignment contracts:

Processing of data provided by the Data Subject after appropriate prior information is necessary for compliance with a legal obligation to which the Data Controller is subject (performance of a legal obligation under Article 6(1)(c) GDPR)5.3.

5.3. Data required for contacts with board members, committee members, higher education institutions and Education Office contact persons:

The purpose of the processing is to maintain contact for the performance of the tasks; the Data Subject consents, by his/her active, active conduct, to the recording of contact data in the TIR 2.0 system and the processing of data in the TIR 2.0 system.

(consent of the data subject under Article 6(1)(a) GDPR)

6. Categories of persons concerned:

Board members, Committee members, contact persons of higher education institutions and the Education Office, MAB staff, external experts (hereinafter referred to as the "Data Subjects" or collectively referred to as the "Data Subjects").

7. Duration of processing:

Board members: for 6 months after termination of board membership

Committee members: 6 months after removal from the expert database or until your consent is withdrawn

External experts: for 6 months after deletion from the expert database or until your consent is withdrawn.

Contact persons of the Education Office and higher education institutions: until withdrawn by the institution represented

8. Access to data:

The personal data you provide will be processed on a "need-to-know" basis by the MAB Board, the members of the Standing Disciplinary Committees attached to the Board, the experts and assessors called upon in the proceedings, and the MAB Secretariat (secretariat manager, subject-matter experts, administrators, financial, legal and IT staff), solely to carry out the statutory tasks of the MAB. The MAB will not transfer your data to third parties. Anonymised personal data will be used for statistical purposes only.

8.1. Additional data processor:

Microsoft Ireland Operations Limited

Company name: Microsoft Corporation Ltd. (Headquarters: Redmond, Washington, USA)

Headquarters: South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.

9. Data security measures:

The MAB collects the personal data you provide electronically and on paper. The MAB shall store the data on servers operated by the MAB and finally destroy them in accordance with point 7 and record their destruction. The MAB will not use the services of any other company to store the data. The destruction of the data shall not affect the retention of the data necessary for the keeping of the records of the members of the Board and the Committee at any time.

The MAB shall ensure the security of personal data and shall take the technical and organizational measures necessary to ensure that the personal data collected, stored, and processed are protected. The MAB protects personal data from unauthorized access, alteration, disclosure, deletion, and destruction by:

- 9.1. ensure that personal data is only accessible to those authorized to access it,
- 9.2. establish appropriate levels of authorization,
- 9.3. applies information technology security solutions in line with industry best practices to secure its electronic systems,
- 9.4. provide its employees and intermediaries (data processors) acting on its behalf with appropriate training, information, and instruction; and
- 9.5. continuously monitor and review the security measures already taken.

10. Rights of the Data Subject:

10.1: Refusal to disclose data

You may refuse to provide any of your personal data, but the lack of certain data may prevent participation in expert activities.

10.2 Withdraw consent:

In the case of processing based on consent, you may freely withdraw your consent at any time without restriction. The withdrawal of consent does not affect the lawfulness of the processing based on consent before its withdrawal.

10.3 Right of access:

You have the right to obtain confirmation/feedback from the MAB as to whether your personal data is being processed and, if it is, you have the right to access your personal data. The right of access includes, inter alia, the purposes of the processing, the categories of personal data processed, and the recipients or categories of recipients to whom or to which the personal data have been or will be disclosed.

10.4 Right to rectification:

You have the right to have inaccurate personal data concerning you corrected by the MAB at your request.

10.5 Right to restriction of processing:

You have the right to request the restriction of the processing of your personal data. (If processing is subject to restriction, such personal data may be processed, except for storage, only with the consent of the data subject or for the establishment, exercise, or defense of legal claims or the protection of the natural or legal rights of others or for important public interests of the Union or of a Member State.)

10.6 Right to erasure (right to be forgotten):

You may request the deletion of your data held by the MAB in connection with the indication of your intention to participate by sending a request to the e-mail address provided in point 1. (You may refuse if the data are processed lawfully on a proper legal basis and not solely based on consent, or if the interests of the controller prevail in the event of an objection.) We will comply with your request within 30 days of receiving it and will notify you of this within 30 days at the e-mail address you have provided.

10.7 Right to data portability:

The right to receive personal data concerning the data subject which the data subject has provided to us in a structured, commonly used, machine-readable format, and the right to transmit such personal data to another controller without hindrance from us. (Only automated data provided by the data subject may be requested to be portable, and only if the processing is based on a contract or consent.)

11. Legal remedies and enforcement of data management:

11.1 You may exercise your rights listed in section 10 by sending a postal letter to the MAB (1439 Budapest, Pf. 635.) or by sending an e-mail to adatvedelem@mab.hu.

11.2 Right to complain: to the National Authority for Data Protection and Freedom of Information (hereinafter: NAIH) (1055 Budapest, Falk Miksa utca 9-11., phone: +36-1-391-1400, Fax: +36-1-391-1410, e-mail: ugyfelszolgalat@naih.hu).

11.3 Right of recourse to the courts: the controller or, in the context of processing operations within the scope of the processor's activities, the processor, may bring an action before the courts if the controller or the processor, acting on his behalf or at his instructions, is in breach of the provisions on the processing of personal data laid down by law or by a legally binding act of the European Union. You may bring the action before the courts for the place where you reside or stay, at your choice.

11.4 We recommend and request that you contact the MAB before initiating any administrative and/or judicial proceedings to discuss and amicably resolve the situation you are complaining about.

Date: 15 February 2024, Budapest, Hungary