

# PRIVACY POLICY

## 44th Brass and Percussion Meeting and Competition

As the organiser of the 44th Brass and Percussion Meeting and Competition (hereinafter: Competition), the University of Debrecen Faculty of Music is committed to the lawful processing and protection of your personal data. We consider it important to let you suitably be notified of the future of your data, if you provide them to us: why we need them, for what we use them and how you can bring a decision on their rectification and erasure.

Name of data controller:	<b>University of Debrecen Faculty of Music</b>
Registered seat:	H-4032 Debrecen, Nagyerdei krt. 82.
Registry number:	FI 171198
VAT number:	15329750-4-09
Represented by:	Péter Lakatos DLA, dean
Web:	music.unideb.hu
E-mail:	music@music.unideb.hu, rezesverseny@gmail.com
Phone number:	+36 52 512 900 / ext. 23811

Information regarding data protection: Éva KISSNÉ BATTA, [batta.eva@music.unideb.hu](mailto:batta.eva@music.unideb.hu)

### Data processing performed by the data controller

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#### 1. Processing of data related to the application for the competition

- 1.1. Aim of data processing:* Application for the Competition, running the event.
- 1.2. Processed set of data of the applicants:* First name, surname, nationality, date of birth, address (ZIP code, town, street, number), telephone number, e-mail address, instrument, name of institute, teacher and piano accompanist, type of training, certificate of school attendance, in which age group the competitor is apply for, chosen piece(s) in round 1st and 2nd. Name of the legal guardian in the case of the applicant is under 18 years of age.
- 1.3. Legal basis of the data processing:* Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.
- 1.4. Period of data processing:* Within 15 days after the Competition, the data controller will delete the personal data provided by the applicants.
- 1.5. Scope of people having access:* Employees authorised to perform data processing for the data controller, furthermore members of the jury.
- 1.6. Data transfer:* –

#### 2. Data processing regarding the invoicing of the registration fee

- 2.1. Aim of data processing:* Issue of an invoice for the paid registration fee, its storage and bookkeeping.
- 2.2. Processed set of data:* Invoicing name, invoicing address (ZIP code, town, street, number), VAT number.

- 2.3. *Legal basis of the data processing*: Performance of legal obligation according to the item c) of the paragraph (1) of the article 6 of the GDPR.
- 2.4. *Period of data processing*: The accounting records and the instruments of strict accountability shall be stored by the data controller for at least 8 years according to the paragraph (2) of the section 169 and the paragraph (6) of the section 166 of the Act C of 2000 on Accounting.
- 2.5. *Scope of people having access*: Employees of the data controller authorised to perform data processing.
- 2.6. *Data processor*: Conservatory Alapítvány [Conservatory Foundation] (H-4032 Debrecen, Nagyerdei krt. 82.) to perform invoicing tasks, and its contracted accountant (Katalin Bukáné Tusják, H-4030 Debrecen, Puttony u. 35., registry number: 09344774) to perform bookkeeping and taxation tasks.

### **3. Processing of data related to the payment of the prize awarded**

- 3.1. *Aim of data processing*: Payment of the prize awarded by the jury of the Competition.
- 3.2. *Processed set of data*: First name, surname, birth name, place and date of birth, nationality, mother's birth name, address (ZIP code, town, street, number), tax ID number, social security number.
- 3.3. *Legal basis of the data processing*: Performance of legal obligation according to the item c) of the paragraph (1) of the article 6 of the GDPR.
- 3.4. *Period of data processing*: Until the existence of the organisational unit. Continuous. According to the Act LXXXI of 1997 on Social Security Pension Benefits, the payroll records shall be stored until the end of the fifth year after the insured person reaches retirement age.
- 3.5. *Scope of people having access*: Employees of the data controller authorised to perform data processing.
- 3.6. *Data processor*: Conservatory Alapítvány [Conservatory Foundation] (H-4032 Debrecen, Nagyerdei krt. 82.) to perform invoicing tasks, and its contracted accountant (Katalin Bukáné Tusják, H-4030 Debrecen, Puttony u. 35., registry number: 09344774) to perform bookkeeping and taxation tasks.

### **4. Making photos in mass events, their editing for publication, publishing on websites and social networking, their use in PR materials**

- 4.1. *Aim of data processing*: Documentation of the Competition – as an event related to the operation of the University of Debrecen and the university life –, the precise and authentic publication thereof together with the written press publications on the websites [www.unideb.hu](http://www.unideb.hu) and [www.music.unideb](http://www.music.unideb), on the official social networking sites of the University of Debrecen Faculty of Music (Facebook, Instagram), furthermore the use thereof to make PR materials.
- 4.2. *Processed set of data*: Photos.
- 4.3. *Legal basis of the data processing*: Legitimate interest according to the item f) of the paragraph (1) of the article 6 of the GDPR. Pursuant to the section 10 of the Act CIV of 2010 on the Freedom of the Press and the Fundamental Rules of Media Content, everyone shall be entitled to get appropriate information [...] about the local [...] public affairs. The task of the whole media system shall be the authentic, rapid and precise information about these affairs and events.

- 4.4. *Period of data processing*: Until the existence of the organisational unit. Continuous. The data are electronically archived in a computer protected by a strong password.
- 4.5. *Scope of people having access*: Employees of the data controller authorised to perform data processing.
- 4.6. *Data transfer*: To any press organ initiating the receipt of the news, by indicating the source.

## **5. Making unique photo, their editing for publication, publishing on websites and social networking**

5.1. *Aim of data processing*: Documentation of the Competition – as an event related to the operation of the University of Debrecen and the university life –, the precise and authentic publication thereof together with the written press publications on the following websites:

- the website of the University of Debrecen: [www.unideb.hu](http://www.unideb.hu)
- the website of the Faculty of Music: [www.music.unideb.hu](http://www.music.unideb.hu)
- the Facebook site of the Faculty of Music: <https://www.facebook.com/musicfaculty>
- the Instagram site of the Faculty of Music: <https://www.instagram.com/dezk.official/>

5.2. *Processed set of data*: Photos

5.3. *Legal basis of the data processing*: Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.

5.4. *Period of data processing*: Until the withdrawal of the consent. Continuous. The data are electronically archived in a computer protected by a strong password.

5.5. *Scope of people having access*: Employees of the data controller authorised to perform data processing.

5.6. *Data transfer*: To any press organ initiating the receipt of the news, by indicating the source.

We inform the applicants, that the photos made of them may be taken over, copied or published in its interface by other media operators after its publication, due to the nature of internet technology.

## **6. Use of unique photos to make PR materials**

6.1. *Aim of data processing*: Performing the PR activity of the University of Debrecen, care of the reputation of the university, promotion of the institution, informing the public.

6.2. *Processed set of data*: Photos

6.3. *Legal basis of the data processing*: Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.

6.4. *Period of data processing*: Until the withdrawal of the consent.

6.5. *Scope of people having access*: Employees of the data controller authorised to perform data processing. The photo documentation is made by the Press Office of the University of Debrecen.

6.6. *Data transfer*: –

## **7. Publication of the awarded competitors on the websites and social networking**

- 7.1. *Aim of data processing:* Documentation of the Competition – as an event related to the operation of the University of Debrecen and the university life –, the precise and authentic publication on the websites [www.unideb.hu](http://www.unideb.hu) and [www.music.unideb](http://www.music.unideb), furthermore on the official social networking sites of the University of Debrecen Faculty of Music (Facebook, Instagram), promoting the reputation of the university, promoting the institution and the Competition, informing the public.
- 7.2. *Processed set of data:* Name, name of institute.
- 7.3. *Legal basis of the data processing:* Consent of the data subject (applicant) according to the item a) of the paragraph (1) of the article 6 of the GDPR.
- 7.4. *Period of data processing:* Until the withdrawal of the consent, but at the latest until the content is archived.
- 7.5. *Scope of people having access:* Employees of the data controller authorised to perform data processing.
- 7.6. *Data transfer:* To any press organ initiating the receipt of the news, by indicating the source.

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## **Access to data and data security measures**

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The data controller shall ensure the security of the processed data and shall do everything to prevent unauthorised access, modification, transfer, disclosure, deletion or destruction or the accidental destruction and compromise, i.e. to ensure the protection of your personal data, in accordance with legal regulations.

The data controller processes your data in its computer database and in printed form, manually and it ensured that the processing of your electronically stored data is performed by a computer protected by a strong password and that the processing of your paper-based data is performed without the access of unauthorised people. The people entitled to get to know your data may use your data regarding the provision of the service in the extent strictly necessary for it.

The computer systems are provided with a firewall and appropriate virus protection.

As a data security warranty, the senior manager, the employees and the volunteers of the data controller shall have an obligation of confidentiality and legal liability regarding the personal data they get to know during their activity.

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## **Rules on your rights and exercising thereof**

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### **Right of information**

According to the paragraph (1) of the article 15 of the GDPR, you shall have the right to obtain information about the personal data processed by the University of Debrecen Faculty of Music. In this case, the data controller 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 data controller;
- for which purpose of data processing;
- 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**

On the basis to the paragraphs (3)-(4) of the article 15 of the GDPR, you shall have the right to request the copy of your personal data processed by the University of Debrecen Faculty of Music. In this case, the data controller 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 data controller checks the accuracy of the personal data;
- the processing is unlawful, however, you oppose the erasure of the personal data and request the restriction of their use instead;
- the data controller 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 indicate why you request restriction.

The data controller 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 have the right to object against the data processing performed on the basis of the balancing of legitimate interest. In this case, the data controller shall analyse the data processing made with the legal basis of the balancing of interest regarding you and if it considers your request reasonable, your personal data shall be erased.

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## **Common rules of the practising of rights**

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Your request shall be fulfilled by the data controller within a month at most, which may be prolonged once by 2 months. In case the refusal of the fulfilment of your request, the data controller shall, within a month after the receipt of your request, inform you on the justification of such refusal and that you may submit a complaint to the Authority and you may request judicial remedy. The data controller 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 whether the request was submitted by the entitled person.

### **Possibilities of the enforcing of rights**

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If you think that the data processing of the data controller 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., postal address: H-1374 Budapest, P.O. Box 603, e-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)) or may request judicial remedy.

### **Miscellaneous**

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If the data controller modifies the Privacy policy, it shall issue a notice about it on the website [www.music.unideb.hu](http://www.music.unideb.hu) and publish the modified Privacy policy to let you get to know it.

About any data processing not listed herein, notification is given by the data controller upon the entry of the data. The courts, the prosecution office, the investigation authority, the infringement authority, the administration authority, the Hungarian National Authority for Data Protection and Freedom of Information or other bodies based on their authorisation by law may call the data controller to give information, to supply data or to hand over documents. To the authorities the data controller, if the authorities and bodies above indicated the exact aim and the scope of the data, shall issue personal data in an amount and extent strictly necessary for the achievement of the aims of such call.

If the data controller intends to perform further data processing for a purpose other than the purpose declared upon the acquisition of the personal data, before the start of such further data processing, it shall notify you of this different purpose together with every relevant supplementary information.

If the data controller transfers the data to another addressee, it shall notify you thereof upon the first transfer of the personal data at the latest.

Debrecen, 20 December 2022

**Péter Lakatos DLA**  
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University of Debrecen Faculty of Music