

Privacy Policy admission procedure

The purpose of this Privacy Statement is to comply with the provisions of Act CXII of 2011 on Information Self-Determination and Freedom of Information. Pursuant to Section 20 (1) of the Act (Infotv .) and Article 12 (1) of the European General Data Protection Regulation (hereinafter GDPR), the St. Paul's Academy (SZPA) shall inform the data subject about the data processing in the Neptun electronic study system, and the principles and rules governing the processing of personal data and other data.

Data processed under the recruitment procedure

Personal data

Name prefix

Last name

First name

Birth name prefix

Birth surname

Birth name

Sex

Her mother's last name

Her mother's first name

His mother's name is prefixed

Country of birth

County of birth

Birthplace

Date of birth

Nationality

Tax ID

Social security number

Permanent home zip code

Permanent address country

Permanent address settlement

Permanent address (name, nature of the public area, house number, building, floor, door)

Notification address zip code

Notification address country

Notification address settlement

Notification address (public area name, nature, house number, building, floor, door)

E-mail address

Phone number

Highest level of education

Student status in another higher education institution or higher vocational education

Upload a proof of employment

Foreign nationals

Hungarian nationality across the border

Title of residence in the territory of the Republic of Hungary

Name of the residence document

Number of the residence document

Date of issue

Start of validity

End of validity

Upload a residence permit

Details of a personally identifiable document

Name of identification document

Identification document number

Date of issue

Start of validity

End of validity

Graduation information

Place of acquisition (country)

Place of acquisition (full name of institution)

OM code of the institution (at the Hungarian institution, if any)

Procedure for obtaining a baccalaureate certificate

Type of institution

Date of acquisition

Certificate ID (number of the graduation certificate ending in the year)

Typographic serial number (usually at the top left of the form)

Language exam data

The language from which you have a language exam

Type of document certifying language proficiency

Equivalent language exam document type

Degree of language skills

Type of language exam

Number of language test certificate or equivalent document

Certificate registration number

Date of issue

Upload a document proving your language skills

Application details

What kind of department do you want to apply for?

What form of funding do you want to apply for?

Documents

Baccalaureate certificate or, in the absence of a baccalaureate, proof of employment

In case of graduation abroad, a certified copy of the original graduation certificate and a certified translation into Hungarian

Documents (identity card, address card, tax, TAJ card)

Attachments (recommendation statement, recommendations, biography, motivational questions, declaration of allegiance)

The purpose of data processing in the recruitment process

Carrying out the admission procedure, judging the admission application.

The St. Paul's Academy is responsible for the proper functioning of the institution, the exercise of the rights and obligations of applicants and students, the organization of training, research, the exercise of employers' rights and the exercise of the rights and obligations of lecturers, researchers and employees. keeps records of the personal and special data necessary for the establishment, assessment and certification of the entitlement to the benefits provided by the legislation and the organizational and operational regulations of the higher education institution (Nftv . 18: § (1)).

Data controller

St. Paul's Academy

1103 Budapest, Gyömrői út 69. Education ID: FI67069. E-mail: titkarsag@szpa.hu

Credit-related data is handled by duly authorized data controllers in the recruitment process.

Data processor

SDA Informatika Zrt.

Headquarters: 2030 Érd, Retyezáti u. 46. Company registration number: 13-10-011083. Representative: Zoltán Szabó.

Your rights:

1. the right to transparent information: you can request information on the processing of your personal data at any time;
2. the right to access personal data: you can access the personal data we process at any time;
3. the right to rectify, delete and restrict the processing of data upon request - if we process your data inaccurately, correct, delete, etc. on the basis of your signal. (with the deletion of certain data may lead to termination of the legal relationship)
4. Information about the recipients: we will inform you if we have passed on your data to someone;
5. right to data portability (only for data processed under consent or contract, in case of automatic data processing): if you request, we will provide your personal data;
6. Right to protest: You may object at any time to the processing of your personal data on the basis of a legitimate interest;
7. In the case of automated decision-making, you have the right not to be covered by the decision. Please indicate if you notice this;
8. In the event of a breach of his / her right of appeal, he / she may apply to the Data Protection Officer or to the National Data Protection and Freedom of Information Authority or to a court.

Duration of data storage

Eighty years from the date of notification of the termination of the student's employment relationship, five years from the termination of employment in the case of employee data, and thirty days from the end of the additional recruitment procedure for recruiters.

Availability

If you have any questions, remarks or suggestions regarding data protection and data management, please contact our office:

Rector's Secretariat of St. Paul's Academy

1103 Budapest Gyömrői út 69.

Phone: +36 1 4322720

Fax: +36 1 4322725

E-mail: titkarsag@szpa.hu

Consent to data management

By adopting this statement electronically or on paper, the 2011 Act on the Right to Information Self-Determination and Freedom of Information CXII. In accordance with the law, you consent to the processing of your application data by St. Paul's Academy in accordance with the law.