

## Privacy Information

### on data management related to the operation of the METUJOBS Portal

#### 1. PREAMBLE

The purpose of this Privacy Policy is to inform you about the data management operations of the **Budapest Metropolitan University** (Seat: 1148 Budapest, Nagy Lajos király útja 1-9., Institutional identification: FI33842) (hereinafter: **Data Controller**) in connection with the operation of the **METUJOBS Portal** (hereinafter: METUJOBS Portal or Portal) according to

- 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; GDPR)
- the applicable Hungarian legislation.

**This Privacy Policy is an integral part of the Terms of Use of the METUJOBS Portal.**

#### 2. DATA CONTROLLER

Budapest Metropolitan University (abbreviated name: METU; hereinafter referred to as Data Controller)

Seat: 1148 Budapest, Nagy Lajos király útja 1-9.

Institutional identification: FI33842

Phone no.: +361-273-2987

Email address of the Data Protection Officer: [adatvedelmitisztviselo@metu.hu](mailto:adatvedelmitisztviselo@metu.hu)

#### 3. PURPOSE OF THE DATA MANAGEMENT

3.1. By operating the METUJOBS Portal, the Data Controller ensures the use of the Services specified in the Terms of Use.

3.2. After registering to the Portal, logging in and creating a Student User Profile, the purpose of data management is to provide METUJOBS Portal Services in a personalized way, search, filter according to the given preferences, inform about job offers, facilitate social contacts and display job offers corresponding to the qualifications or professional experience of the Users.

3.3. The Data Controller handles the data provided by the Student User and the personal data contained by other uploaded documents for the purpose of informing the Users about the most suitable job opportunities according to their education and interests, and facilitating the meeting with the Employer Users online.

3.4. The Budapest Metropolitan University becomes a Data Controller if it receives the data from the data subject or the person authorized to transfer the data, which is done by successfully registering on the METUJOBS Portal, logging in to the student User and uploading the relevant documents by the Student User.

**Data subject:** the User specified in the Terms of Use is affected from the point of view of the handling of personal data.

#### 4. LEGAL BASIS OF DATA CONTROLLING

4.1. With regard to the personal data provided as a condition during the registration on the Portal or with the login of the Student User, as well as the personal data specified in this Privacy Policy, the legal basis of data management is Article 6 (1) b) of the GDPR being necessary for the performance of the contract.

4.2. In case of additional personal data provided by the User, the legal basis of data management is your consent, pursuant to Article 6 (1) (a) of the GDPR, by filling in the data entry fields on the Portal, selecting the checkboxes and buttons, uploading documents and accepting the Privacy Policy, voluntarily and decisively by implicit conduct.

The data subject has the right to withdraw their consent to the processing at any time, but this does not affect the lawfulness of the data processing carried out on the basis of the consent prior to the withdrawal.

4.3 In case of student portfolios accessible to teaching users and created as part of the study obligation, the legal basis for the management of the data of the portfolio is Article 6 (1) (e) GDPR, the Data Controller's task of providing educational activities as a task carried out in the public interest.

4.4 In case a portfolio is created outside of the academic obligation of the student and/or for the publication of any portfolio for student, employer users and/or on the METUJOBS homepage, the legal basis for data management is your consent, pursuant to Article 6 (1) (a) of the GDPR, by filling in the data entry fields on the Portal, selecting the checkboxes and buttons, uploading documents and accepting the Privacy Policy, voluntarily and decisively by implicit conduct.

The Data Controller manages in the database of the Portal only the personal data and information necessary for the efficient and effective operation of the Portal.

The Data Controller operating the Portal reserves the right to delete content that is incompatible with the purpose of the system. The Data Controller asks the Users not to include data that does not fall into this category (e.g. hobby, marital status, political opinion, etc.) in their uploaded documents.

METU does not, in principle, handle\* sensitive data, but cannot rule out the possibility that data subjects may share sensitive data about themselves during the registration and Profile page development process.

*\* **Sensitive data:** all data falling in the special categories of personal data that are personal data revealing racial or ethnic origin, political opinion, religious belief or worldview, or trade union membership, as well as genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.*

4.5. In view of the above, if the User also provides or makes available sensitive data, they shall acknowledge that the Data Controller does not take any responsibility for accessing the special data as specified in this Privacy Policy.

## **5. ACCESS TO DATA**

5.1. The personal data of the Users may be accessed only by the employees of the Data Controller performing operational tasks and by the employees supporting the given field. The data controller shall take the necessary data security measures to prevent unauthorized access to the personal data processed in the database.

5.2. At the Data Controller, access to the data is limited to those persons who absolutely need it in order to perform their duties.

5.3. In order to measure the registration activity, the Data Controller may compile statistics on the basis of the personal data, depriving them of their personal nature, in order to analyse, evaluate and provide quality services related to the operation of the Portal.

## 6. RANGE OF THE DATA MANAGED

**6.1.** The Data Controller handles only the personal data, identification data and contact data contained by the documents uploaded by the User directly to the METUJOBS Portal after the proper registration and the login of the Student User.

### **6.2. Student User:**

identification data: citizenship, birth and gender data, surname and first name, place of residence, contact details: e-mail address, Neptun code, social networking site profile information, phone number,

study data: name of institution, country, name of specialization / training, year of commencement, year of successful final examination, Level of education, Indication of active student status

employment data: identification data of previous or current jobs, company name, country, city, year of start, year of completion, position held (position), field of expertise (task)

data on language skills: name of a foreign language, name of a state-recognized language exam, level of spoken and understood language,

other: skills, strengths, soft skills, free text data, information, job search preferences,

supporting data for declarations of acceptance: so-called. "log files",

uploaded documents: profile picture

allowed upload format: "pdf", "jpeg or jpg image"

data of the portfolio:

- The title of the portfolio
- Name
- Neptun code
- Cover picture
- Profile picture
- Faculty visited by the student
- Level of training, language of training, work schedule, name of training
- Semester - Course
- Social media contacts - E-mail address - My website address
- Situation description
  - The elements required and completed in the semester
  - Deadline of the completion of the portfolio
  - In case of a portfolio item is related to the studies, the name of the course
  - In case of a portfolio item is not related to the studies, the place of performance of the portfolio (e.g. the company name)
- Assigned task
  - Job title or type of university assignment
  - Objective: a description of the job or university assignment received
  - The title of the work
  - A specific and detailed description of the problem solution
  - Files of the work (jpg, .jpeg, .png, .pdf) - if the portfolio contains an image, it can be used as a cover image, for this the images intended for the cover image must be uploaded first
  - Links to the work's YouTube availability
- Results
  - The measurable result of the solution of the assignment
  - The student's own development and lessons learned
- In case of a public portfolio, an explanation of the professional competence, a short summary of the description of the task

- In case of students of the courses advertised by the Faculty of Art and Creative Industries, the designated mentor

Public student portfolios can be searched by name or Neptun code for user groups designated by the student with viewing rights, and can be filtered by training and semester.

The visibility of the Student User profile by employers is governed by clause 6.1 of the Terms of Use.

The Student User is able to download the profile data in PDF format.

The student portfolio can be deleted by the student and the system administrator.

### **6.3. Employer User:**

identification data: company name, tax number, registered office, website address, logo, profile page header, e-mail address,

contact details: surname and first name, position, telephone number, e-mail address, password provided during registration

other: free text data, information,

uploaded documents: profile picture, profile header

data provided during ad upload:

basic data of the advertisement: title of the advertisement, name of the position, choice of professional group, provision of a label, nature of employment, paid work, required student status

place of work: country, postcode, city, street, house number

ad text

ad gallery: uploaded images in .jpg, .jpeg format

video Gallery: video URL

other: computer skills, professional skills, soft skills, languages

allowed upload formats: "pdf", "jpeg or jpg image"

### **6.4. Instructor User**

identification data: name, Neptun code and associated password, e-mail address, organizational unit

The system sends an automatic email to the instructor user selected by the student after creating and saving the portfolio item to be approved.

## **7. DURATION OF THE DATA CONTROLLING**

7.1. The Data Controller manages the data provided by the registered User and provided during the student User's login until the User's profile page is deleted from the Portal, the data subject submits a deletion request or as long as it is necessary to fulfil or terminate the Terms of Use.

## **8. SOURCES OF DATA**

8.1. The data is provided by the data subject during registration and by the student User during login. If the data subject does not wish to provide the data, then the Data Controller cannot grant the use of the Portal Services.

8.2. The data of the Instructor User come from the data controller's register.

## **9. DATA PROCESSING, DATA FORWARDING**

9.1. The data controller does not currently use a data processor for the technical operations related to the data management performed by him.

9.2. The Data Controller shall not transfer the User's data, unless the court, prosecutor, investigator, infringement or administrative authority, the National Authority for Data Protection and Freedom of

Information (NAIH) or other bodies on the basis of the authorization of law contact the Data Controller for the provision of information, or to disclose, transfer or provide documents.

## **10. MODIFICATION AND DELETION OF DATA**

10.1. The User is entitled to modify, correct, correct or delete the data recorded in the system and database of the METUJOBS Portal and the uploaded documents at any time, or to request the complete and permanent removal of their data by permanently deleting the registration.

10.2. By registering on the METUJOBS Portal, the Employer User; by login, the Student User shall apply for the recommended positions on the Portal at any time later, without having to fill in the Profile page again.

10.3. The Data Controller deletes the e-mail containing the personal data received at the e-mail address [metujobs@metropolitan.hu](mailto:metujobs@metropolitan.hu) after the assessment of the application.

All data management is governed by the fact that the Data Controller does not have access to the data deleted by itself or the User after the deletion, the data are removed from its database.

## **11. Confidentiality and security of data**

The Data Controller processes personal data confidentially, and takes all complementary IT measures required to a safe data processing.

The Data Controller and the Data Processor shall take appropriate technical and organizational measures – taking into account the state of science and technology and the costs of implementation, the nature, scope, circumstances and objectives of data management and the risk of varying probability and severity of natural persons' rights and freedoms – to guarantee a level of security that is appropriate to the degree of risk.

The Data Controller selects and manages the IT tools used to manage personal data in the provision of the service so that the data processed

- can only be accessed to the authorized person,
- are protected against unauthorized access through server-level and application-level security procedures,
- can be verified to be unaltered, and the verification of the changes is ensured,
- is available throughout the data processing period.

## **Your rights**

Please note that according to the law in force you can enforce your rights at [adatvedelmitisztviselo@metropolitan.hu](mailto:adatvedelmitisztviselo@metropolitan.hu) by e-mail - under the statutory terms -:

- You may request access to Your personal information, and to their copies; (Article 15)
- You may request information about the main parameters of data processing (purpose, scope of data processed, involved data processors, duration of data management); (Article 15)
- You have the right to withdraw your consent at any time; (Article 7 (3))
- You have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning You.
- You may request the deletion of your personal information without undue delay; (Article 17)
- You may request a restriction of processing of your data; (Article 18)

- You shall have the right to receive the personal data concerning You, which You have provided to the Data Controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller; (Article 20)
- shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of Your habitual residence, place of work or place of the alleged infringement; (Article 77)

In Hungary the supervisory authority is the National Authority for Data Protection and Freedom of Information. (1055 Budapest, Falk Miksa utca 9-11)

In the event of a violation of rights, you may also initiate litigation against the data controller or the data processor before the court of the Member State where the data controller or the data processor is located and before the court of Your habitual residence. You can find the court of your place of residence or stay at <http://birosag.hu/ugyfelkapcsolati-portal/birosag-kereso>.

#### **Contacts**

Please contact us at [adatvedelmitisztviselo@metropolitan.hu](mailto:adatvedelmitisztviselo@metropolitan.hu) for information and privacy inquiries. Upon request, we will respond to you within 30 days of your request, using the contact information you provided.

This Privacy Policy is effective from 22 August 2023