

KKM Magyar Diplomáciai Akadémia Korlátolt Felelősségű Társaság

**PRIVACY NOTICE
ISSUED BY KKM MAGYAR DIPLOMÁCIAI AKADÉMIA KFT.
FOR THE PROCESSING OF PERSONAL DATA
IN CONNECTION WITH THE SYSTEM OF APPLICATION FOR
BALASSI SCHOLARSHIP PROGRAM**

Effective from: 01.05.2024.


approved by: **Horváth Csilla**
Managing Director

**KKM Magyar Diplomáciai Akadémia
Korlátolt Felelősségű Társaság**
1107 Budapest, Ceglédi utca 2.
Cégjegyzékszám: 01-09-203215
Adószám: 14163241-2-42
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Budapest, 30.04.2024.

Privacy Notice
issued by KKM Magyar Diplomáciai Akadémia Kft.
for the processing of personal data
in connection with the system of application for
Balassi Scholarship program

1. Identification of the controller

KKM Magyar Diplomáciai Akadémia Kft.

1107 Budapest, Ceglédi utca 2.

phone number: +36-70 854 5203

E-mail: info@mdakft.hu

2. Name and contact details of the privacy officer

The data protection officer of KKM Magyar Diplomáciai Akadémia Kft (hereinafter: the “Company”) is dr. Molnár-Friedrich Szilvia.

Her direct contact details:

e-mail address: adatvedelem@mdakft.hu

2. 2 The purpose of and legal ground for data processing

Purpose of processing	Scope of data (of the personal data processed)	Legal ground
The purpose of data management is the Bálint Balassi scholarship program No. 606/2023. (XII. 22.) Government Decree and 11/2022 on the Organizational and Operational Regulations of the Ministry of Foreign Affairs and Trade. (IX. 6.) Creation of participation in the Bálint Balassi scholarship program announced by the Ministry of Foreign Affairs and Trade based on KKM instructions.	Name, sex, mother’s name, father’s name, country of birth, place of birth, date of birth, citizenship, nationality, address, e-mail address, phone number, passport number, knowledges of languages, qualification, job, workplace	Data processing is based on Article 6, Section (1), paragraph a) of the GDPR, the data subject’s consent is the legal ground for the processing, and registration is voluntary.

<p>The Company concludes scholarship agreements with the selected recipients of the scholarships for the purpose of ensuring the implementation of the training in compliance with the effective legal requirements</p>	<p>Data processed:</p> <ul style="list-style-type: none"> - name - citizenship - mother's name - place and date of birth - place of residence, mailing address - social insurance number - e-mail address - bank account number - the name of the account managing bank 	<p>Data processing is based on Article 6, Section (1), paragraph c) of the GDPR, the processing is necessary for the performance of a contract which the data subject is a party to.</p>
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The system is available at: <https://spjelentkezes.mdakft.hu>

4. The source of personal data and the scope of data processed, if not provided by the data subject to the Company

The data provider is responsible for the authenticity of the data it provides.

The Company processes no personal data not collected from the data subject.

5. Addresses of personal data, categories of addresses and data processing by processors

The Data Management uses a Data Processor for the data recorded in this information sheet.

Data processor:

Name: INI Tech Bt. principal office: 1118 Budapest, Szent Adalbert tér 6.; representative(s): Imre Gergely – managing director

6. Retention period of personal data

The Company shall process personal data provided by the data subject during the registration process, with regard to the legal ground of processing, until the conclusion of the selection process or an earlier withdrawal of the relevant consent by the data subject. Such consent may be withdrawn any time on the website.

The Company shall conclude contracts for adult training and scholarship with the selected applicants. This act shall constitute a statutory obligation related to the process of the fulfilment of the training and its data content according to Section 16 of Act LXXVII of 2013 on adult training, based on which the Company shall process and maintain the data until the last day of the eighth year from the date of creation of the documents.

7. The rights of the data subject concerning data processing

7.1 Deadline

The Company shall fulfil any request made by the data subject to exercise his/her rights within one month calculated from the date of receipt of such request.

The Company may extend such deadline by an additional period of 60 days, should it be necessary with regard to the complexity of the request or the number of requests. The Company shall give notice to the data subject of the extension of the deadline in 30 days calculated from the date of receipt of the request, by specifying the causes of the delay.

7.2 The data subject's rights related to the processing of data

7.2.1 Right to access

The data subject may seek information from the Company via the contact details specified in Section 1 as to whether or not personal data concerning him or her are being processed and, where that is the case, obtain information about

- the processing of his/her personal data by the Company, more specifically about
 - which of his/her personal data are processed by the Company;
 - based on which legal ground;
 - for what purpose and
 - how long;
- which of his/her personal data was granted access to or transferred by the Company and to whom, when and based on which legal rule;
- which source his/her personal data are collected from;
- whether the Company applies and automated decision-making and if it does, according to what logic, including profiling.

The Company shall make available the copies of the personal data processed free of charge to the data subject for the first time, but may charge a reasonable fee based on administrative expenses thereafter.

7.2.2 Right to rectification

The data subject may request the Company to modify any of his/her personal data by contacting the Company through any of the contact details specified in Section 1. If the data subject can duly verify the accuracy of the data rectified, the Company shall fulfil the request in reasonable

time, but in no more than 30 days, and give notice to the data subject of the rectification through the contact detail provided by the data subject.

7.2.3 Right to blocking (restriction of the processing)

The data subject may contact the Company through any of the contact details specified in Section 1 and request the Company to restrict the processing of his/her personal data (by clearly indicating the restriction of processing and ensuring that such data shall be processed separately from other data).

7.2.4 Right to erasure

In respect of the processing described in Section 1 hereof (related to registration), the data subject may request the Company to erase any personal data concerning the data subject without unreasonable delay and the controller shall erase all personal data concerning the data subject without unreasonable delay, unless there is some other legal ground for the processing of the same by the controller.

Following the signing of the scholarship agreement – subject to its legal basis- the person concerned cannot assert the right to cancellation.

7.2.5 Right to data portability

In connection with the processing of his/her personal data and with consideration to the legal ground for the processing thereof, the data subject shall have the right to receive, through his/her contact details provided in Section 1, the personal data concerning him or her, which he or she has provided to the Company, in a structured, commonly used and machine-readable format, as well as to transmit those data to another controller without hindrance from the Company in respect of the automated processing operations.

8. Transfer of data to a court or tribunal, prosecutor's office, investigative authority or other authority

Regarding the provision of data requested by the court or tribunal, prosecutor's office, investigative authority or other authority, the Company shall be obliged to provide the data in accordance with the provisions of the relevant legislation in the specific case, in accordance with the provisions of the request.

The Company shall be obliged to properly prepare the response to the inquiry and, if necessary, shall involve the practitioner of rights of the owner as contributor.

9. Transfer of data to third countries and international organisations

Specific transfer of data shall not come to pass to third countries and international organisations.

10. Right to legal remedy

In the event of suspecting any violation by the Company of the effective privacy regulations while processing his/her personal data, the data subject may

- contact the data protection officer of the Company or
- initiate judicial procedure (at the *Court Budapest-Capital Regional Court, 1055 Budapest, Markó utca 27.*) or
- initiate a process before the data protection authority (*Hungarian National Authority for Data Protection and Freedom of Information, 1055 Budapest, Falk Miksa utca 9-11, 1363 Budapest, Pf.: 9.*)