KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY
PRIVACY POLICY
14TH INTERNATIONAL MILTON SYMPOSIUM

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BRIEF DESCRIPTION OF DATA PROCESSING

The Institute of English Studies at the Faculty of Humanities and Social Sciences of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the "Data Controller") will organise a conference entitled "14th International Milton Symposium" from 21 June 2027 to 25 June 2027 (hereinafter referred to as the "event"). The event will be partly funded by the Science Patronage Programme (MEC_26) announced by the National Research, Development and Innovation Office of the Hungarian Ministry of Culture and Innovation.
For the purposes of preparing the event, abstracts of papers and presentations may be uploaded via the official website of the 14th International Milton Symposium (https://ims14.org). Registration to the conference and its various side-events will also be available on this website prior to the event.

During the event, video recordings and photographs will be taken, which the Data Controller may publish on the university's website at https://portal.kre.hu/, on the website of the 14th International Milton Symposium (https://ims14.org), on the social media channels of the event and of the University (YouTube, Facebook, Instagram, LinkedIn, TikTok, X), and in Károli Magazine.
The event is open to the press; consequently, photographs and video recordings made at the event may appear in the national and international online or printed press, in television broadcasts and in streaming services.
According to the above, recordings made at the event may also become accessible to third parties.
Image and sound recordings may also be transmitted to other recipients as set out in this Notice.
An attendance sheet will be prepared at the event.

Since in the course of preparing and implementing the event personal data will be processed, this document provides advance information to data subjects regarding the circumstances of such data processing.

PURPOSE(S) OF THE DATA PROCESSING ACTIVITY

The main purpose of the data processing activity is to organize and conduct the event.

1. The purpose of data processing in connection with uploading abstracts and registering for the event is to prepare the event and to support the organization of venue capacity and related services.
2. The purpose of processing e-mail addresses is to inform data subjects about the process of preparing and conducting the event. Where the data subject indicates that he or she wishes to receive notifications about the Data Controller's future events or programs, the purpose of data processing will be the organization of future conferences, other events and programs. (sending newsletters)
3. In respect of the data processed on attendance sheets, the purpose is to document participation and the implementation of the event.
4. The purpose of publishing recordings made at the event is news reporting, provision of information, ensuring publicity and promoting the Data Controller's events.
5. The purpose of data transfers to the National Research, Development and Innovation Office is to provided documentation on the implementation of the event and to carry out accounting for expenses.

THE LEGAL BASIS OF THE DATA PROCESSING ACTIVITY

The Data Controller processes personal data pursuant to Article 6 (1) (a) of the General Data Protection Regulation (hereinafter: GDPR) (the voluntary consent of the data subject).

The data subject shall have the right to withdraw his or her consent at any time. Withdrawal of consent shall not affect the lawfulness of data processing based on the data subject's consent before its withdrawal.

If the data subject does not wish to appear in the recordings, the university's staff members assisting in the organization of the event will inform him or her of the designated seats marked as a **"camera-free zone,"** where no recordings will be made.

The provision of data concerning the data subject's special dietary needs is optional. Such data may constitute special categories of personal data which are processed by the Data Controller on the basis of the data subject's voluntary and explicit consent, based on Article 6(1)(a) GDPR, with regard to Article 9(2)(a) GDPR.

In respect of data sent to the National Research, Development and Innovation Office in connection with accounting for expenses, the legal basis for data processing is the Data Controller's legitimate interest (Article 6(1)(f) GDPR). The Data Controller's legitimate interest is the implementation and the proper closure of the event supported by the National Research, Development and Innovation Office's Scientific Patronage Programme grant, as well as the fulfillment of the obligation to settle accounts with the grant provider. The transmission of the data required by the grant provider is indispensable for documenting the proper use of the grant.

This data processing purpose does not unreasonably restrict the privacy, fundamental rights and freedoms of the data subjects, since the data processing is strictly purpose-bound and is limited

to the extent necessary. The data processing is proportionate, given that the scope of the data transferred is limited exclusively to the data mandatorily required by the grant provider and strictly necessary for accounting purposes, and the grant provider processes the transferred data solely for the purpose of verifying the use of the grant funds.

DATA PROTECTION IMPACT ASSESSMENT AND CONSULTATION

Not required in view of the legal basis of the data processing activities.

NAME AND CONTACT DETAILS OF THE DATA CONTROLLER, ITS REPRESENTATIVE AND THE CONTACT DETAILS OF THE DATA PROTECTION OFFICER

Name of Data Controller: Károli Gáspár University of the Reformed Church in Hungary
Registered office and postal address: 1091 Budapest, Kálvin tér 9.
Telephone number: +36 (1) 455 9060
E-mail address: rektori.hivatal@kre.hu
Representative: Prof. Dr. László Henrik Trócsányi, Rector
Name of Data Protection Officer: Dr. Péter Molnár
E-mail address: adatvedelem@kre.hu

NAME AND CONTACT DETAILS OF THE ORGANIZATIONAL UNIT(S) CARRYING OUT THE DATA PROCESSING, AND THE NAME OF THE HEAD OF THE ORGANIZATIONAL UNIT

Organizational unit carrying out the data processing:
Károli Gáspár University of the Reformed Church in Hungary, Faculty of Humanities and Social Sciences, Institute of English Studies, Department of English Literatures and Cultures
Head of organizational unit: Dr. Miklós Péti, Head of Institute
Telephone number: +36303843091
Email address: peti.miklos@kre.hu

INFORMATION ON THE DATA-PROCESSOR(S) ENGAGED

In the course of the data processing activity, we use Microsoft Office services; accordingly, Microsoft Corporation qualifies as a processor.
Information on the processor's data processing practices is available on the following website: https://privacy.microsoft.com/hu-hu/privacystatement.

The hosting provider assisting in relation to the official website of the event, Microware Hungary Kft. (tel.: +36-1-432-3236, fax: +36-1-432-3237, e-mail: domreg@microware.hu), acts as a data processor.

The Data Controller may publish the photographs and videos taken at the event on its official website, on the official website of the event and on certain social media platforms (YouTube, Facebook, Instagram, LinkedIn, TikTok, X). The operators of the platforms (Meta Inc. in the case of Facebook and Instagram, Google, Inc. in the case of YouTube, Microsoft Corporation in the case of LinkedIn, Bytedance Ltd. in the case of TikTok, and Twitter International Unlimited Company in the case of X /formerly Twitter/) may, in certain cases, qualify as data processors.
Further information on the data protection practices of the processors is available on the following websites:
a) Meta Inc. (Facebook, Instagram):
https://hu-hu.facebook.com/privacy/policy/?entry_point=facebook_page_footer
b) Microsoft Corporation (LinkedIn): https://www.linkedin.com/legal/privacy-policy
c) Google (YouTube): https://policies.google.com/privacy?hl=hu
d) Bytedance Ltd. (TikTok): https://www.tiktok.com/legal/page/eea/privacy-policy/hu-HU
e) Twitter International Unlimited Company (X): https://x.com/hu/privacy

With regard to the production of recordings, a contractor under contract with the University acts as a data processor.

THE TIME FRAME FOR DATA RETENTION OR DELETION, OR CRITERIA FOR DETERMINING THAT TIME FRAME

As a general rule, data processed in the course of the data processing activity will be retained for 5 years following the financial closure of the project (final payment).

With regard to data subjects who indicate that they wish to receive information in the future about the Controller's conferences, events and programs, data relating to their name and e-mail address will be retained until withdrawal of consent.

Photographs and video recordings will be retained for 5 years. Personal data published on the website and on other online platforms will be processed until their final deletion, but for no longer than ten years.

CATEGORIES OF DATA SUBJECTS

All natural persons who upload an abstract to the website in preparation for the event, as well as those who register for the event, and participate in the event.

ESTIMATED NUMBER OF DATA SUBJECTS

Expected: 300 persons.

CATEGORIES OF DATA PROCESSED

Scope of personal data processed:

1. Personal data processed in connection with uploading the abstract:
   a. name of the data subject,
   b. e-mail address of the data subject,
   c. affiliation of the data subject,
   d. position of the data subject.
2. Personal data processed in connection with registration for, and implementation of the event, and in connection with accounting:
   a. name of the data subject,
   b. e-mail address of the data subject,
   c. affiliation of the data subject,
   d. position of the data subject,
   e. signature of the data subject,
   f. image and voice of the data subject in connection with photo and video documentation,
   g. data relating to special dietary requirements - provision is optional.
3. Personal data processed in connection with sending newsletters:
   a. name of the data subject,
   b. e-mail address of the data subject.

SOURCE OF THE DATA (THE DATA SUBJECT OR ANOTHER PROCESSING OPERATION)

The source of the data is the data subject.

METHOD OF DATA PROCESSING

The data are processed in paper-based and electronic form.

GENERAL DESCRIPTION OF DATA SECURITY MEASURES

With regard to data security measures, the provisions of the KRE IT Policy (http://www.kre.hu/portal/index.php/home/szabalyzatok.html) and the KRE Data Processing Policy (http://www.kre.hu/portal/index.php/adatvedelem.html) shall apply.

CONTACT DETAILS PROVIDED FOR EXERCISING DATA SUBJECT RIGHTS

The data subject may exercise his or her rights through any communication channel (on paper, in person, or electronically) at the university's registered office, at its postal address, or via the e-mail address adatvedelem@kre.hu. Further information on data subject rights is available in Chapter IV of the KRE Data Protection Policy (http://www.kre.hu/portal/index.php/adatvedelem.html).

AUTOMATED DECISION-MAKING AND PROFILING

In the course of processing, the Data Controller does not apply automated decision-making, including profiling.

INFORMATION ON EXTERNAL DATA TRANSFERS

The categories of personal data specified in this Notice may be accessed not only by the Data Controller but also by the data processors.

For the purposes of documenting the implementation of the event and accounting, data may be transferred to the National Research, Development and Innovation Office (registered office: 1077 Budapest, Kéthly Anna tér 1., postal address: 1438 Budapest, P.O. Box 438, telephone number: (+36-1) 795 9500, E-mail: nkfihivatal@nkfih.gov.hu, web: http://www.nkfih.gov.hu, Representative: Ádám István Kiss, President, Dr. Péter Domokos, Scientific Co-President, name of Data Protection Officer: Dr. Csaba Gyula Gór, e-mail address: adatvedelmitisztviselo@nkfih.gov.hu, telephone number: (+36 20) 480 4365).

Recordings made at the event may appear on the Data Controller's official website, on the official website of the event and on certain social media platforms, and may also be handed over to the grant provider (National Research, Development and Innovation Office) for the purpose of documenting the implementation of the event and fulfilling dissemination obligations related to the project.

The event is open to the press; consequently, photographs and video recordings made at the event may appear in the national and international online or printed press, in television broadcasts and in streaming services.

Accordingly, recordings made at the event may also become accessible to third parties.

Certain personal data may be transferred during the project closure and accounting process, in the case of a professional report, financial accounting and verification of accounting. Furthermore, such transfer may take place if the competent authority (e.g. the State Audit Office) or another body audits the proper implementation of the project.

INFORMATION REGARDING DATA TRANSFERS TO THIRD COUNTRIES

In the course of the data processing activity, transfers of data to third countries may take place (publication on social media platforms). The transfer of data to a third country takes place in the absence of an adequacy decision or appropriate safeguards pursuant to Article 46 of the General Data Protection Regulation, which entails risks for data subjects similar to those associated with the voluntary transmission, in everyday life, of files containing personal data by the data subject (more cumbersome and presumably less effective enforcement of rights, additional administrative burdens).