

Privacy policy

In accordance with the pertaining regulations, during its data processing activities Campus Legal Aid lays great emphasis on providing adequate protection of the personal data of the mentors and the students who take part in its activities

1. /purpose, validity of the policy

The purpose of this Policy is to provide relevant information on the principles of data protection and data processing that are applied in regard to your personal data by Campus Legal Aid. This policy is valid from November 1 2018 until its revocation. Campus Legal Aid reserves the right to modify the policy if necessary and to publish the modified version on its website. The verification and modification of the data protection policy is under the authority of the director of Campus Legal Aid.

2. the identity of the controllers

With regard to the fact that Campus Legal Aid is a part of the Faculty of Law, University of Pécs (hereinafter: UP) the processing of your personal data is materialized within the framework of UP Faculty of Law. Legal aid clinic is an internal organization of the Faculty of Law of the University of Pécs (UP), therefore your personal data are being processed at the Faculty

Controller	UP Faculty of Law	Campus Legal Aid Clinic
Head of the Faculty:		Dr. habil. Fábíán Adrián, dean fabian.adrian@ajk.pte.hu +36-72-501-599/23355
Data protection officer:		Dr. Szőke Gergely László, UP Data protection officer adatvedelem@pte.hu +36-72-501-500/23321
Data protection contact point:		dr. Kovács Béla kovacs.bela@ajk.pte.hu (72) 501 599/ 23357

3. The data processing related to the data that is provided during the internal management of cases

The services rendered by Campus Legal Aid Clinic, which are defined in a separate policy (hereinafter referred to as Campus Legal Aid policy), are only available to individuals having student status at the UP

Campus Legal Aid Clinic processes the following personal data of the students and mentors taking part in its activities to ensure its proper and transparent operation

3.1 The scope and purpose of the data processing

1) **First name and surname**

These data are essential for your satisfactory identification. During registration the data subject verifies the accuracy of the data by presenting his or her identity card. These data are recorded both in writing and in the electronic registration system

2) **Postal address, telephone number, Skype username**

Campus Legal Aid can process these data for the purpose of communication

3) **E-mail address**

Campus Legal Aid Clinic can process these data for the purpose of providing supplementary information pertaining to the services of Campus Legal Aid, and also for the purpose of communication.

4) **Documents containing additional data**

Campus Legal Aid can process these data for the purpose of producing a draft regarding the facts of the case

5) **Case number**

Campus Legal Aid can process these data for the purpose of identification

6) **Type of the case (i.e civil, criminal etc)**

Campus Legal Aid can process these data for the purpose of producing statistics

7) **Names of the lecturers who act as supervisors, names of the students who handle the case**

Campus Legal Aid can process these data for the purpose of communication

8) **Time of registration**

Campus Legal Aid can process these data for the purpose of determining the duration of the data processing

9) **First name, surname, address, e-mail, telephone number**

Campus Legal Aid can process these data for the enforcement of claims that may arise where the data subject causes damage to Campus Legal Aid

10) The recorded video of the conversation via Skype application

Campus Legal Aid Clinic process' this data to prove, that the Client has accepted the content of the Application Data Forma as binding on him or her. and has consented to the data management

3.2. *Legal basis for the processing*

3.2.1. Data processed based on the consent of the data subject

Campus Legal Aid Clinic shall process your *name, place of birth, e-mail address, phone number, correspondence address, workplace, and the video of the conversation* with your consent only. Thus, you are not obligated to provide personal information, however without it Campus Legal Aid cannot render its services for you. You can withdraw your consent at any time without time limits, either in person at the Campus Legal Aid office or in writing (including electronic correspondence). The withdrawal of consent is without prejudice to the lawfulness of the earlier data processing that was based on the data subject's consent or the rights which may be enjoyed even in the absence of such data.

3.2.2. Data processing in order to perform the contract between Campus Legal Aid Clinic and the data subject

In order to perform the contract between Campus Legal Aid and the participating students, mentors, it is necessary to process data pertaining to the mentors' field of specialization, the case number of cases that are advised by the mentor, language skills, and the number of handled cases.

3.2.3. Processing based on balance of interests.

For the enforcement of a claim that may arise where the data subject causes damage to Campus Legal Aid, Campus Legal Aid can make use of the data subject's first and last name, place and date of birth, address, e-mail address, and phone number.

4. The duration of the processing

Campus Legal Aid can process the personal information listed in 3.1 and 3.2 until the purpose of the processing exists or until you declare in writing that you do not wish to use the services of Campus Legal Aid Clinic anymore. In the absence of such declaration your personal data and the recorded video of the conversation will be deleted from Campus Legal Aid's database after five years have passed since its recording. Within this period legal aid can only process your personal data in accordance with point 3.1 and 3.2. Pieces of your personal information can be processed anonymously for educational and statistical purposes.

5. Transfer of personal data

Campus Legal Aid cannot transfer the personal information listed in 3.1 and 3.2 to third parties, unless it is obligatory by law to transfer the data to certain authorities (i.e: Police, Prosecutors)

6. Profiling

Campus Legal Aid guarantees that your personal information will not be used for profiling purposes. In other words, your personal information will not be used for evaluating the personal characteristics relating to a natural person, in particular to analyze or predict aspects concerning the data subject's performance at work, economic situation, health, personal preferences or interests, reliability or behaviour, location or movements

7. Data protection rights of the clients

7.1. The right to be informed

You have the right to be informed in advance about every relevant detail of the data processing in order to ensure your informed, uninfluenced, and freely given consent (this is the aim of the present policy as well) and to be informed about the personal data you are obligated by law to submit in order to use the services of the Legal Aid Clinic

7.2. The right to access to personal data

You have the right to receive feedback from the legalaid clinic for the entire duration of the processing of your personal data on whether your personal data are being processed. If such processing is underway, you have the right to repeatedly receive information about the content detailed in the policy. Campus Legal Aid provides you with a copy of your personal data stored in its registers at your request. For further copies, Campus Legal Aid Clinic may charge you reasonable administrative costs.

7.3. The right to have inaccurate personal data rectified

You have the right to obtain from the data controller the rectification of inaccuracies regarding your personal data. In consideration of the general principles of data quality and in the order to maintain and protect the accuracy of personal information, the consultation about your personal data shall take place at the latest once in twelve months. If your personal data that are processed on the basis of a legal obligation change, you have to notify Campus Legal Aid Clinic promptly.

7.4. The right to erasure (to be forgotten)

Under certain circumstances (e.g. where the personal data are no longer necessary in relation to the purposes for which they were processed, where data processing is unlawful, where you

have withdrawn your consent on which the processing is based and there is no other legal ground for the processing) you have the right to obtain from the controller the erasure of your personal data. The controller is obligated to erase your registered personal data only on the basis of Article 17(1) of the GDPR.

7.5. The right to restrict processing

You have the right to request restriction concerning the processing of your personal data. In this case, your personal data shall only be processed (with the exception of data storage) with your consent or where necessary for the establishment, exercise or defence of legal claims, or for the defence of another legal or natural person's rights or for the reasons of an important public interest of the EU or one of its member states.

7.6. The right to data portability

You have the right to obtain from the controller your personal data stored in the electronic register of the Campus Legal Aid in a structured, commonly used, machine-readable and interoperable format, you also have the right to transfer these data to another controller.

7.7 The right to object to processing

You have the right to object to the data processing if your data is processed based on the public interest or in the legitimate interest of the controller or a third person. You have to indicate the ground relating to your particular situation on which your objection is based.

8. Rules of procedure upon a request to enforce the rights mentioned above

8.1. Procedure for the submission of requests

In case you have questions about the data processing or the exercise of rights mentioned above or you wish to make a request regarding the exercise of these rights, please contact the data officers mentioned in point 3. If you have the means to send e-mails we advise you to send your request to the following email address: adatvedelem@pte.hu as well.

8.2. The expected course of the procedure

Campus Legal Aid Clinic informs you about the measures concerning the exercise of the rights recognized in this policy without undue delay but within 30 days at the latest from receiving your request. That period may be extended by an additional 60 days if necessary, taking into account the complexity and the number of the requests.

If Campus Legal Aid Clinic decides that your request cannot be approved campus legal aid clinic informs you without delay but at the latest within 30 days of receipt of the request about the reasons for not taking action and on the possibility of lodging a complaint with a supervisory authority and seeking a judicial remedy.

It is important to note for the security of your personal data that you may exercise the rights mentioned above only if you duly establish your personal identity in your request (whether submitted orally, in writing or by electronic means).

9. Additional remedies/administrative and judicial redress

If we fail to reach an amicable agreement in connection with your request concerning the processing of your personal data, you may seek remedy before the following authorities.

The Hungarian National Authority for Data Protection and Freedom of Information (address of correspondence 1530 Budapest, Pf.: 5., phone number: +36 (1) 391-1400, email:ugyfelszolgalat@naih.hu, website: www.naih.hu). You are entitled to request an investigation from the Authority on the grounds of the infringement or imminent danger of infringement of your rights relating to data protection.

On the grounds of the infringement of your rights relating to data protection you are entitled to file a lawsuit against the data controller (the Legal Aid Clinic in this case). The court handles the case with priority. The data controller shall bear the burden to prove that the processing of the person's data complies with the law. The trial is under the jurisdiction of the Regional court. You can bring the action before the competent regional court of your domicile or your habitual place of residence.

Pécs, 2020.