



PÉCSI TUDOMÁNYEGYETEM  
EGYETEMI KÖNYVTÁR  
ÉS TUDÁSKÖZPONT

# Data Protection Notice

The cloakroom of the Tóth József  
Faculty Library of Humanities and  
Sciences and the German and Austrian  
Library

Pécs, 2022.

# Data Protection Notice

on CCTV surveillance and data management of the recordings taped in the cloakroom of the Tóth József Faculty Library of Humanities and Sciences and the German and Austrian Library

The University of Pécs Library and Knowledge Centre maintains racks and shelves (hereinafter: cloakroom or cloakroom area) for the storage of coats and bags for the users of the Tóth József Faculty Library of Humanities and Sciences and the German and Austrian Library (hereinafter: library units) within the area of the library units, that can be found next to the entrance. Library users may – at their own risk – place here any personal property that is not permitted or comfortable to be brought into the library. In the last few years, there have been several cases of theft of property in the library unit committed by unknown persons. In order to protect the property of library users (for asset protection purposes), the Data Controller has installed two webcams in the two library units (one webcam per unit) that can be found at the entrance. Upon moving, the cameras record images of the cloakroom area of the library unit to library computers. The cameras do not record sound. Due to the location of the cloakroom area, the cameras also record the entrance to the library unit, so they also record visitors who do not use the cloakroom area. The video recordings are saved in a folder which is password-protected. Only the head of the library unit, the head of the Library's IT Department and one of the deputy director-generals know the password to the folder (hereinafter: authorized persons). The recordings are kept for 72 hours. After 72 hours, the recordings are automatically deleted without being viewed. The automatic retention period shall only be longer than 72 hours if – due to public holidays or other closures of the library unit – the recordings would be automatically deleted until the first opening working day, making it impossible to view the recordings in the event of customer complaints received during the closing period, regarding the last days of the open period. In this case, the recordings shall be deleted at the end of the first working day. The authorized persons can view the recordings only if there is damage to the personal property in the cloakroom or if there is a suspicion that something has been stolen from them by an unknown perpetrator (hereinafter collectively: damage), and if viewing is absolutely necessary to identify the perpetrator. For the purposes of system configuration, the authorized persons may watch live image and recordings only to the extent and for the duration necessary for the IT monitoring and configuration settings of the system. Particular recordings shall be stored by the Library beyond 72 hours (or at the end of the first working day following the longer closing time) only until the documented handover to the particular authority only if they present property damage that has been factually established, if there is a suspicion of a violation or an offence, and if

- initiation of official proceedings is likely, or
- the perpetrator has not been identified yet, or
- the perpetrator denies the damage or disputes his liability (or its extent).

The Library informs the persons about the fact of recording by means of this notice, which will be available on the Library's website at <https://lib.pte.hu/hu/adatvedelem>, furthermore, printed at the library units' circulation desks, and in shortened version upon entering the library units (with reference to the availability of the full text of this notice), which will be posted near the entrances. A pictogram on the door also indicates that the cloakroom near the entrance of the library unit is camera-surveilled.

The legal basis for the processing is 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 Article 6 (1) point (e) of repealing Directive 95/46/EC (General Data Protection Regulation; hereinafter: GDPR<sup>1</sup>) *“Processing shall be lawful only if (...) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (...)*

The relevant public tasks of the Library are as follows: as a supporting institution, the Library provides learning and reading spaces for students and teachers of the University of Pécs and other library users, who use public library services. The library makes available its premises and its document stock to library users in accordance with its public tasks defined in Act CXL of 1997 on museums, public libraries and public education and within the framework and conditions defined in law and library regulations. In accordance with the common library usage rules, library users are not allowed to bring items into the library that are not necessary for the exercise of their right to use the library. This rule is necessary and usual for the protection of the library's document stock. In order to ensure that the library users' rights to use the library – defined by law as a citizen's right – are not restricted by this rule, it is justified to provide them a cloakroom area. During the library's opening hours no other cloakroom is available on the Ifjúság street campus of the University of Pécs.

#### The Data Controller:

Name: University of Pécs

Location: 7622, Pécs, Vasvári Pál street 4.

Related institutions: University of Pécs Library and Knowledge Centre (Pécsi Tudományegyetem Egyetemi Könyvtár és Tudásközpont) Location: 7621, Pécs, Universitas street 2/A.

Representative: Szeberényi Gábor Director-General

DPO: dr. Szőke Gergely László

E-mail: [szoke.gergely@ajk.pte.hu](mailto:szoke.gergely@ajk.pte.hu) and [adatvedelem@pte.hu](mailto:adatvedelem@pte.hu)

Telephone: (72) 501 599 / ext. 23321

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<sup>1</sup> <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

Contact person on data protection relating the University of Pécs Library and Knowledge Centre: dr. Fűzes Barnabás

E-mail: [adatvedelem@lib.pte.hu](mailto:adatvedelem@lib.pte.hu)

Tel.: +36-30-922-94-36

Related Documents:

- Data Protection Rules of the University of Pécs in Hungarian:

[https://adminisztracio.pte.hu/sites/adminisztracio.pte.hu/files/files/Adminisztracio/Szabalyzatok\\_utasitasok/Hat\\_Es\\_Egyeb\\_Sz/adatvedelmiszabalyzat20180525.pdf](https://adminisztracio.pte.hu/sites/adminisztracio.pte.hu/files/files/Adminisztracio/Szabalyzatok_utasitasok/Hat_Es_Egyeb_Sz/adatvedelmiszabalyzat20180525.pdf)

The Data Controller, i.e. the University of Pécs (hereinafter Data Controller) is responsible for the content of this notice. This Data Protection Notice is force from 7 February 2022 until withdrawal. The Data Controller reserves the right to amend the information in this present notice as necessary and to publish the amended text on the website of the Library.

The Data Protection Notice's purpose is to provide information on data protection issues related to the CCTV surveillance of the faculty libraries and their usage.

The Data Controller makes every effort in order to ensure that the processing of personal data complies with the GDPR and related data protection rules (national legislation and internal rules).

## Scope of data, purpose data processing and lawful basis

Scope of data	Purpose of data processing	Lawful basis
<p>Recordings of people using the cloakroom and visitors of the library.</p>	<p>The Library manages the data to protect the assets of personal properties that are voluntarily placed in the library unit's cloakroom by library users.</p>	<p>Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; (Article 6 point (e) of the GDPR). In accordance with Article 4 point (b) of Act CXL of 1997 on museum institutions, public library services and community culture, all persons shall have the right to use the services of the public library system. Part III of the Act contains the detailed rules regarding public library services. The library (and its library units) of the University of Pécs are public libraries and accordingly, they fulfill the public functions laid down in law. Pursuant to Article 11 (2) of Act CCIV of 2011 on national higher education, higher education institutions shall provide the library services. According to Article 14 (2), the library of a higher education institution shall – among other things – carry out information and educational tasks. According to Annex 1, part A), line 31 of Act IX of 2021 on public-interest trusts performing public function, the maintainer of the University of Pécs carries out higher education activities as a public function through the University of Pécs.</p>

## **Duration of data processing:**

The video recordings of people using the cloakroom and visitors of the library are kept for 72 hours by the Data Controller and are available on the hard drives of computers closed to library users. The recordings are automatically deleted if no damage was done during the certain period. The automatic retention period shall only be longer than 72 hours if – due to public holidays or other closures of the library unit – the recordings would be automatically deleted until the first opening working day, making it impossible to view the recordings in the event of customer complaints received during the closing period, regarding the last days of the open period. In case of damage, only those recordings are kept that present events directly related to the factually established property damage, and only if:

- initiation of official proceedings is likely, or
- the perpetrator has not been identified yet, or
- the perpetrator denies the damage or disputes his liability (or its extent).

The Library keeps the name, signature, Neptun ID or library card number of the person who uses the room and is responsible for the correct use of it until the end of the calendar month in question, then the signature forms are anonymized in order to form statistical data. Afterwards, the signature forms are permanently destroyed.

## **Right to information**

Prior to the data processing, the Data Subject has the right to obtain all relevant information related to the data processing. Pursuant to Article 14 (5) point (b) of the GDPR, the Data Controller may waive the obligation to provide prior information to the Data Subject if this would involve a disproportionately big effort, in particular in the case of data processing for the purpose of archiving in the public interest, scientific or historical research.

The Library informs the persons about the fact of recording by means of this notice, which will be available on the Library's website at <https://lib.pte.hu/hu/adatvedelem>, furthermore, in printed and shortened version upon entering the library unit (with reference to the availability of the full text of this notice), which will be posted on the entrance of the unit. A pictogram on the door also indicates that the room is camera-surveilled.

## **Right to access**

The Data Subject shall have the right to obtain confirmation from the Data Controller during the entire period as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to information on all issues again detailed in this notice. At the request of the Data Subject, the Data Controller shall provide a copy of the

personal data undergoing processing. For any further copies requested by the Data Subject, the Data Controller may charge a reasonable fee based on administrative costs. The right to obtain a copy shall not adversely affect the rights and freedoms of others – i.e. if a video recording contains other persons' personal data, the Data Controller shall provide a copy of the recording in such a way that no other person can be identified on it (covering-up, masking), unless the Data Subject proves that he or she would otherwise be entitled to the processing under the provisions of the data protection regulations.

## **Right to rectification**

The Data Subject shall have the right to request for the rectification of inaccurate or incomplete personal data, with the help of authorized employees of the Library.

## **Right to erasure**

Subject to specific conditions, the Data Subject shall have the right to obtain from the Data Controller the erasure of personal data concerning him or her (especially if the purpose of the data processing no longer exists or is unlawful, or if the Data Subject has withdrawn his or her consent regarding the freely given data and there is no other legal ground for the processing). The Data Controller is only obliged to erase the data on one of the grounds laid down in Article 17 (1) of the GDPR, and the right to erasure may be limited in cases in accordance with the law.

If the data processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, and the erasure would be likely to render the processing impossible or seriously impair it, the Data Subject may not exercise this right (Article 17 (3) point (d) of the GDPR).

## **Right to restriction of processing**

The Data Subject shall have the right to obtain from the Data Controller restriction of processing regarding his or her personal data if one of the conditions laid down in Article 18 (1) of the GDPR applies. In such case where the processing has been restricted, the personal data shall, with the exception of storage, only be processed with the Data Subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

## **Right to data portability**

The Data Subject shall have the right to receive the personal data concerning him or her in a structured, commonly used and machine-readable format and have the right to transmit those data to another Data Controller.

## **Right to object**

The Data Subject shall have the right to object to data processing where the legal basis is processing in the public interest or it is necessary for the purposes of the legitimate interests of the Data Controller or other third parties. In this case, in the justification the Data Subject shall state the grounds for the objection relating to his or her own situation.

The Data Controller can continue processing where it is necessary for scientific and historical research purposes or for the execution of a task related to archiving purposes in the public interest.

## **Procedure in the event of a request to exercise the above rights**

### Procedure for submission of the request

If the Data Subject has any questions regarding the data processing and the exercise of the rights set out above, he or she may submit written comments or a request addressing the Data Protection Officer.

### The expected procedure for handling the request

The Library shall provide information to the Data Subject on action taken in relation to the exercise of the rights set out in this Notice without undue delay and in any event within 30 days of receipt of the request. That period may be extended by 60 days where necessary, taking into account the complexity and number of the requests.

If the Library considers that the Data Subject's request cannot be complied with, it shall inform the Data Subject without delay, but no later than 30 days after receipt of the request, of the reasons for the failure not to implement the action and of the possibility for the Data Subject to lodge a complaint with the supervisory authority and to seek a legal remedy.



In order to ensure the safety of personal data, it is important that the Data Subject can only exercise the above rights if he or she supplies satisfactory proof of his or her identity when submitting the request (in writing, orally or electronically).

#### Further legal remedies available

In the event of failure to cooperate in relation to the Data Subject's data processing requests, the Data Subject has the following additional remedies:

At the National Authority for Data Protection and Freedom of Information (address: 1363 Budapest, mailbox number: 9., telephone: +36 (1) 391-1400, +36 (30) 683-5969, +36 (30) 549-6838, e-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu), website: [www.naih.hu](http://www.naih.hu)), the Data Subject can initiate an investigation by filing a complaint alleging that he or she has suffered an injury in connection with the processing of his or her personal data or is at imminent risk of suffering one.

The Data Subject may take legal action against the Data Controller (in this case, the University of Pécs) in case of violation of his or her data subject rights in relation to the processing of personal data. The court shall handle the case with priority. The Data Controller shall prove that the data processing complies with the law. The court has jurisdiction to decide on the case. The lawsuit can also be started at the court of the Data Subject's place of residence or place of stay – at the Data Subject's choice.

Pécs, 28 January 2022