

DATA PROTECTION GUIDE

FOR THE REGISTERED MEMBERS OF THE LIBRARIES OF THE CSORBA GYŐZŐ LIBRARY AND THE UNIVERSITY OF PÉCS UNIVERSITY LIBRARY AND CENTRE FOR LEARNING (HEREINAFTER REFERRED TO AS: *THE LIBRARY*)

The Library pays particular attention to ensuring that your personal data is protected in accordance with the applicable legal regulations¹ during your data processing.

1. Purpose and Validity of the Guide

The purpose of this guide is to provide you with the necessary knowledge of the data protection and data management principles applied by the Library for your personal information regarding registration. This guide is valid from 1 November 2022 until revocation. The Library reserves the right to modify the information as necessary and to publish revised texts at the Library reading service desks or on related websites². The Library's managers are responsible for establishing and amending the Data Protection Guide.

2. Name of the Data Controllers

In the Library, your personal data is handled in accordance with Article 26 of the GDPR in the context of joint controllers with regard to the service integration of the Libraries concerned.

	Csorba Győző Library	University of Pécs University Library and Centre for Learning
Head of Unit	Miszler Tamás, Director	Szeberényi Gábor, Director General
	titkar@csgyk.hu	titkarsag@lib.pte.hu
	+36-72-501-500/28002	+36-72-501-500/28052
Data Protection Officer	Dr. Füzes Barnabás	Dr. Szőke Gergely László, University of Pécs, Data Protection Officer
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Data Protection Contact	-	Dr. Füzes Barnabás,
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¹ the **Regulation 2016/679** of the European Parliament and of the Council (EU) (hereinafter referred to as: GDPR) 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, the **Act CXII of 2011** on Informational Self-Determination and Freedom of Information (hereinafter referred to as: "Privacy Act") and the **Act CXL of 1997** on the protection of cultural goods, museum institutions, public library services and community culture.

² www.csgyk.hu, www.tudaskozpont-pecs.hu, www.lib.pte.hu

3. Data handling related to the data entered in the entry- and guarantor declaration

Services defined by the Library's own regulation³ (hereinafter referred to as "Library Usage Rules") are only available to registered library users or those who have free daily tickets. Readers over 18 years of age can make an entry declaration independently. *It is required to have a Guarantor Declaration made by an adult (legal representative) in the case of a minor's—has not yet reached the age of 18— registration.*

3.1. The scope of the data being processed and the purpose of data management

At the time of registration, the Library's employees are recording the information on your entry – or guarantor declaration signed by you and the additional personal details detailed below in the Library's electronic filing system.

<i>Family and first name, name at birth</i>	These data are indispensable for identifying you (or your child's) credibility. At the time of registration, you confirm the accuracy of the data by presenting your personal documents. These data are recorded both in writing on the entry declaration and in the electronic filing system of the Library. Another purpose of data management may be to enforce claims that may arise against you (such as claims from document loans, late fees, compensation fees, card replacement fees, etc.)
<i>Place and time of birth</i>	
<i>Mother's name at birth</i>	
<i>Address</i>	
<i>Reader control number</i>	Unique generated characters for your unique identification to create a library card. These data are recorded in the entry declaration.
<i>Entry declaration and its identification number</i>	The Library records the entry declaration and its identification number so that the document signed in Hungarian or English by the reader who understands and accepts the conditions can be used in certain procedures, before authorities and courts in order to deal with possible disputes and to enforce claims.
<i>Declarations of the employees of the University of Pécs</i>	Declarations of the employees of the University of Pécs will be recorded and stored by the Library for the purpose of deducting the employees of University of Pécs debts from his/her salary, so that it can be used in any litigation.
<i>Neptune codes of students of the University of Pécs</i>	Certain rights of students of the University of Pécs (semester registration, registration to exams) are restricted by the system of Neptune if the student's library debts exceed the

	level set by the University of Pécs. In order to link the Neptun and Corvina systems, it is necessary to record the student's Neptun code in Corvina.
<i>Certain data (name, mother's name, date and place of birth, name at birth, study ID, e-mail address, address, certain study-related data: faculty, course, subject) of a University of Pécs student stored in the system of Neptun</i>	The library-relevant data of the University of Pécs student who initiates the library registration will be copied into the Corvina system after an automated scan to facilitate and speed up the registration process.
<i>Mailing address</i>	The Library may manage it for contact purposes.
<i>E-mail address</i>	The Library may manage it for additional communications related to library services (loaning information, notification of reservation, administrative errors, sending claim requests). The Library may use it to send a newsletter (in Hungarian/English) on the basis of your express consent.
<i>Library notifications by e-mail</i>	Library notifications by e-mail are needed to define the content of the library notifications according to the preferences of the library user (notification of successful interlibrary loan, new reservation, (online) library card renewal, (online) book renewal and sending loaning list).
<i>Subscription to library newsletters and the preferred language</i>	The system of Corvina may use this information to determine whether you have requested a newsletter. If so, the library will send a newsletter in English/Hungarian.
<i>Phone number</i>	The Library may manage it for contact purposes.
<i>Data to justify permission to moderate membership and service fees (having a student or teaching relationship or holding a Tüke Card)</i>	Based on the provisions of the Library Usage Rules, many discounts can be made at the time of registration and regular renewal of library membership. To validate the benefits, the entitlement must be certified, and the Library may only use this information to validate the benefits.
<i>For online registration only: a digital (scanned) image of your ID card, address card and other documents proving your</i>	During online library registration, which does not require a personal meeting, you confirm the authenticity of the data to be recorded in accordance with Act CXL of 1997 by uploading a scanned image of your ID card via the form for

<i>eligibility for a reduction in membership and service fees</i>	initiating registration. Once the data have been validated in the system, the librarian deletes the image of the supporting documents immediately, permanently and irreversibly.
<i>Date of reader registration</i>	The date of registration is automatically recorded in the system in order to determine the registration documentation and the exact time of registration.
<i>Data and information related to loaning and other library services and the use of services</i>	In order to ensure the smooth provision of library services (e.g. management of loans, records) and to protect the library collection, the Library stores data related to the use of services (e.g. identifiers of loaned documents, due dates, overdue documents, debts, reservations, notes containing official service information) in its electronic filing system.
<i>The guarantor's (legal representative's) declaration of guarantor of the library user under 18 years of age and personal data (name, surname, first name, name at birth, mother's name, date and place of birth, e-mail address).</i>	Library users under the age of 18 must have the consent of a guarantor (legal representative) to make a valid registration declaration. The Library keeps a record of the declaration and the details of the guarantor for the purposes of claims and contact with the guarantor.
<i>Permanent erasure of personal data on loanable tablets, e-book readers</i>	The Library is not entitled to process this data, therefore, upon return (if the Library user has not done so despite this policy), the Library will delete the personal data on the device (e.g. saved documents, images, videos, sounds, other files, applications, login and profile data) without delay and without access, irretrievably.

3 Common Library Usage Rules of the Csorba Győző Library and the University of Pécs University Library and Centre for Learning (University of Pécs Central Library and the Benedek Ferenc Library of the Faculties Law and Economics) Operating in the Building of the South Transdanubian Regional Library and Centre for Learning: <http://pea.lib.pte.hu/handle/pea/9581>

When issuing a free daily ticket, the employees of the Library will record the personal data detailed below in the electronic filing system.

<i>Family and first name</i>	When issuing a free daily ticket, the Library registers and manages these data for the purpose of registering the number of visitors and generating annual visitor statistics.
<i>Name at birth</i>	
<i>Place and time of birth</i>	
<i>Mother's name at birth</i>	
<i>Address</i>	

3.2. *Legal basis of processing*

3.2.1. Data handled by the consent of the data subject

Your *mailing address, e-mail address and telephone number* will be managed by the Library by your consent. You are not required to provide these data, but in the absence of these, the library cannot provide many amenities. You may withdraw your consent at any time, without time limit, in person in the Library or in writing (electronically as well). Revocation does not affect the lawfulness of the data management carried out prior to the consent and the library use rights that may be used in the absence of such data.

3.2.2. Data management required to fulfil the legal obligation for the data controller

Your and the underage children's *family – or first name, date and place of birth, the mother's family- and first name and the address of the mother* must be registered by the Library according to the Section 56 Subsection (3) and the Section 57 Subsection (1) of the Act CXL of 1997 on the protection of cultural goods, museum institutions, public library services and community culture.

3.2.3. The data management required fulfilling the contractual relationship between you and the Library

You and the Library create a specific contractual relationship by registration in the framework of which the rights and obligations under the Library Usage Rules are and will be binding on you as long as the legal relationship exists. Additional personal data necessary for the contract include the reader's control number, data to justify permission to moderate membership- and service fees (holding a student or teaching relationship or holding a Tüke Card) and loan data.

3.2.4. The data management required to enforce the Library's legitimate interest

Your *family- and first name, place and time of birth, your mother's family- and first name and address of the mother* can be used by the Library to enforce claims arising from any existing debts.

4. **Term of data processing**

As it is mentioned in section 3.1, the library can manage personal data until the purpose of data management exists or until you decide in writing that that you will not use Library services in the future, that is to say, you cancel your library membership. Then, the Library will delete your personal data or keep some of them in anonymous (de-identified) form for statistical data purposes. Five years after the expiration date of the registration, it is presumed that you want to terminate your membership.

The Library will keep your personal data related to your free daily ticket until 1 March of the year following the year in which the last daily ticket you have purchased was issued, and will permanently delete them (deprive them of their personal nature) after the annual statistics have been compiled. In the event of deletion requests received before the annual statistics have been compiled, the Library will delete your personal data within 5 working days.

5. **Data Transfer**

The Library—as it is in Section 3.1. —transfer personal data to third parties only for a statutory reason or for requests of authorities (e.g. the police, the prosecutor).

6. Data processors

In order to operate, maintain and develop the integrated library system of Corvina, the Library uses Qulto Monguz Kft (<https://qulto.eu/contact/>) as a data processor, according to the terms and conditions of the data processor.

The Csorba Győző Library concludes data processing agreements with several municipalities in the framework of the library supply in Baranya, according to which the local libraries of these municipalities provide library services as a public task by using the Corvina integrated library system and by processing library data locally. A detailed list of the municipalities concerned is available here: <https://bkszr.csgyk.hu/szolgaltato-helyek>

7. Profiling

We ensure that your data entered during data processing is not used for profiling that is, to evaluate personal characteristics, in particular, the analysis or forecasting of characteristics related to work performance, economic situation, health status, personal preferences, interest, reliability, behaviour, residence or movement.

8. Library Users Rights in Data Protection

8.1. Right to information

You have the right to know all relevant information about data management prior to data processing that your consent can be provided voluntarily, on the basis of appropriate information and free of any influence and to be aware of what personal information must be legally given in order to exercise your right to use the library. (This guide is also served by this purpose.)

8.2. Right to access

You are entitled to receive feedback from your data controller for the entire duration of your data processing to see if your personal information is being processed. If such data processing is in progress, you are entitled to receive further information on all the issues detailed in this guide. At your request, the data controller will provide you with a copy of your registered personal data. For additional copies you have requested, the data controller may charge a reasonable fee based on administrative costs.

8.3. Right to rectification

You are entitled to request the Library's authorized staff to correct inaccurate or incomplete personal information about you. In view of the general principle of data quality—in order to maintain the accuracy of personal data—your personal data will be reconciled—according to the Library Usage Rules—at least every 12 months. Changes in the personal data recorded on legal obligation (see 3.2.2.) must be reported to the Library as soon as possible.

8.4. Right to erasure

Under certain conditions, you are entitled to request the data controllers to delete your personal information, especially if the purpose of data management is discontinued or the data handling is illegal or you have withdrawn your consent for voluntary data and there is no other legal basis for further processing. The data controller shall only perform the deletion of data on the basis of one of the reasons listed in Article 17 Section (1) of the GDPR. In the cases specified in the law; the right to delete can be limited.

8.5. Right to restriction of data processing

You are entitled to request a restriction on your personal data management. In this case, personal data subject to restrictions may only be handled with the sole effect of your consent or submission, enforcement or protection of legal rights or other rights of a natural or legal person, or in the public interest of the European Union or of a Member State.

8.6. Right to data portability

In connection with the data stored in the Library's electronic filing system, you are also entitled to receive personal information about you in a structured, commonly used and machine-readable format, and have the right to transmit this data to another data controller.

8.7. Right to object

You have the opportunity to object to the data handling where the legal basis for data handling is required for public data processing or validating the legitimate interest of the data controller or other third party. In that case, you must indicate in the justification of the protest why you are requesting the termination of your data for reasons related to your situation.

9. Procedure in the case of a request for the exercise of these rights

9.1. How to submit a request

If you have any questions about data management and the exercise of these rights, or you wish to apply for the above rights, please contact the data protection officers mentioned in point 2. We recommend that you submit your application to the following email addresses at the same time when you have the opportunity to send an e-mail: adatvedelem@csgyk.hu, adatvedelem@pte.hu, adatvedelem@lib.pte.hu

9.2. The way in which the application is to be processed

The Library will inform you—without undue delay and in any way within 30 days of receipt of your request—of the measures relating to the exercise of the rights set out in this Guide. If necessary, taking into account the complexity of the application and the number of applications, this deadline may be extended by another 60 days.

If the Library determines that your application can not be completed, you will be informed—without delay and within 30 days of the receipt of the request—for reasons of not taking actions and on the possibility of lodging a complaint with a supervisory authority and seeking a judicial remedy.

For your privacy, it is important that you are able to exercise these rights only if you have verified your identity credibly in the case of your (written, verbally or electronically) submitted complaint.

10. Further (legal) remedies

If we fail to work successfully with your data management requests, we would like to draw your attention to the following additional remedies:

In the *Hungarian National Authority for Data Protection and Freedom of Information* (mail address: 1530 Budapest, P.O. box: 5, phone: +36 (1) 391-1400, email: ugyfelszolgalat@naih.hu, homepage: www.naih.hu) you may request an investigation by

filing a complaint on the ground of alleging infringement of the personal data or possible direct threat.

In the event of a breach of the rights of the data subject—during personal data processing—court proceedings can be initiated against the data controller (in this case the Library). The court may hear the case out of turn. The data controller must demonstrate that data management is in compliance with the law. The trial is governed by the jurisdiction of the court. The trial may be initiated— according to his/her choice—in front of the tribunal of the domicile or place of residence of the person concerned.

Pécs, 1 November 2022