



**Resolution No. 35/2013 (IX. 30) of  
the President of the Hungarian Academy of Sciences  
on the protection of personal data in the  
Database of the Hungarian Academy of Sciences**

- I. In exercise of the powers conferred by para 14 of Act XL 1994 on the Hungarian Academy of Sciences and by the Position No. 32/2009. (VI.23.) taken by the Presidium of the Hungarian Academy of Sciences, I as the President of the Academy, make the following the data protection rules of the personal data managed in the Database of the Academy as described in this Resolution and its Schedule (hereinafter collectively: the Resolution) below.
- II. This Resolution shall be disclosed to those affected and made accessible as it is locally usual and customary.

**József Pálincás**

**Rules and Regulations for Data Protection  
of the personal data managed in and by the Database of the Hungarian Academy of Sciences**

Acting in my powers granted in Article 14 of Act XL 1994 on the Hungarian Academy of Sciences (hereinafter: the MTA Act) and by the Position No. 32/2009. (VI.23.) of the Presidium of the Hungarian Academy of Sciences, I define, with respect to the Hungarian Academy of Sciences (hereinafter: the Academy) being a public body, and the Secretariat of the Hungarian Academy of Sciences (hereinafter: the MTA Secretariat) as the keeper of personal data, the rules and regulations concerning personal details, information, photographs or any written documents that can be downloaded through the relevant website as follows below.

**Preamble**

Pursuant to Article 1 Para (1) of the MTA Act, the Academy is a legal person and public body acting on the principle of self-governance that tends to national public duties with respect to practising, supporting and representing science. In compliance with the provisions of the Civil Code the Academy as a public body has records on the membership of its members in centrally maintained files belonging to that public body. The objective of this Resolution is to define the provisions on the protection of personal details of the data kept as the records of a public body in line with the maintenance of those records in the Database of the Academy.

**Article 1  
Scope of application**

- (1) Personal scope: the provisions of this Resolution
  - a) The provisions of this Resolution shall be applicable to the members of the Hungarian Academy of Sciences (hereinafter: the Academy) and the Secretariat of the Hungarian Academy of Sciences (hereinafter: MTA Secretariat) as the managers of personal data (hereinafter: the Data Stewards), as well as those members, public servants, employees and agents and any other personnel hired by the Hungarian Academy of Sciences (hereinafter: the Academy) and the Secretariat of the Hungarian Academy of Sciences (hereinafter: MTA Secretariat) who, pursuant to the MTA Act, the Articles of Association of MTA, the Rules and Regulations of MTA, the Rules and Regulations of MTA Secretariat and other relevant regulations issued by the Academy, shall access and manage the personal data in the Database of the Academy in the course of meeting their official duties or as operators of the Database having access to specific parts therein.
  - b) The provisions of this Resolution shall also be applicable to those natural persons (the Clients) who disclose their personal details to the Database of the Academy and give their consent to the management of those data with the purpose and scope specified.
- (2) Material scope: The scope of this Resolution shall cover all the personal records kept in the Database of the Academy.

## **Article 2**

### **Definition of terms**

- (1) **Data Steward:** a natural or legal person, or a non-legal person entity, who (or that) defines the purpose of data management, makes decisions concerning data management (including the ICT devices to be used) and executes the same, or who causes a person appointed as his/her agent to process the data. For the purpose of these Regulations data processing personnel are the natural and legal persons as defined by Art. 1. Para (1) a).
- (2) **Data management:** regardless of the procedure used, any operation or suite of operations on any data count as data management, such as collecting, recording, inputting, organising, storing, changing, using, querying, transferring, publishing, harmonising or linking, closing, deleting and destroying data and preventing subsequent use thereof. Data management includes the operations of taking pictures, making sound or video recordings and the recording of physical characteristics that may be used for personal identification.
- (3) **Database of the Academy:** the totality of products of record-keeping established in the form of a digital database of any public data, or data of public interest that are related to the academician members of the Academy, the members of its additional public body, its departments and scientific sections as collected pursuant to the House Regulations, and the records established in conjunction with Academy run competitions and/or other Academy assisted calls for applications as well as the related evaluation procedures (which includes data provided by and of the relevant non-public body members participating), and the software handling thereof.
- (4) **Personal details:** any data that may be associated with the Client, in particular his/her/its name, ID (artificially created personal IDs: tax payer ID, social security number /TAJ/, citizen registration number), and one or more pieces of information concerning the physical, physiological, mental, economic, cultural or social identities of the Client as well as any inferences with implication to the client that may be drawn therefrom. The Client may be any natural person who is or may be directly or indirectly identified through a specific piece of personal data.

## **Article 3**

### **The choice of personal data controlled by the data steward and the purpose of data management**

- (1) The data steward shall manage and control the clients' personal data for the purpose of keeping and maintaining the records as stipulated under Academy Act, the Civil Code, in the Articles of Association of the Academy and the Regulations (especially with respect to the members of the public body), and for the purpose of enabling the competition procedures as specified under Art. 2. Para (3) to be completed. Pursuant to Para 12 of the Regulations of the Academy adopted by the General Assembly of the Academy the database kept by a public agency shall be deemed to be a public database.
- (2) Any responsibilities associated with keeping records of a public agency at the MTA Secretariat shall be carried out by the O&M Secretariat working within the framework of the Presidential and the Panel Secretariats.
- (3) The choice of data associated with the Client as stored in the database:
  - 1) name (as displayed in the personal ID card)

- 2) name at birth
- 3) name used when acting (publishing) in a scientist capacity
- 4) mother's maiden name
- 5) place of birth
- 6) date of birth
- 7) domicile
- 8) current point of contact (postal address and/or e-mail address), should it be different from domicile
- 9) scientific degree/rank
- 10) year of award
- 11) specialisation of scientific achievement
- 12) science section membership
- 13) science committee membership
- 14) MTA membership/office
- 15) inaugural address (title, date, text)
- 16) nomination for academician position
- 17) sex
- 18) nationality
- 19) employer
- 20) address at work
- 21) other address (e.g. temporary accommodation)
- 22) membership/position/office in Hungarian and foreign science organisations
- 23) awards, prizes and recognitions
- 24) titles granted
- 25) editorial work
- 26) private website
- 27) scientific resume
- 28) diplomas (name of university, courses, date of graduation, facsimile)
- 29) research interests
- 30) specific projects
- 31) scientific achievements
- 32) photograph

- (4) The data specified under 1) through 13) in Para (3) must be provided as they are mandatory for the fulfilment of the obligation under the relevant law on record keeping of a member of a public body (**mandatory data management**). The data under 1), 3) and 9) through 13) in Para (2) are termed as public and may be accessed freely by any member of the public.
- (5) The data 14) through 16) of Para (3) shall be recorded by the Data Steward as specified under Para (2) Art. 3. in his/her own authority, and these records shall be produced automatically and they become public.
- (6) The management of the data specified under 17) through 32) in Para (3) shall be done on the voluntary approval of the client (**data management subject to consent**). This choice of personal data is not public, unless the client approves of making them public. The provision of data specified under 22) through 25) in Para (3) is not mandatory, should however the client give consent to their disclosure, they shall become public.

#### **Article 4**

### **The principles of managing personal data**

- (1) The legal foundations of data management are provided on the one hand by Act CXII of 2011 On the right to informational self-determination (privacy) and freedom of information (hereinafter: the Info Act), further relevant regulatory texts, the Articles of Association and the Regulations of MTA, and the voluntary disclosure of data by the Client.
- (2) In the course of operating the Database the data steward shall make sure that the protection of personal data of the Clients and the observation of their right to privacy shall prevail in compliance with the relevant regulatory texts.
- (3) Personal data capture and management by the data steward shall be legal and fair, and shall strictly be executed to meet the objectives specified in the Preamble in a manner indispensable and in a manner that is suitable, and until and to the extent necessary in order to meet the said objective.
- (4) The data steward shall handle all personal data as confidential, and in the course of data management he/she shall do everything in his/her power to safeguard data security through taking safety, technological and O&M measures.
- (5) The personal details of the people referenced in the Database shall be handled by the data steward pursuant to the authorisation of the client to that end, by obtaining a Disclosure Statement enclosed here as Schedule, and by observing the principle of compliance with the purpose of such a disclosure.
- (6) Should any authority under law seek the data steward for data submission, he/she shall disclose personal data to the authority in a quantity and to an extent that is deemed to be inevitably sufficient for the purpose of such a request to materialise, and provided that the authority seeking the data is authorised by law to do so.
- (7) The data steward shall make sure that in the course of data management procedures he/she shall chose, use and operate the ICT devices in a manner that the data in question shall be:
  - a) Accessible by authorised people;
  - b) foolproof, i.e. authentic and attestable;
  - c) verified, with no corruption/variance recorded;
  - d) protected against unauthorised access attempts (confidential nature maintained).In the course of managing data the data steward shall make sure that the data are protected (safeguarding information by allowing authorised people only to have access), and they shall be available to those authorised to access them.
- (8) The Client may at any time inquire about the management of his/her personal data and he/she may ask for the correction of his/her personal data, or the closure or deletion of such data, except for data management operations otherwise specified under law.
- (9) Upon such a request the data steward shall inform the Client on the management of data that is under his/her control, including the purpose, the legal rationale, and the duration of such data management exercise, as well as any legal grounds for sharing the client's data with any entity (the reasons for as well as the purposes of disclosing such data and the identity of the people making inquiries). In response to such a request the data steward shall provide the information to the Client in the shortest possible time but not later than within 30 days from the receipt of his/her request in writing using a plain language.

- (10) The data steward shall delete the personal data of a client if dealing with the client's data is against the law, if the client so requires, except for mandatory data management issues, if the data are incomplete or wrong, if the objective of data management has ceased to exist, or if the time limit set for the storage of the data as stipulated by law has expired, or if it has been ruled by relevant authorities or the courts.
- (11) As to further rights and remedies available to the Client the provisions of the Info Act shall be applicable.

## **Article 5**

### **Closing and Miscellaneous provisions**

- (1) This Resolution shall come into effect as of October 31<sup>st</sup>, 2013 stipulating that Resolution 20/2011 (IX. 15.) of the President of the Hungarian Academy of Sciences on the protection of personal data kept and managed in the Database (AAT, MTA database) shall lose effect at the same time.
- (2) Considering and amending the provisions of the Doctoral Rules of the Hungarian Academy of Sciences and the Rules and Regulations of the Doctoral Panel of Jurors the titles and content of the Candidate Theses written before 1994 are not public documents, unless they were declared public at the time of their origination, therefore the public nature of those documents shall depend on a voluntary statement of the authors concerned.
- (3) For issues not covered by this Resolution the provisions of Info Act shall be applicable.

**József Pálinkás**

## **Disclosure Statement**

By signing this statement I hereby authorise the Academy and the Secretariat of the Academy that the personal details I have provided in connection with my registration with the Database at the time and later by uploading the same to the collection of records on the members of the public body may be used in the database called the Database, and the choice of data of my decision may be disclosed in the publications of the Academy and the Secretariat of the Academy as well as on the website of the Database and provisions may be made for their disclosure in national databases.

Further to signing this disclosure statement I hereby claim that I have read and understood the data protection rules of the Academy and the Secretariat of the Academy as the Data Stewards and I agree to comply with their provisions.

I acknowledge and agree that my personal details as follow below will be recorded and will be on file by the Academy and the Secretariat of the Academy, and these data are provided mandatorily:

- 1) name (as it is written in your personal ID card),
- 2) name at birth,
- 3) name used when acting (publishing) in a scientist capacity,
- 4) mother's maiden name,
- 5) place of birth,
- 6) date of birth,
- 7) domicile,
- 8) current point of contact (postal address and/or e-mail address), should it be different from domicile,
- 9) scientific degree/rank,
- 10) year of award,
- 11) specialisation of scientific achievement,
- 12) science section membership,
- 13) science committee membership.

I acknowledge and agree that my personal data as of under 1), 3) and 9) through 13) will be part of the records of a public agency, hence available to the general public.

I acknowledge and agree that the Academy and the Secretariat of the Academy are authorised to automatically include the following data in their records and that they are of public nature:

- 1) MTA membership/office,
- 2) inaugural address (title, date, text),
- 3) nomination for academician position.

The disclosure of my additional personal data to a third party shall depend on my instruction given to the Academy or the Secretariat of the Academy at registration time (or later) („agree to disclose”/”do not agree to disclose”). Pursuant to a separate set of regulations the Academy and the Secretariat of the Academy shall treat any data that I declare and submit as non-public, i.e. as confidential.

I acknowledge and agree that the provision of the data specified below is not mandatory, but if provided, they shall be disclosed as public:

- 1) membership/position/office in Hungarian and foreign science organisations
- 2) awards, prizes and recognitions,
- 3) titles granted,
- 4) editorial work.

I acknowledge and agree that if I decline to authorise you to disclose any data, the provision of which is mandatory, it is not possible for you to include me as a member of the public body.

Signed by .....