



A HAZA SZOLGÁLATÁBAN

Ikt. szám: NKE/06866/2025.

INFORMATION ON DATA PROCESSING regarding personal data processed related to the operation of online services of the Ludovika University of Public Service

1. Name of Data Controller

Ludovika University of Public Service
Address: 1083 Budapest, Ludovika tér 2.
Telephone number: +36 1 432 9000
E-mail address: nke@uni-nke.hu
Website: <https://www.uni-nke.hu/>
Represented by Gergely Deli, PhD, Rector

2. Name and contact details of the Data Protection Officer

University Data Protection Officer:
Adrienn Bernadett Kincses, dr. iur.
Direct contact: adatvedelem@uni-nke.hu
Telephone number: +36 1 432 9000 / extension 29833

3. Information on processing of personal data related to the use of services provided by Ludovika University of Public Service (Open Journal System and Open Monograph Press) in case personal data is provided directly by the data subject

3.1. Accessing and using the Open Journal System available at <https://folyoirat.ludovika.hu/>

3.1.1. Processing of personal data related to registration and the submission of publications to journals

Categories of data subjects	Categories of processed personal data	Purpose of data processing	Legal basis	Consequences of failure to provide data
Natural persons who – in order to publish their scientific and/or culturally significant works under copyright – register and create a user profile on the https://folyoirat.ludovika.hu/ website	Profile-related personal data: name, telephone number, e-mail address, institutional affiliation, home country, ORCID	Contacting the editors of journals through https://folyoirat.ludovika.hu/ , editing publications	Pursuant to Article 6 (1) b) of the GDPR ¹ registration is necessary for publishing works	With no registered profile publications cannot be submitted through OJS

¹ GDPR: 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 repealing Directive 95/46/EC (General Data Protection Regulation).

(hereinafter: Author)	identifier, API key Login-related personal data: e-mail address, username, password			
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3.1.2. Processing personal data related to manuscripts accepted for publishing by Ludovika University of Public Service

Categories of data subjects	Purpose of processing personal data	Legal basis	Consequences of failure to provide data
Authors who submitted manuscripts that have been accepted for publishing by the editorial staff	Consultation on the manuscript, and other contact activities, conclusion of contract, publishing of manuscript	Pursuant to Article 6 (1) b) of the GDPR data processing is necessary for the performance of a contract Regarding name, affiliation and title data processing is based on the consent of the data subject pursuant to Article 6 (1) a) of the GDPR	In these cases there is a contractual relation between the University and the Author for which the necessary personal data is already collected by the Data Controller Consequences of failure to submit the manuscript shall be regulated in the contract

3.1.3. Processing of personal data related to the conclusion of contracts between the Authors and the Data Controller

Categories of data subjects	Scope of processed personal data	Purpose of processing personal data	Legal basis	Consequences of failure to provide data
Authors and legal entities, organisations acting on their behalf	Any personal data necessary for the conclusion of the contract	Regulation of the relation between the data subject and the University, compliance to legal obligations	Pursuant to Article 6 (1) b) and c) of the GDPR the processing is necessary for the performance of a contract between the Parties, which includes elements obligatory by legal obligations	Conclusion of contract and fulfilling its objectives is not possible

3.2. Processing of personal data related to the Open Monograph Press service available at konyvek.ludovika.hu

Categories of data subjects	Scope of processed personal data	Purpose of processing personal data	Legal basis	Consequences of failure to provide data
Authors who submitted books or chapters that have been accepted for publishing by the publisher	Any personal data necessary for the conclusion of contract and/or the	Consultation on the book or chapter, conclusion of contract, communication, publication	Pursuant to Article 6 (1) b) and c) of the GDPR the processing is necessary for the performance of a contract between the Parties, which includes	Conclusion of contract and publishing of the book or chapter is not possible

	publishing of a book or chapter, especially name and affiliation		elements obligatory by legal obligations ²	
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3.3. Processing of personal data related to receiving newsletters

Categories of data subjects	Scope of processed personal data	Purpose of processing personal data	Legal basis	Consequences of failure to provide data
Authors applying to receive newsletter during registration	Name, e-mail address	Notifying authors of new publications, journal news and other useful information	Pursuant to Article 6 (1) a) of the GDPR, processing of personal data is based on the Author's consent	Newsletters will not be sent to the Author in lack of data

4. Information on processing of personal data related to the use of Open Journal System service provided by Ludovika University of Public Service, available at <https://folyoirat.ludovika.hu/> in case personal data is collected indirectly

4.1. Processing of personal data related to the registration of reviewers

Categories of data subjects	Scope of processed personal data	Purpose of processing personal data	Legal basis	Consequence of failure to provide data
Natural persons applying for professional reviewer tasks	Profile-related personal data: name, telephone number, e-mail address, institutional affiliation, home country, ORCID identifier, API key Login-related personal data: e-mail address, username, password	To contact the editorial staff of journals through the website at https://folyoirat.ludovika.hu/ , and to perform the tasks of the professional reviewer	The University's legitimate interest based on Article 6 (1) (f) of the GDPR	The tasks of the professional reviewer cannot be performed through the OJS system without registration

5. Recipients of personal data

- the Library and Information Centre of the Hungarian Academy of Sciences in terms of the performance of the DOI contracts
- those employees of the University who are required to access the personal data concerned based on their employment relationship
- co-workers of the journal having editorial staff authorisations
- natural persons reading books and publications after they are published

6. Duration of data processing

² Based on Section 12 (1)–(3) of Act LXXVI of 1999 on Copyright.

Registration:

- a) the data processed in the user account will be processed until the user deletes them, until the user becomes unavailable, or until the journal editor deletes them in the event of suspicious activity

In terms of Authors:

- a) the University shall process the data for the period of time during which it holds the right to use the published article or for the full term of the copyright protection
- b) if the article is not published by the University, the manuscripts shall be archived

After the expiry of the above time limits, the published articles shall be archived for academic and statistical purposes.

Newsletter:

The University shall process personal data until the withdrawal of the data subject's consent. Necessity of data processing shall be reviewed every three years.

7. Implementation of data processing

The University operates the <https://folyoirat.ludovika.hu> website for the online management of the journal publishing process. The online management includes, among others, the management of tasks ranging from article submission and reviewing (proofreading) processes to the management of the copy editing and layout editing of the article accepted for publication, liaising with contributors, publishing, making available and disseminating the journal issues and articles to the academic and general readership, and storing the archives of these journals.

Data processing related to the <https://konyvek.ludovika.hu> website is for the publishing of books and chapters. Submission of manuscripts and managing the publishing process is not done through this website. Authors do not need to register a user account, metadata of books shall be recorded by the publishing staff.

8. Data protection and security

Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing, as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the University undertakes the appropriate technical and organisational measures to ensure a level of data security appropriate to the risk.

The University applies reasonable physical, technical and organisational security measures to protect the data subject's data, in particular against accidental, unauthorised or unlawful destruction, loss, alteration, disclosure, use, access or processing. Access to data is limited; password protection is in place.

The University has a policy on the protection and security of personal data and data of public interest and also an IT Security Policy.

9. Automated processing (including profiling)

There are no decisions made based on automated processing related to the abovementioned acts of data processing.

10. Data transfers to third countries or international organisations

There is no direct data transfer to third countries or international organisations. The Authors' works and personal data related to them may be available from third countries after online publishing.

11. Exercise of rights, legal remedies

The data subject may exercise the rights provided for in the GDPR for the entire duration of the data processing, which he/she may do at any time at the contact details specified in points 1 and 2.

The data subject may

- request access to personal data: the data subject has the right to obtain confirmation from the data controller as to whether or not personal data concerning him or her are being processed, and where that is the case, the right to access personal data and information specified in the GDPR (Article 15 GDPR)
- request the rectification of personal data: the data subject has the right to obtain the rectification of inaccurate personal data concerning him or her, at his or her request, without undue delay; taking into account the purpose of the data processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement (Article 16 GDPR)
- request the erasure of personal data: the data subject has the right to obtain from the data controller the erasure of personal data concerning him or her, at his or her request, without undue delay and the data controller shall have the obligation to erase the personal data of the data subject without undue delay on the grounds specified in the GDPR; in case of data processing for compliance with a legal obligation the erasure request shall be declined (Article 17 GDPR)
- request restrictions on the processing of personal data: the data subject has the right to obtain from the data controller restriction of processing if the conditions set out in the GDPR are met (Article 18 GDPR)
- exercise the right to personal data portability: the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to the data controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another data controller without hindrance from the data controller to which the personal data have been provided, as long as the conditions set out in the GDPR are met (Article 20 GDPR)
- object to the processing of personal data: shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1), including profiling based on those provisions; the controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defence of legal claims; in case of data processing for compliance with a legal obligation the objection request shall be declined (Article 21 GDPR)
- withdraw their abovementioned consent to processing of personal data at any time by sending an e-mail to adatvedelem@uni-nke.hu, without affecting the lawfulness of the processing carried out on the basis of consent prior to its withdrawal

The application must be submitted to the postal address of the data controller or to the following e-mail address: adatvedelem@uni-nke.hu. The data controller shall provide written notice as soon as possible, within a maximum of 1 month (within 15 days in the event of an objection) – this deadline may be extended by a further 2 months due to the complexity of the request. In addition, in the event of injury, the data subject may apply to a court (the data subject may, at his or her choice, initiate a proceeding before the court competent according to his or her place of residence or stay) and to the National Authority for Data Protection and Freedom of Information (1055 Budapest, Falk Miksa utca 9–11, phone: +36 1 391 1400, website URL: <http://naih.hu>, e-mail address: ugyfelszolgalat@naih.hu).

Budapest, 28 March 2025