

## Data protection and security

Resolution of the Hungarian National Authority for Data Protection and Freedom of Information on registering TÁRKI Social Research Institute as a data controller. The document is available here (in Hungarian only) pdf: [NAIH határozat](#)

### Data protection regulations at Tárki Social Research Institute

Data protection regulations at Tárki Social Research Institute were developed on the basis of the **Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information**. Tárki ensures personal data protection according to the principles and provisions of this legislation. Accordingly:

#### *11. Processing personal data relating to scientific research*

##### *Section 12*

*(1) Personal data recorded for scientific reasons must be used only for scientific research projects.*

*(2) Personal data attributed to the data subject shall be made permanently anonymous when they are no longer required for scientific purposes. Until this is done, personal data that can be attributed to an identified or identifiable natural person shall be stored separately. Such data may be linked to other data if it is necessary for the purposes of research.*

*(3) An organization or person conducting scientific research shall be allowed to disseminate personal data only if:*

*a) the data subject has given his consent, or*

*b) it is necessary to demonstrate the findings of research in connection with historical events.*

#### *14. Requirement of preliminary information of the data subject*

##### *Section 20*

*(1) Prior to data processing being initiated the data subject shall be informed whether his consent is required or processing is mandatory.*

*(2) Before processing operations are carried out the data subject shall be clearly and elaborately informed of all aspects concerning the processing of his personal data, such as the purpose for which his data is required and the legal basis, the person entitled to control the data and to carry out the processing, the duration of the proposed processing operation, if the data subject's personal data is processed in accordance with Subsection (5) of Section 6, and the persons to whom his data may be disclosed. Information shall also be provided on the data subject's rights and remedies.*

*(3) In the case of mandatory processing such information may be supplied by way of publishing reference to the legislation containing the information referred to in Subsection (2).*

*(4) If the provision of personal information to the data subject proves impossible or would involve disproportionate costs, the obligation of information may be satisfied by the public disclosure of the following:*

*a) an indication of the fact that data is being collected;*

*b) the data subjects targeted;*

*c) the purpose of data collection;*

*d) the duration of the proposed processing operation;*

*e) the potential data controllers with the right of access;*

*f) the right of data subjects and remedies available relating to data processing; and*

*g) where the processing operation has to be registered, the number assigned in the data protection register, with the exception of Subsection (2) of Section 68.*

Data protection regulations control TÁRKI's data processing and data protection measures.

### The aim of the regulations

TÁRKI creates anonymized databases from its researches in order to record data of natural and legal persons and groups. The aim of these regulations is to define the process of data recording, management and storage and to prevent unlawful accesses, editing or disclosure of data.

### Data processing regulations

- Personal data can only be processed by the written consent of the person concerned or his/her representative's authorization.
- The aim, method and time frame of the data processing should be clearly expounded to the person concerned.
- The person concerned should be aware that participation in the research and providing information is voluntary. He/She can refuse the cooperation at any time during the research process.
- The person concerned should be informed how his/her personal data had been received by TÁRKI.
- Persons processing personal data need to sign declaration on professional secrecy.
- Persons can only be contacted in the future again by TÁRKI if they had approved this before.
- Processing data of underage persons is only allowed by the approval of parents/legal representative.

### Entering data

During the process of entering and storing data it should be ensured that unauthorized persons cannot access them.

### Transferring and linking data

- Within one month, Tárki transfers the data from its researches either to the Tárki Databank or to the customer/data owner. It is only permitted if the person concerned agreed that his/her data can be transferred or if it is permitted by law.
- Persons concerned by data processing of TÁRKI can sign a declaration that they can be interviewed again. In this case TÁRKI is the sole owner of the data and is not allowed to transfer it to another entity.

### Data security

TÁRKI protects personal data from unauthorized access, change, disclosure, deletion, or damage. Employees of TÁRKI, additionally to their work descriptions and specific contracts with clients, are bound by the data regulations of TÁRKI.

#### a. Stored data

In order to protect data stored on the computers and servers, the following regulations have to be observed:

- Only authorized employees of TÁRKI can archive personal data. the aim of archiving has to be defined.
  - Data should only be accessed by personalized access, protected by at least a username and password, which should be regularly changed.
  - Servers that store data have to be protected from unauthorized access by recent technological means
- #### b. Rights of persons concerned by data processing

- Persons concerned by data processing can look into their stored data. However, it needs to be ensured that others' data will not be uncovered during this act. They can request their data to be modified in case it has changed or been misrecorded.
- They can request to delete their data without explanation. In this case, the data in question should be deleted from all devices and papers within 2 days. In case the data had been transferred, other affected entities have to be notified about this requirement.

c. Control

Keeping regulations related to data protection are constantly controlled by supervisors and managers of TÁRKI.