

Privacy Policy

for the attendees of the 20th International Conference on Chiroptical Spectroscopy (CD2025)

The University of Debrecen organizes the **20th International Conference on Chiroptical Spectroscopy (CD2025) between 25-28 August 2025**. Venues of the Conference: University of Debrecen Main Building, University of Debrecen Learning Center.

The University of Debrecen pays special attention to the protection of personal data and is always careful to ensure fair and transparent data management, the basic requirement of which is to provide appropriate information on data management.

In accordance with the legal provisions governing the protection of personal data, in particular the GDPR, the Data Controller provides the following information in connection with the organisation and conduct of the Conference:

Name and contact details of the Data Controller

Data controller	University of Debrecen
Place of processing	University of Debrecen
Representative of the data controller	Dr Tibor Kurtán, Chair and Dr András Perczel, Co-Chair
Seat	4032 Debrecen, Egyetem tér 1.
E-mail address	cd2025debrecen@unideb.hu
Phone number	+36-30-512900/22466

Legislation on data management

The following legal provisions apply to the Data Controller's processing:

- 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: GDPR),
- Act CXII of 2011 on Informational Self-Determination and the Freedom of Information (hereinafter: Info tv.)
- Act C of 2000 on the Rules of Accounting,

Processing of data by the Data Controller

1. Data processing related to registration for the Conference

1.1. Purpose of data processing: Those interested in the Conference can register at www.konferencia.unideb.hu/en/registraton-CD2025-Debrecen.

1.2. **Scope of data processed:** title, first name, surname, copy of student ID in case of student attendee, address (city, state/province, postal code, country), telephone number, e-mail address, institution, department/institute, planned arrival and departure day from Hungary, number of accompanying persons, number of persons attending the Welcome event, information on whether the data subject attends the last day lunch, the banquet and related excursions, dietary requests, size of T-shirt included in conference bundle.

1.3. **Legal basis for processing:** consent [Articles 6(1)(a), 9(2)(a) GDPR].

1.4. **Duration of data processing:** Until the consent is withdrawn, but no later than the end of the Conference.

2. Processing of data related to the invoicing of the Conference attendance fee

2.1. **Purpose of data processing:** Issue of a pro-forma invoice and final invoice for the Conference participation fee.

2.2. **Data processed:** billing name, billing address, postal address, tax number (Hungarian, EU, non-EU)/tax identification number, e-mail address.

2.3. **Legal basis for processing:** legal obligation [Article 6(1)(c) GDPR].

2.4. **Duration of data processing:** The details and accounting documents required for invoicing the Conference participation fee will be kept/stored for 8 years in accordance with the Accounting Act.

2.5. **Data processor:** They issue an invoice for the Conference participation fee. The participation fee is paid by bank transfer. Invoice issuer details: Debreceni Universitas Nonprofit Közhasznú Kft., 4032 Debrecen, Böszörményi út 138., bank account number: 11763385-58743887-00000000, group ID: 17782218-5-09.

3. Processing of data related to the payment of the Conference registration fee by bank transfer

3.1. **Purpose of data processing:** Processing of data related to the payment of the Conference registration fee by bank transfer

3.2. **Data processed:** name of the payer, payer's billing address, payer's address, payer's tax number/tax identification number, payer's account number, amount of the transfer, time of the transfer, copy of the student ID.

3.3. **Legal basis for processing:** legal obligation [Article 6(1)(c) GDPR].

3.4. **Duration of data processing:** The details and accounting documents required for invoicing the Conference participation fee will be kept/stored for 8 years in accordance with the Accounting Act.

4. Data processing of submitted abstracts

4.1. **Purpose of data processing:** The abstracts submitted during the registration process are used to produce a poster presentation and a book of abstracts in pdf format, which can be downloaded by the participants with the author's approval. You can submit abstracts at www.konferencia.unideb.hu, using the interface provided on the website.

4.2. **Data processed:** name of abstract author, abstract title, abstract content, fact of presentation, fact of poster submission, poster submission in print or virtual format, forum of presentation.

4.3. **Legal basis for processing:** consent [Article 6(1)(a) GDPR].

4.4 **Duration of data processing:** Until the archiving of publications.

5. Data processing in connection with the compilation of the Programme Guide

5.1. **Purpose of data processing:** Providing information to participants on the detailed programme of the Conference.

5.2. **Data processed:** name of the speaker, title of the presentation.

5.3. **Legal basis for processing:** processing is necessary for the performance of a task carried out in the public interest [Article 6(1)(e) GDPR].

5.4. **Duration of data processing:** Until the end of the Conference, then until archiving.

6. Taking photos/video footage of mass events, their editing for publication, publishing on website, social and video sharing sites, use in PR materials

6.1. **Purpose of data processing:** To document the Conference as an event related to the operation of the Data Controller and life at the University, to publish it, together with written press releases for the purpose of providing accurate and credible information about it, on the website www.unideb.hu, on the official social media pages of the Data Controller (Facebook, Instagram) and on its YouTube channel.

6.2. **Scope of data processed:** photo and video recording

6.3. **Legal basis for processing:** legitimate interest [Article 6(1)(f) GDPR]

6.4. **Duration of data processing:** After the recordings have been used, until archiving.

6.5. **Data forwarding:** Ildikó M. Tóth (University of Debrecen) forwards the data to the Press Centre, which forwards it to the media outlets receiving the press release, indicating the source.

7. Taking individual photos/video footage, editing for publication, publishing on website and social and video sharing sites

7.1. **Purpose of data processing:** To document the Conference as an event related to the operation of the Data Controller and life at the University, to publish it, together with written press releases for the purpose of providing accurate and credible information about it, on the website www.unideb.hu, on the official social media pages of the Data Controller (Facebook, Instagram) and on its YouTube channel.

7.2. **Scope of data processed:** photo and video recording

7.3. **Legal basis for processing:** consent [Article 6(1)(a) GDPR]

7.4. **Duration of data processing:** After the recordings have been used, until archiving.

7.5. **Data forwarding:** Ildikó M. Tóth (University of Debrecen) forwards the data to the Press Centre, which forwards it to the media outlets receiving the press release, indicating the source.

8. Using individual photos to create PR materials

8.1. **Purpose of data processing:** The photos taken at the Conference can be used for future conference material (e.g. yearbooks). In addition, the organisers provide a link to access and download the photos.

- 8.2. **Scope of the personal data processed:** image of the data subject.
- 8.3. **Legal basis of processing:** Consent of the data subject (applicant) pursuant to Article 6(1)(a) GDPR.
- 8.4. **Duration of the data processing:** Until consent is withdrawn.
- 8.5. **Access control:** The photographic material of the Conference may be accessed by the Data Controller's staff entrusted with data management.

9. Attendance record of the Conference

- 9.1. **Purpose of data processing:** Documentation of the participation of the applicant registered at the Conference.
- 9.2. **Data processed:** name, signature, institution, country, PhD student.
- 9.3. **Legal basis for processing:** processing is necessary for the performance of a task carried out in the public interest [Article 6(1)(e) GDPR].
- 9.4. **Duration of data processing:** According to the Document Management Rules.

10. Provision of access cards with lanyard for the Conference participants

- 10.1. **Purpose of data processing:** Identification of the Conference participants.
- 10.2. **Scope of data processed:** name, organisation
- 10.3. **Legal basis for processing:** processing is necessary for the performance of a task carried out in the public interest [Article 6(1)(e) GDPR].
- 10.4. **Duration of data processing:** Until the end of the Conference.

11 Data processing in relation to meal requests

- 11.1 **Purpose of data processing:** Provision of meals for Conference participants.
- 11.2. **Scope of data processed:** name, indication of meal request, special request.
- 11.3. **Legal basis for processing:** consent of the data subject [Articles 6(1)(a), 9(2)(a) GDPR].
- 11.4. **Duration of data processing:** Until the end of the Conference.

12. Data processing in relation to the organisation of the guide programme

- 12.1. **Purpose of data processing:** Conference participants will have the opportunity to participate in a guiding programme if required.
- 12.2. **Scope of data processed:** name, indication of interest to participate.
- 12.3. **Legal basis for processing:** consent of the data subject [Article 6(1)(a) GDPR].
- 12.4. **Duration of data processing:** Until the end of the Conference.

13. Processing of data relating to the proof of participation in the Conference

- 13.1. **Purpose of processing:** to confirm participation.
- 13.2. **Scope of data processed:** name, title of presentation, name of conference, date.
- 13.3. **Legal basis for processing:** processing necessary for the performance of a task carried out in the public interest [Article 6(1)(e) GDPR]

13.4. **Duration of processing:** until the certificate is issued.

14. Data processing in relation to the awards for posters

14.1 **Purpose of data processing:** Awards for posters submitted by speakers.

14.2 **Scope of personal data processed:** name, tax number

14.3 **Legal basis for processing:** processing necessary for the performance of a task carried out in the public interest [Article 6(1)(e) GDPR]

14.4. **Duration of data processing:** in accordance with the provisions of Act 2000 on Accounting.

15. Data processing related to the publication of results

15.1 **Purpose of data processing:** public disclosure of the results of the Conference.

15.2 **Scope of personal data processed:** name, rank and prize obtained

15.3. **Legal basis for processing:** processing necessary for the performance of a task carried out in the public interest [Article 6(1)(e) GDPR]

15.4. **Duration of data processing:** until the end of the Conference, afterwards until archiving.

16. Data processing related to accommodation requests

16.1 **Purpose of data processing:** On request, the organisers provide accommodation for invited speakers.

16.2 **Data processed:** name and date of arrival/departure.

16.3 **Legal basis for processing:** consent of the data subject [Article 6(1)(a) GDPR].

16.4 **Duration of processing:** Until the end of the conference or until the consent is withdrawn.

17. CCTV surveillance at the Conference venue

A CCTV surveillance system is in operation at the Conference venues. Further information is available: <https://kancellaria.unideb.hu/kancellari-kozlemlenyek-utasitasok>.

Access to data

Participants' personal data may only be accessed by the staff responsible for the organisation of the Conference, who are bound by confidentiality obligations. The Conference is organised by Debreceni Universitas Nonprofit Közhasznú Kft. on behalf of the University of Debrecen, and it participates in the processing of personal data as a data processor.

Data security measures

The **Data Controller** obliges to ensure the security of the data, to take technical and organisational measures and to establish procedural rules to ensure that the data recorded, stored or processed are protected, and to prevent their destruction, unauthorised use or unauthorised alteration. It also undertakes to require any third party to whom it may transfer or disclose the data to comply with its obligations in this regard. Electronic storage takes place on password-protected computers in the offices of authorised persons.

Rights of the data subject and rules for the exercise of rights

Right to be informed

Pursuant to Article 15(1) of the GDPR, the data subject may request information about the personal data processed by the Controller.

Right to request a copy:

Pursuant to Article 15(3) and (4) of the GDPR, the data subject may request a copy of the personal data processed by the Controller.

Right to rectification

Pursuant to Article 16 of the GDPR, we amend or clarify your personal data in accordance with your request.

Right to restrict

Data subjects may request the restriction of processing in the following cases:

- if they dispute the accuracy of the personal data, we restrict processing until the **Data Controller** verifies the accuracy of the personal data; - the data processing is unlawful and the data subject opposes the erasure of personal data, and rather requests the restriction of processing;
- the **Data Controller** no longer needs the personal data, but the data subject requests them for the establishment, exercise or defence of legal claims; or - if the data subject exercises their right to object, we restrict processing for the time necessary to assess the lawfulness of their request.

right to object to processing

The data subject shall have the right to object at any time, on grounds relating to their particular situation, to the processing of their personal data on the basis of Article 6(1)(e), (f). The **Data 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.

Right to erasure

In the cases set out in Article 17 of the GDPR, data subjects may request that we delete their personal data.

Legal enforcement options:

If the data subject considers that the Data Controller's data processing does not comply with the legal requirements, they may initiate proceedings before the National Authority for Data Protection and Freedom of Information (Postal address: 1363 Budapest, Pf.: 9, e-mail address: ugyfelszolgalat@naih.hu) or may take legal action.

Debrecen, 14 February 2025.