

Data handling policy - related to events

The basic task of the Semmelweis University Central Library pursuant to the 1997. CXL law, to support students and researchers to get information about scientific databases and searching methods in these databases.

In addition pursuant to the 30/2014 (IV. 10). EMMI regulation one of the Central Library's main task is to promote the lifelong learning and organize training programs for users. The Central Library has to provide annual report about the organized events according to this regulation. These reports contains only anonymized statistical information of the events (consequently it does not contain any personal data of the participants).

Taking photos, making attendance register and asking them to sign the attendance sheet are necessary for the corroboration of events. These attendance sheets contains some personal information of the participants. With these attendance sheets and photos will the Library be able to demonstrate that the provided statistical reports are true to facts.

Pre-registration is needed for participation in the events, due to three reasons: firstly with this we are able to give some help for the presenter in advance about the participants' status (this information is not containing any personal information). In this way the speaker will be able to prepare the presentation in an interesting way for the actual audience. On the other hand, it is necessary to inform the reception about the visitors whose are not the members of the university, because due to security reasons non-members can only with registration enter the university buildings. Thirdly the number of participants helps us to organize the event successfully, because this information helps us to choose proper room.

The Library collects the following personal information about the participants: name, e-mail address, the name of the workplace, status (instructor/librarian/student/other).

The participants give their personal data to the Library in e-mail or through Google form. The Library in every case handling these personal information as confidential information and disclose only anonymized data exclusively for statistical reports. The collected data will not be forwarded to any third person, only in case the participant consents it in writing in advance.

The institution preserves the signed attendance sheet of the event for five years from the year of the event.

If a person does not give us his / her name at least, unfortunately we cannot guarantee participation at the event. In case a participant does not give the other required personal information, then he / she can participate in the event, but should acknowledge that the presenter presumably will not be able to hold an interesting presentation, because the presenter will not be able to lean on the knowledge of participants.