

### **English language summary for students**

2/2020. (III. 12.) Rectoral-Chancellory mutual directives about the Covid-19 epidemic emergency situation

The Rector and the Chancellor of the Moholy-Nagy University of Art and Design (MOME) have ordered the following regulations to prevent the further spread of the corona epidemic and to save and maintain the health and safety of our University's community and visitors.

**Total travel-ban (including the epidemic free destinations) as follows:**

- a) students are forbidden to travel abroad
- b) MOME will not accept visitors from abroad

In case the student has important private issues that can not be postponed and has to travel abroad, it is **obligatory to stay at home for 14 days** after arrival.

Anyone **visited areas presumably or validly affected by the corona virus**, and those connected to a person affected by the virus **should fill out the questionnaire** (No 1. appendix ) and it must be sent to [kancellaria@mome.hu](mailto:kancellaria@mome.hu) . No 2 appendix is about the Privacy Policy.

### **Regulations for students**

It is **forbidden to visit any MOME Campus buildings**, or service units, (eg. Registrar's Office, Library, workshops, home-space etc.)

**There will be no education on 12 March 2020 and on 13 March 2020**, annual spring break to take place between March 16-20, 2020.

**From 23 March 2020 – until withdrawn – MOME will apply distance education. Prior to this all students will receive an e-mail including the details of the education.**

All student with **Hungarian residency should leave the dormitory immediately**. In case the student has no

place to go a rectoral permission is required.

**International students can stay in the dormitory .**

**Registrar's Office customer service is suspended** – according to § (1) and (2) – *only e-mail service is available, students can send their questions related to studies to [tanulm@mome.hu](mailto:tanulm@mome.hu) ; general questions to [kancellaria@mome.hu](mailto:kancellaria@mome.hu) .*

**Questions related to education should be sent to the central addresses of the educational units as below**

:

- a) Theoretical Institute: [elmeleti@mome.hu](mailto:elmeleti@mome.hu)
- b) Architecture: [epitesz@mome.hu](mailto:epitesz@mome.hu)
- c) Design Institute: [designint@mome.hu](mailto:designint@mome.hu)
- d) Média Institute: [mediaint@mome.hu](mailto:mediaint@mome.hu)
- e) Doctoral School: [gasparjuli@mome.hu](mailto:gasparjuli@mome.hu)

The **visiting ban will not cause any drawback during the requisition of travel allowances**. Travel services will accept

- a) 2019/2020 valid student cards
- b) confirmations not including original signatures and stamps

### Events

Until withdrawn , MOME **will suspend any event or course over twenty person**. It is not permitted to organise or hold any events over 20 person, any such events - under organisation or organised - must be cancelled.

### Basic hygienic rules

It is highly important to keep the basic hygienic rules , even outside the University.

All members of the University's community should mind to keep the hygienic regulations, wash hands regularly, avoid any contact with infected people.

Furthermore, mind their own and other's health status and in case they experience symptoms (fever, coughing) they should immediately inform their doctor via email or phone or call the green lines of the National Public Health Center **+3680277455 or +3680277456**

Follow the National Public Health Center's procedures.

MOME will inform **further as usual, via newsletters**

In **connection with the international mobility programmes suspended**, the procedure has been advertised by MOME previously. Any questions should be sent to [erasmus@mome.hu](mailto:erasmus@mome.hu)

This regulation come into force on the day of signature and it is valid until its withdrawn.

Appendixes:

1. Questionnaire nad statement
2. Privacy Policy

## Kérdőív

## Questionnaire and statement

for persons who have been in an area where the spread of the new coronavirus (2019-nCoV) has been confirmed; and for those who may have been in contact with an infected person

Personal data:

Name (capital / block letters): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address in Hungary: \_\_\_\_\_

Tel. (mobile): \_\_\_\_\_

E-mail: \_\_\_\_\_

Have you been in the area where the spread of the new coronavirus (2019-nCoV) has been confirmed in the last 14 days? (All areas to be indicated, including date of departure)

Date of departure: \_\_\_\_\_

Province/city: \_\_\_\_\_

Date of departure: \_\_\_\_\_

Province/city: \_\_\_\_\_

Have you contacted a person who is suspected or confirmed to be infected with a new coronavirus (2019-nCoV)?

Yes Date of last contact: \_\_\_\_\_

No

Have you been to a hospital where people with 2019-nCoV are treated in the last 14 days?

## Kérdőív és nyilatkozat

azoknak a személyeknek, akik olyan területen jártak, ahol az új koronavírus (2019-nCoV) közösségi terjedését igazolták; illetve azoknak, akik fertőzött személlyel kapcsolatba kerülhettek

Személyes adatok:

Név (nyomatott betűvel): \_\_\_\_\_

Szül. idő: \_\_\_\_\_

Lakcím (magyarországi valós tartózkodási hely): \_\_\_\_\_

Tel. (mobil): \_\_\_\_\_

E-mail: \_\_\_\_\_

Az előző 14 napban tartózkodott-e olyan területen, ahol az új koronavírus (2019-nCoV) közösségi terjedését igazolták? (Valamennyi érintett terület megjelölendő, a távozás dátumával együtt)

Távozás dátuma: \_\_\_\_\_

Tartomány/város/ország: \_\_\_\_\_

Kapcsolatba került valószínűsített vagy megerősített új koronavírus (2019-nCoV) okozta fertőzésben szenvedő személlyel?

Igen Utolsó érintkezés dátuma: \_\_\_\_\_

Nem

Járt-e az elmúlt 14 napban olyan kórházban, ahol a 2019-nCoV megbetegedésben szenvedő személyeket kezelnek?

Yes Date and reason for the admission: \_\_\_\_\_

No

Do you have any of the following symptoms? (if yes, please indicate the date of onset)

**Fever:**

Yes Date of onset: \_\_\_\_\_

No

**Cough:**

Yes Date of onset: \_\_\_\_\_

No

**Sore throat:**

Yes Date of onset: \_\_\_\_\_

No

**Shortness of breath:**

Yes Date of onset: \_\_\_\_\_

No

I hereby confirm the all the above statements are true

**and**

within 14 days of leaving the infected area, I will immediately notify the designated person if any of the symptoms listed above occur.

Dedicated contact person

Name Chancellor's Office

Phone number -

Address [kancellaria@mome.hu](mailto:kancellaria@mome.hu)

I agree that, in view of the epidemiological situation, the Higher Education Institution shall make the above data and information available to the Higher Education Area of the Ministry of Innovation and Technology and the Operational Staff in order to prevent the spread of the coronavirus, until it disappears.

Place, date

Signature

Hely, dátum

Alíírás

Igen Dátum és a kezelés oka: \_\_\_\_\_

Nem

Észleli-e magán az alább felsorolt tünetek valamelyikét, a tünet jelentkezésének dátumát is adja meg:

**Láz:**

Igen Tünet fellépésének dátuma: \_\_\_\_\_

Nem

**Köhögés:**

Igen Tünet fellépésének dátuma: \_\_\_\_\_

Nem

**Torokfájás:**

Igen Tünet fellépésének dátuma: \_\_\_\_\_

Nem

**Légszomj:**

Igen Tünet fellépésének dátuma: \_\_\_\_\_

Nem

Igazolom, hogy a fenti nyilatkozat tartalma a valóságnak megfelel

**és**

a fertőzött terület elhagyása utáni 14 napban a fent felsorolt tünetek jelentkezése esetén azonnal értesítem a kijelölt személyt.

Kijelölt személy és elérhetősége

Név MOME Kancellária

Telefon -

Cím [kancellaria@mome.hu](mailto:kancellaria@mome.hu)

Last update: 12.03.2020.

## **Privacy Policy**

### **related to the data processing in connection with the COVID-19 (coronavirus) pandemic**

The purpose of this Privacy Policy is to inform the data subjects about what data are requested by the Moholy-Nagy University of Art and Design as Data Controller (hereinafter referred to as MOME or Data Controller) in connection with the of the coronavirus pandemic.

Data Controller shall process any personal data in accordance with the General Data Protection Regulation and and other relevant regulations of the Hungarian law, such as the Act CXII of 2011 (Privacy Act).

**Data subject:** *identified or identifiable natural person who can be identified, directly or indirectly by any personal data such as name, identification number, location etc.*

**Personal data:** *it means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;*

**Controller or data controller:** *it means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;*

**Processing:** *it means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;*

**Sensitive data:** *it means all data falling in the special categories of personal data that are personal data revealing racial or ethnic origin, political opinion, religious belief or worldview, or trade union membership, as well as genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation;*

**Data concerning health:** *it means personal data related to the physical or mental health of a natural person, including the provision of health care services, which reveal information about his or her health status;*

**Data Controller:**

- name: Moholy-Nagy University of Art and Design
- address: 1121 Budapest, Zugligeti út 9-25.
- e-mail: [info@mome.hu](mailto:info@mome.hu);
- tel: + 36 1/ 392-1180;
- data protection officer: dr. Simonné dr. Juhász Kinga;
- e-mail: [juhaszk@mome.hu](mailto:juhaszk@mome.hu)

**The legal basis, the purpose and the period of the processing:**

**Information for the data subjects involved in the examination, in the event when the data subject directly provides the personal data (content under Article 13 of the GDPR)**

**Categories of the data subject:**

- a) Those university citizens who have been in the area (country, fish and meat market, hospital) where coronavirus infection has been detected for 14 days prior to the disease
- b) Those university citizens who have been in the vicinity of a person infected with coronavirus during the 14 days prior to the illness.

**The purpose of the data process:** ensuring the professional care of university citizens infected with the coronavirus, curbing the spread of the coronavirus and compliance with the legal requirements.

**The personal data which are stored:** name, date of birth, address, phone number, e-mail address, and sensitive data related to the health of the data subject.

**Legal basis of the processing:**

- a) Filling in the "Questionnaire and statement" document is vital interest under GDPR Article 6. subsection (1) point d)
- b) Processing the sensitive data is necessary for reasons of public interest under GDPR Article 9. subsection (2) point i)

**The period for which the personal data will be stored:** until the purpose of the data processing is achieved.

**Entitled to access the data behalf of the Data Controller:**

- It is the duty of the data subject to complete and forward the questionnaire!  
Filling in and forwarding the document "Questionnaire and Declaration" to: [kancellaria@mome.hu](mailto:kancellaria@mome.hu).
- The personal data shall processed only by the competent coworkers of the Data Controller.
- The Data Controller shall make the personal data and information available to the Higher Education Area of the Ministry of Innovation and Technology and the Operational Staff.
- If reasonable by the "Questionnaire and Declaration", the University shall forward the necessary documents to the National Public Health Center.

**National Public Health Centre contact details:**

address: 1097 Budapest, Albert Flórián út 2-6.

E-mail address of the Secretariat: [tisztifoorvos@nnk.gov.hu](mailto:tisztifoorvos@nnk.gov.hu)

Central telephone number: +36 1 476 1100

Website: <https://www.nnk.gov.hu/>

Represented by: Dr. Müller Cecília Györgyi

**Storage of the personal data and the security of the processing:**

- the Data Controller shall and does not use any other service provider for the storage of personal data covered by the "Questionnaire and Declaration"
- the data are stored in digital form on servers belong to the Data Controller
- The Data Controller shall take any reasonable action to grant the security of the personal data.

**The rights of the data subject:**

The data processing shall not include profiling, which means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements;

The data subject may exercise the rights listed below:

- the data subject may exercise the right to request information from the controller about whether or not personal data concerning him or her are being processed;
- the data subject may exercise the right to rectification which means the data subject has the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her;
- the data subject has the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided;
- for the purpose of the enforcement of his rights the data subject may initiate an inquiry with the The National Authority for Data Protection and Freedom of Information (hereinafter: the Authority) for the purpose of investigating the lawfulness of the controller's measure if the controller restricts the enforcement of his rights;
- the data subject may request the Authority to carry out an authority procedure and/or may seek judicial remedy against the controller if he/she considers that the controller or the processor acting on behalf of, or instructed by, the controller infringes, in the course of processing his personal data, the provisions laid down in laws or the binding legal act of the European Union on the processing of personal data.

**If you consider that we are not acting lawfully, and/or infringe in the course of processing your personal data, the provisions laid down in laws or the binding legal act of the European Union on the processing of personal data, please let us know first (before you request the Authority to carry out a procedure or you seek judicial remedy), in order to process your request/remark as quickly and efficiently as possible.**