

LOFFICE

PRIVACY POLICY

1. DATA MANAGER

The protection of your personal data is very important to us. This privacy policy declaration serves to implement the information obligations according to the legal provisions (EU Regulation 2016/679 (GDPR)) and the data processing by the data manager listed below. In this privacy policy we provide information on all aspects of data management.

With regard to this privacy policy, the responsible data manager and the contact details are:

DATA MANAGER	SEAT	COMPANY REGISTRATION NR.	REPRESENTED BY	CONTACT
Taste Loffice Kft.	1061 Budapest, Paulay Ede st. 55.	01-09-209834	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356
P-55 Kft.	1061 Budapest, Paulay Ede st. 55.	01-09-864927	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356
RÉ-NET Kft.	1061 Budapest, Paulay Ede st. 55.	01-09-705006	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356
Coworkid Családi Munkaközösség Alapítvány	1061 Budapest, Paulay Ede st. 55.	01-01-0012519	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356

2. THE PURPOSE, THE LEGAL BASIS AND THE RETENTION PERIOD OF THE DATA MANAGEMENT

We provide information about the activity, the scope and the purpose of the data collection and use of the personal data by our company as an independent data manager.

TASTE LOFFICE KFT., as the responsible company for the data management

PURPOSE OF THE DATA COLLECTION	AFFECTED DATA	LEGAL BASIS	DATA RETENTION PERIOD
Collecting, managing and responding to the interest in the services provided by the data manager	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">in the case of the contract: until the contract is concludedIf no contract was concluded, then 6 months after the last notification.

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Individual enquiry request	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> until the expiry of the proposal
Conclusion of the contract	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	general limitation period (5 years)
Selling of tickets to events	family name, first name, contact details (e-mail address, telephone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> general limitation period (5 years) 8 years (Számviteli tv. 169. § (2) bek.)
Organisation of the Catering Service	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> general limitation period (5 years) 8 years (Számviteli tv. 169. § (2) bek.)
Seat-host Service	personal data according to Money Laundering Act (Pmt.)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; Art. 6. 1. c) GDPR – processing is necessary for compliance with a legal obligation to which the controller is subject; (Pmt., 7/2017. (VI.1.) IM regulation about seat host service)	storage of personal and tax-related data, the required documents or the reference information as well as all receipts and records relating to business relationships and transactions according to (Pmt. 56. § (2) bek.): 8 years

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Newsletter	family name, first name, contact details (e-mail address)	Art. 6. 1. a) GDPR – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	<ul style="list-style-type: none"> Up to 8 months of uninterrupted inactivity from the last open newsletter, but until the consent is withdrawn
Profiling	Family name, first name, contact details (e-mail address, telephone number), personal data in connection with the activities and contracts of the customer	Art. 6. 1. a) GDPR the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	<ul style="list-style-type: none"> the time required to achieve the purpose of the data processing but at most until the consent is withdrawn
Controlling the access of the office spaces	identification data of the person accessing the office premises, and the date and location of entry and exit	GDPR Article 6 (1) (f) legitimate interest of the data manager	as long as the contractual relationship is valid
The registered data in customer management -Software (contract conclusion)	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	5 years (general limitation period)

P-55 KFT., as the responsible company for the data management

PURPOSE OF THE DATA COLLECTION	AFFECTED DATA	LEGAL BASIS	DATA RETENTION PERIOD
Collecting, managing and responding to the interest in the services provided by the data manager	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> in the case of the contract: until the contract is concluded If no contract was concluded, then 6 months after the last notification.

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Individual enquiry request	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• until the expiry of the proposal
Office Services	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• general limitation period (5 years from the fulfillment of the contract)• 8 years (Számviteli tv. 169. § (2) bek.)
Event-Management	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• general limitation period (5 years from the fulfillment of the contract)• 8 years (Számviteli tv. 169. § (2) bek.)
Organizing and conducting trainings and workshops	family name, first name, email address and other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• general limitation period (5 years from the fulfillment of the contract)• 8 years (Számviteli tv. 169. § (2) bek.)
Coworking	family name, first name, contact details (e-mail address, telephone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	general limitation period (5 years from the fulfillment of the contract)

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Facility management & building operations	family name, first name, contact details (e-mail address and phone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • general limitation period (5 years from the fulfillment of the contract) • 8 years (Számviteli tv. 169. § (2) bek.)
Social Media (Facebook, Instagram, LinkedIn usw.)	Family name, first name, contact details (e-mail address, telephone number), other personal data that is displayed on the social media platforms	Art. 6. 1. f) GDPR – processing is necessary for the purposes of the legitimate interests pursued by the data manager or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	<ul style="list-style-type: none"> • until the time necessary to achieve the purpose of the data processing • up to 3 years
Newsletter	family name, first name, contact details (e-mail address)	Art. 6. 1. a) GDPR – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	<ul style="list-style-type: none"> • Up to 8 months of uninterrupted inactivity from the last open newsletter, • but until the consent is withdrawn.
The registered data in customer management -Software (contract conclusion)	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	5 years (general limitation period)

RÉ-NET KFT., as the responsible company for the data management

PURPOSE OF THE DATA COLLECTION	AFFECTED DATA	LEGAL BASIS	DATA RETENTION PERIOD
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Collecting, managing and responding to the interest in the services provided by the data manager	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• in the case of the contract: until the contract is concluded• If no contract was concluded, then 6 months after the last notification.
Individual enquiry request	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• until the expiry of the proposal
Office Services	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• general limitation period (5 years from the fulfillment of the contract)• 8 years (Számviteli tv. 169. § (2) bek.)
Event-Management	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• general limitation period (5 years from the fulfillment of the contract)• 8 years (Számviteli tv. 169. § (2) bek.)
Organizing and conducting trainings and workshops	family name, first name, email address and other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none">• general limitation period (5 years from the fulfillment of the contract)• 8 years (Számviteli tv. 169. § (2) bek.)

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Coworking	family name, first name, contact details (e-mail address, telephone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	general limitation period (5 years from the fulfillment of the contract)
Facility management & building operations	family name, first name, contact details (e-mail address and phone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • general limitation period (5 years from the fulfillment of the contract) • 8 years (Számviteli tv. 169. § (2) bek.)
Newsletter	family name, first name, contact details (e-mail address)	Art. 6. 1. a) GDPR – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	<ul style="list-style-type: none"> • Up to 8 months of uninterrupted inactivity from the last open newsletter, • but until the consent is withdrawn.
The registered data in customer management -Software (contract conclusion)	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	5 years (general limitation period)

Coworkid Family-friendly Work Community Foundation., as the responsible company for the data management

PURPOSE OF THE DATA COLLECTION	AFFECTED DATA	LEGAL BASIS	DATA RETENTION PERIOD
Collecting, managing and responding to the interest in the services provided by the data manager	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • in the case of the contract: until the contract is concluded • If no contract was concluded, then 6 months

			after the last notification.
Labour-market reintegration activities of women and young parents with small children	family name, first name, contact details, number of children, qualification & work experience, length of maternity leave	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • general limitation period (5 years from the fulfillment of the contract) • 8 years (Számviteli tv. 169. § (2) bek.)
Event-Management	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • general limitation period (5 years from the fulfillment of the contract) • 8 years (Számviteli tv. 169. § (2) bek.)
Organizing and conducting trainings and workshops	family name, first name, email address and other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • general limitation period (5 years from the fulfillment of the contract) • 8 years (Számviteli tv. 169. § (2) bek.)
Newsletter	family name, first name, contact details (e-mail address)	Art. 6. 1. a) GDPR – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	<ul style="list-style-type: none"> • Up to 8 months of uninterrupted inactivity from the last open newsletter, • but until the consent is withdrawn.
The registered data in customer management -Software (contract conclusion)	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	general limitation period (5 years from the fulfillment of the contract)



If your personal data is necessary to fulfill or conclude a legal obligation or a contract and if you refuse to provide this data, the corresponding contract may not be able to be fulfilled (i.e. it is not possible to provide the service).

3. RECIPIENTS OF PERSONAL DATA

A) DATA PROCESSORS

The data manager also uses the assistance of other companies in order to operate the website and provide its services. These companies (data processors) provide services such as customer support, sending newsletters, etc. In some cases, these companies also have access to personal data in order to provide a service on behalf of the manager. It is important, however, that they are not entitled to use your personal data for their own purposes. Data processors used by the data manager:

TASTE LOFFICE KFT.:

- the company providing marketing services

P-55 KFT.:

- the company providing IT and system management services
- providing marketing services
- providing administrative activities

RÉ-NET KFT.:

- company providing IT and system management services
- providing marketing services
- providing administrative activities
- event organizer

COWORKID FAMILY-FRIENDLY WORK COMMUNITY FOUNDATION:

- event organizer

(B) TRANSFER OF DATA TO OTHER DATA MANAGERS

In certain cases, the manager transfers personal data to persons who process this data in their own name and for their own benefit. Such transfers may be required by law (such as the transfer of certain data to the police or other authorities). However, in other cases, the transfer will take place on a different legal basis, in particular on the basis of a legitimate interest or your consent.

Data may also be shared with third parties if there are reasonable grounds for believing that the transfer is necessary to prevent or manage fraud or to protect this website from attack in order to protect the property and security of the data manager, customers, other persons or certain companies.

The data managers listed in point 1 of this privacy policy information are entitled to share personal data within the company group, which data transfer is based on the legitimate interest of the data manager concerned and facilitates the proper functioning of the company group and the data manager.

(C) TRANSFER OF DATA TO A THIRD COUNTRY

The data manager does not transfer personal data to a third country.

4. AFFECTED RIGHTS

Important! In order to exercise the following rights, please contact the data manager who carries out the data processing as explained above.

AFFECTED RIGHTS	CONTENT OF THE CONCERNED RIGHTS
Access to the data	Upon request, we will inform you about how we handle your personal data. In this case, we will also provide you with additional information on how your data is handled.
Right to the notification	On request, we will be happy to correct your inaccurate personal data and fill in missing items.
Right of withdrawal	<p>If one of the following conditions applies, we will delete your personal data:</p> <ul style="list-style-type: none"> • We no longer need your personal information for the purpose for which we collected it. • You have withdrawn your consent; • You have objected to the data processing (and there is no other legitimate reason for the data processing). • We have processed your data illegally. • The law obliges us to delete the data.
Right to restrict data management	<p>You have the right to demand that your data be no longer processed</p> <ul style="list-style-type: none"> • if the accuracy of the data is contested; • The processing of the data is illegal, but you do not want the data to be deleted. • We don't need your data anymore, but you do. • You have objected to the data processing. • In this case, we will no longer process your data (we will only store it) until we have investigated your request.
Right to data transfer	Upon request, we will provide you with the personal data that you have provided to us. You have the right to transfer this data to another data manager.
Right to withdraw	If you do not want us to collect or process your personal data, you have the right to object to the processing. We will no longer process the data, unless this is justified by legitimate reasons that take precedence over your rights, interests, freedoms relating to the transmission, enforcement or defense of legal claims.
Withdraw of compliance	<p>You can withdraw your consent at any time. This revocation does not affect the legality of the processing carried out on the basis of the consent until the revocation.</p> <p>The consent to the sending of newsletters can be revoked at any time via a link in every newsletter or by sending a message to the e-mail or postal address of the data manager.</p>



You have the right to complain to a supervisory authority if you are of the opinion that your data has not been handled correctly.

Complaint

Hungarian Data Protection & Freedom of Information Authority

address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.

email: ugyfelszolgalat@naih.hu

phone: +36 1 391 1400

web: www.naih.hu

5. CHANGES THE DATA POLICY

The data manager reserves the right to change this data protection declaration at any time. If necessary, the data manager will inform customers of the changes by letter or e-mail and in any case in accordance with applicable law.

Last update: 15.12.2020

Appendix list:

I) Cookie Policy

II) Information on camera surveillance



APPENDIX I) COOKIE POLICY

1. WHAT ARE THE COOKIES?

1.1 In the following, P-55 Kft. (seat: 1061, Budapest, Paulay Ede st. 55., company register number: 01-09-864927; email address: kata.klementz@loffice.hu hereinafter referred to as "data manager") informs you about the collection and management of the personal data provided by you as part of your visit to the www.loffice.hu website. For information on third-party cookies, see the table below.

1.2 A cookie is a small piece of text information that is stored on the affected device until you delete it. As with most websites, we use our own and third-party cookies in conjunction with technologies that help websites and applications work properly, as well as an understanding of user preferences.

1.3 You have the option of deactivating all cookies in your browser and setting a notification if a website wants to place cookies on your device. Deactivating cookies may restrict the functionality of our website. For information on how to delete cookies, see the following links: Chrome; Firefox; IE; Opera; Safari.

1.4 The data manager and third parties can use their own cookies or cookies from providers and other technologies that monitor user behavior in connection with the use of the website. In addition, certain user activities related to the website are recorded and they can be viewed based on the previous activities of the user. Third parties automatically receive the IP addresses of the data subjects when the activity is monitored.

2. COOKIES ON THE WEBSITE AND ITS LEGAL BASIS

a. REQUIRED COOKIES

2.1 These cookies are necessary for the operation of the website. They are usually saved on your device at your request, i. H. with regard to your certified activity on the website, settings relating to privacy settings. You have the right to prohibit the use of these cookies. However, this may prevent certain parts of the website from working.

2.2 The cookies listed below are absolutely necessary to enable you to navigate our website and use certain functions based on Ekertv. (2001 / CVIII. Tv.) 13 / A. § (3), and 5th article of 2002/58 / EK Directive. Therefore no prior consent is asked for the use of these cookies:

Cookie	Service provider. Access to third party data?	Time interval	Function of the cookies
cookieNotice	no	7 days	for using the website
cookieMarketing	no	7 days	for using the website
cookiePerformance	no	7 day	for using the website
exitIntentPopup	no	7 days	for using the website
lang	no	until you close your browser	for using the website



b. OTHER COOKIES

2.3 Analytical cookies: These cookies are used to recognize how many individual visitors visit, how often and which pages. This information is collected for statistical purposes only and not to personally identify users. This is only used to find out more about your usage behavior on our website. This information is anonymized. If you do not activate these cookies, they will not be disclosed to us when you visit our website.

2.4 Functional cookies: The purpose of these cookies is to improve the experience and personalize the content. These cookies can be used by us or by third parties to enable the services to be provided on our website. You can control and manage the use of cookies yourself at any time. However, if you deactivate cookies or delete cookies already on your computer, this may restrict your access to and use of parts of the website.

2.5 Legal basis: legitimate interest in analytical cookies (Art. 6 Para. 1 lit. f) GDPR). The person who visits our website is entitled to prohibit the use of cookies in the future if they click on the "Cookie Settings" link at the bottom of the website. In other cases: the consent of the data subject (Article 6 (1) (a) GDPR) based on Eht. 155. § (4) (and 2002/58/EK Directive, Art. 5, Para. (3))

You have the right to withdraw your consent at any time (if you click on the "Cookie Settings" link at the bottom of the website). The withdrawal of consent does not affect the legality of the data processing before the withdrawal.

Cookie	Service provider. Access to third party data?	Zeitintervall	Art der Cookies
__utmb	no	30 minutes	statistically
__utmt	no	10 minutes	statistically
__utmz	no	6 month	statistically
__utmc	no	until you close your browser	statistically
__utma	no	0	statistically
ARRAffinity	no	until you close your browser	statistically

You can find detailed information about the data management on the website under the privacy policy.



APPENDIX II) INFORMATION ON CAMERA SURVEILLANCE

Office premises operated by Taste Loffice Kft. (Company) (1061 Budapest, Paulay Ede st. 55. and 1085 Budapest, Salétrom st. 4.) (excluding social rooms, changing rooms, toilets and other similar rooms)) are equipped with an electronic monitoring system to comply with current legal requirements, in particular, but not limited to, Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and the 2005/CXXXIII.Act on the protection of individuals and property and on private investigations.

1. DATA MANAGER

Taste Loffice Kft.

seat: 1061 Budapest, Paulay Ede st. 55. e-mail: kata.klementz@loffice.hu

2. PURPOSE OF DATA MANAGEMENT AND SCOPE OF DATA MANAGED

The camera system, which monitors only the private area, serves the protection of the Company's property, the protection of the lives and physical integrity of employees and customers, and facilitates the prevention and detection of violations, effective action, and the detection and proof of the perpetrator. The purpose of data management is therefore to protect the Company's property and the life and physical integrity of its employees / customers, as well as to prevent violations and to ensure the possibility of effective action. The scope of the treated data: the image of the persons entering the observed area, the activity of the persons visible in the image, and the conclusion that may be drawn from it.

3. LEGAL BASIS FOR DATA MANAGEMENT

The legal basis for the use of the electronic monitoring system is the legitimate interest of the Company in the adequate protection of its assets, the lives and physical integrity of its employees / customers and the prevention, detection and effective action of possible infringements (Article 6 (1) (f) GDPR). Company has performed a successful interest balance test. The test can be viewed at the person responsible for data protection issues.

4. LOCATION OF CAMERAS AND OBSERVED AREAS

The location of each camera, their angle of view and the marking of the observed area are provided in Annex 1.

5. RECIPIENTS OF PERSONAL DATA

The operator of the camera surveillance system: MySoftwares Kft.

Persons entitled to get acquainted with the recordings: Kata Klementz and Anna Esterházy, the managing directors of the Company.

Data transmission carried out by the Company may take place in the case of official or court proceedings, to the authorities and courts conducting them.

6. PLACE OF STORAGE AND RETENTION OF PERSONAL DATA

The recordings recorded by the camera surveillance system are stored in digital recording units for a maximum of 15 days, after which the data is deleted.

7. USE OF RECORDINGS AND RULES FOR REVIEW

The Company will use the recordings solely for the purposes mentioned above.

Recordings may only be reviewed by persons authorized to inspect the recordings in the event of a suspected infringement or crime, within the retention period specified above. However, the subject of the data has the right to review the recording or request a copy of the recording within the retention period (maximum 15 days), even if there is no suspicion of an offense or crime, provided that the rights and freedoms of others are not adversely affected.¹

¹In case it is necessary to 'blur' other persons included in the recordings - in order to provide access to the recordings to the data subject, - the data subject may be required to be reimbursed for all or part of the related costs. However, the Company will in all cases seek to facilitate the exercise of the data subject's right of access.

The Company shall record in a report (including the electronic register) the reason and time of the acquaintance with the recordings and the person of the acquaintance each time.



8. DATA SECURITY MEASURES RELATING TO THE STORAGE OF RECORDINGS

In order to protect personal data securely, the data stored on the digital recording units in the office is protected by a personal username and password, which can be used to determine who is entitled to the data and when, and thus to ensure that unauthorized persons cannot access the recordings.

9. AFFECTED RIGHTS

AFFECTED RIGHTS	CONTENT OF THE CONCERNED RIGHTS
Access to the data	Upon request, we will inform you about how we handle your personal data. In this case, we will also provide you with additional information on how your data is handled.
Right to the modification	On request, we will be happy to correct your inaccurate personal data and fill in missing items.
Right of withdrawal	<p>If one of the following conditions applies, we will delete your personal data:</p> <ul style="list-style-type: none">• We no longer need your personal information for the purpose for which we collected it.• You have withdrawn your consent;• You have objected to the data processing (and there is no other legitimate reason for the data processing).• We have processed your data illegally.• The law obliges us to delete the data.
Right to restrict data management	<p>You have the right to demand that your data be no longer processed</p> <ul style="list-style-type: none">• if the accuracy of the data is contested;• the processing of the data is illegal, but you do not want the data to be deleted.• we don't need your data anymore, but you do.• you have objected to the data processing. <p>In this case, we will no longer process your data (we will only store it) until we have investigated your request.</p>
Right to withdraw	<p>If you do not want us to collect or process your personal data, you have the right to object to the processing. We will no longer process the data, unless this is justified by legitimate reasons that take precedence over your rights, interests, freedoms relating to the transmission, enforcement or defense of legal claims.</p>
Complaint	<p>You have the right to complain to a supervisory authority if you are of the opinion that your data has not been handled correctly.</p> <p>Hungarian Data Protection & Freedom of Information Authority address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c. email: ugyfelszolgalat@naih.hu phone: +36 1 391 1400 web: www.naih.hu</p>