

DATA MANAGEMENT INFORMATION – ON THE PROCESSING OF PERSONAL DATA CONTAINED IN INDIVIDUAL CONTRACTS CONCLUDED BY THE TEMPUS PUBLIC FOUNDATION.

This Information Notice concerns the processing of personal data contained in individual contracts concluded by the Tempus Public Foundation (hereinafter referred to as TKA), such as:

- personal data of the natural person Contractor,
- personal data of the natural person employee as contact person, provided by a non-natural person Contractor,
- it concerns the processing of personal data of a natural person who is a self-employed person.

1. The controller of the personal data:

Data Controller:	Tempus Public Foundation
President of the Data Controller:	Károly Czibere, President
Data Controller's registered office:	
Postal address of the Data Controller:	1438 Budapest 70, Pf. 508.
E-mail address of the Data Controller:	info@tpf.hu,
Name and contact details of the Data Protection Officer:	dr. Ugrai Gábor
	Postal address: 1438 Budapest 70, Pf. 508.
	E-mail address: adatvedelem@tpf.hu

2. Subject of the processing:

This Information Notice concerns the processing of personal data processed in connection with the conclusion of individual contracts by the TKA. This includes the following Data Subjects:

a) the personal data of the natural person Contractor.

3. Processing of data relating to a sole trader:

A sole proprietor is a natural person who may carry out commercial economic activities pursuant to Act CXV of 2009 on Sole Proprietors and Sole Proprietorships (hereinafter: Evec Act). In the case of contracting with a sole proprietor, the TKA processes personal data relating to the sole proprietor which are related to the economic activity he/she carries out on a commercial basis, which data are used in the economic life. The TKA processes the data kept in the register of self-employed persons, which is up-to-date, as defined in Section 12 (2) of the Evec Act, and which is accessible to anyone free of charge and continuously available on the

Internet, to the extent necessary for the purposes set out in this information. These data are, on the one hand, public data and public data in the public interest pursuant to the Infotv. and, on the other hand, personal data. On the basis of the purpose limitation requirement of Article 5(1)(b) of the GDPR, **the TKA processes data relating to an individual entrepreneur only in the context of his commercial economic activity and not in relation to a natural person:**

- name - registered office
- tax number
- registration number
- bank account number
- registration number
- bank account number
- e-mail address

The provisions of the Prospectus do not apply to data relating to non-natural persons.

4. The purpose of data processing

The purpose of data processing is to ensure the maintenance of contacts related to the preparation of the contract and the facilitation of its performance, the performance of tasks related to the performance of the contract, possible amendments to the contract, the recovery of the consideration or the termination or cancellation of the contract.

5. Scope of the personal data processed:

a) personal data relating to the natural person Contractor on the basis of the legal relationship in question are the following:

- name,
- name at birth,
- gender,
- place of birth, date, - mother's name,
- nationality,
- tax identification number,
- social security number,
- permanent address,
- mailing address,
- bank account number,
- e-mail address,
- travel document number, type, expiry date and place of issue,
- visa required,

- the fact whether you are employed during the performance period,
- the fact that he/she is retired during the period of performance and that he/she is not receiving a pension,
- the fact that he/she was on unpaid leave during the period of performance,
- the fact whether he/she is or was engaged in gainful activity abroad on a permanent basis during the tax year,

b) in the case of a natural person other than a natural person designated by the Contracting Party as a contact person:

- name,
- position held,
- telephone number,
- e-mail address.

6. Legal basis for processing:

a) Legal basis for the processing of personal data of the Data Subject: article 6(1)(b) GDPR: preparation and performance of the contract;

b) Article 6(1)(c) GDPR: to comply with a legal obligation to which the controller is subject in relation to the performance of the controller's obligations. In the case of a contract concluded with a Data Subject, an employment relationship is established whereby the Data Subject derives an income from an independent activity. On this basis, the Controller deducts the advance taxes and contributions provided for by law. In the course of payroll accounting, the Data Controller shall act in accordance with the following legislation: Act LXXX of 1997 on the entitlement to social security benefits and private pensions and the coverage of these services, Act LXXXI of 1997 on social security pension benefits, Act CXVII of 1995 on personal income tax, their implementing regulations and the bilateral conventions on the avoidance of double taxation and social security concluded by Hungary.

c) Legal basis for the processing of personal data of a natural person who is not a natural person
The legal basis for the processing of personal data of a natural person who is a contracting party and who is a contact person is Article 6(1)(f) GDPR: necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data.

TKA has assessed the legitimate interests in a balancing of interests test, which is annexed to this privacy notice.

7. The right to access personal data

The right to access personal data is reserved to those internal staff of the TKA whose access and processing is related to their job duties: in particular, employees of the Professional Unit, the Finance Unit and the Legal Unit, as well as bodies authorised to audit the TKA.

8. Duration of processing and storage of personal data:

The retention period of the personal data recorded in the contract is limited to the retention period of the contract, which is 5 years after the execution of the contract. After the expiry of the retention period, the documents containing personal data will be destroyed or transferred to the Hungarian National Archives in accordance with the Records Management Regulations.

9. Automated decision-making and profiling, transfer of personal data to third countries or international organisations.

None of the above will take place during the processing.

10. Information on the rights of the data subject in relation to data processing.

Right to information: The Data Subject has the right to request at any time information about the personal data relating to the Data Subject processed by the TKA and to modify them at any time by sending an e-mail request to the contact details of the Data Protection Officer under point 1.

Right of access to personal data: the data subject may request to be informed whether the TKA is processing his or her personal data; if it is, he or she may request a copy of the personal data processed.

Right to rectification and integration: At any time, the data subject has the right to request the rectification of his/her incorrectly recorded data and the completion of his/her incomplete personal data processed.

Right to restriction: The data subject has the right to have the processing of his/her personal data restricted by TKA upon his/her request.

Right to data portability: Data Subject has the right to receive personal data from TKA in a structured, commonly used, machine-readable format and to have such data transferred to another controller upon request by TKA.

Right to restriction: the data subject may request the controller to store only part of his/her personal data/personal data and not to carry out any other processing operation (e.g. organisation, structuring, combination, transmission) on them. The restriction of processing may be requested for the following reasons: the data subject contests the accuracy of the personal data,
processing is unlawful and the data subject opposes the erasure of the data; or
If the personal data are no longer needed by the controller but the data subject requires them for the establishment, exercise or defence of a legal claim. If the processing is for the performance of a contract, we will not be able to comply with the erasure request.

Right to erasure: the TKA will permanently erase personal data at the request of the Data Subject, irretrievably and irretrievably, if one of the following grounds applies:

- a) the personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
- (b) the data subject withdraws his or her consent and there is no other legal basis for the processing;
- (c) the data subject objects to the processing;
- (d) the personal data have been unlawfully processed;
- (e) the personal data must be erased in order to comply with a legal obligation under Union or Member State law to which the controller is subject;

11.

The Data Subject may address any questions, comments or complaints regarding the processing to the Data Protection Officer of the TCA at the contact details provided in point 1. The TKA will provide the Data Subject with the requested information in writing within one month of receipt of the request.

The Data Subject may also lodge a complaint against the TKA's data processing with the National Authority for Data Protection and Freedom of Information (address: 1055 Budapest, Falk Miksa u. 9-11.; www.naih.hu , ugyfelszolgalat@naih.hu), postal address: 1530 Budapest, Pf.)

The data subject may take legal action against the TKA if he or she considers that the TKA is processing his or her personal data in violation of the provisions on the processing of personal data laid down by law or by a binding legal act of the European Union.

Budapest, 2022. 03. 10.