

ADAPT Temporary Employment Agency and Service Providing Ltd.

Data Processing Information

on data processing in the context of an agreement with the controller

The ADAPT Temporary Employment Agency and Service Providing Ltd. (registered office: 2615 Csóvár, Mikszáth utca 3., company registration number: 13-09-190013, tax number: 13424907-2-13, telephone number: +36 57 401 011, e-mail: info@adapt.hu, represented by Norbert Borics, Executive Director, name and contact details of the Data Protection Officer: dr. Gábor Keszey, available by post at the Data Controller's headquarters, by e-mail to info@adapt.hu), as the Data Controller (hereinafter referred to as the "Data Controller") hereby informs you in summary and briefly of the following relevant information:

- the rights of persons concerned (right of access, right of rectification, right to erasure and "right to be forgotten", right to blocking/restriction of data, right to object, right to data portability, right to withdraw consent, see details of rights in section 2.) by sending a statement to the e-mail address info@adapt.hu or to another contact address of the Data Controller, by lodging a complaint with the authorities (for the contact details see NAIH, www.naih.hu) and, if they consider that their rights have been infringed, by bringing the matter before the competent court in their place of residence. The Data Controller draws the attention of the persons concerned to the fact that the exercise of their rights may be subject to conditions and limitations in relation to the processing of a data file, which the Data Controller is obliged to examine in the exercise of the rights of the persons concerned. In the event that a right cannot be exercised by the person concerned in relation to a given processing operation, the Data Controller shall inform the person concerned in writing (including by electronic means) of the factual and/or legal grounds excluding/limiting the exercise of the right and shall keep a record thereof.

- the Data Controller shall ensure, in particular, in the context of its IT security responsibilities:

o the prevention of access by unauthorised persons to the means used for data processing (hereinafter referred to as the 'data processing system'),

o preventing the unauthorised reading, copying, modification or removal of data media,

o preventing the unauthorised input of personal data into the data management system and the unauthorised access to, modification or deletion of personal data stored in the data management system,

o preventing the use of the processing systems by unauthorised persons by means of data transmission equipment,

o that persons authorised to use the processing system have access only to the personal data specified in the access authorisation,

o that it is possible to verify and establish to which recipients the personal data have been or may be transmitted or made available or made available by means of a data transmission installation

o that it is possible to verify and establish a posteriori which personal data have been input into the system by whom and at what time

o to prevent the unauthorised disclosure, copying, modification or deletion of personal data during transmission or transport of the data carrier

o to ensure that the data processing system can be restored in the event of a malfunction.

o that the data management system is operational, that any errors in its operation are reported and that the personal data stored cannot be altered by the malfunctioning of the system.

- data may be disclosed to third parties in relation to a specific processing operation, as set out in the detailed information notice for that processing operation.

1. Processing in the context of an agreement with the controller

Purpose: to conclude and implement the agreement, to enforce rights and obligations arising from the agreement, to maintain contacts			
People concerned: Any natural person, as well as any natural person acting on behalf of or on behalf of an organisation, who enters into an agreement with the Data Controller on their own behalf, or is named in the contract as a representative or contact person, in addition to providing personal data.			
Data	Purpose	Legal base	Storage period
name*	Identification, contract element	Fulfilment of an agreement where the contract is between a natural person and the Data Controller (Article 6(1)(b) GDPR), legitimate interest where the person concerned is the representative/contact person of an organisation (Article 6(1)(f) GDPR)	8 years
	invoicing	Fulfilment of a legal obligation (Article 6 (1) (f) of the GDPR) pursuant to Section 169 of Act C of 2000 on Accounting (hereinafter: Accounting Act)	
place of birth, date	identification	Fulfilment of an agreement where the contract is between a natural person and the Data Controller (Article 6(1)(b) GDPR),	5 years after termination of the contract

mother's name	Identification, contract element	Fulfilment of an agreement where the contract is between a natural person and a Data Controller (Article 6(1)(b) GDPR)	5 years after termination of the contract
(Home) address	Identification, contract element	Agreement, where the contract is between a natural person and the Data Controller (Article 6(1)(b) GDPR), legitimate interest, where the representative/contact person of the organisation is the person concerned	5 years after termination of the contract
	Invoicing	Fulfilling a legal obligation (Article 6 (1) (f) of the GDPR) pursuant to Section 169 of the Accounting Act	
Phone number	Identification, contract element	the person concerned's consent where the contract is between a natural person and the controller (Article 6(1)(a) GDPR), legitimate interest where the person concerned is a representative/contact person of an organisation (Article 6(1)(f) GDPR)	5 years after the termination of the contract or, in the case of a natural person, until the withdrawal of consent
e-mail address*	Identification, contract element	the person concerned's consent where the contract is between a natural person and the controller (Article 6(1)(a) GDPR), legitimate interest where the person concerned is a representative/contact person of an organisation (Article 6(1)(f) GDPR)	5 years after the termination of the contract or, in the case of a natural person, until the withdrawal of consent
subject of contract*, payment terms*, rights and obligations, date, signature	content of the contract	Fulfilment of an agreement where the contract is between a natural person and the Data Controller (Article 6(1)(b) GDPR), legitimate interest where the person is the representative/contact person of an organisation (Article 6(1)(f) GDPR)	5 years after termination of the contract

2. Rights of the person concerned

The following table sets out the relationship between the person concerned's rights and the legal basis, so that it is clear to the person concerned what rights he or she may exercise in the event of a legal basis being used.

	Right to prior information	Right to access	Right to rectification	Right of cancellation	Restriction	Data portability	Objection	Withdrawal of consent
Contribution	✓	✓	✓	✓	✓	✓	✗	✓
Agreement	✓	✓	✓	✓	✓	✓	✗	✗
Legal obligation	✓	✓	✓	✗	✓	✗	✗	✗
Vital interest	✓	✓	✓	✓	✓	✗	✗	✗
Public task, public power law	✓	✓	✓	✗	✓	✗	✓	✗
Legitimate interest	✓	✓	✓	✓	✓	✗	✓	✗

Right of access (Article 15 GDPR)

The person concerned has the right to obtain from the Controller feedback as to whether or not his or her personal data are being processed and, if such processing is taking place, the right to access the personal data and information about the circumstances of the processing. Where personal data are transferred to a third country or to an international organisation, the person concerned shall have the right to be informed of the appropriate safeguards for the transfer in accordance with Article 46. The Controller shall provide the person concerned with a copy of the personal data which are the subject of the processing, if the person concerned so requests.

Right to withdraw consent (Article 7 GDPR)

The person concerned has the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of the processing based on consent prior to its withdrawal.

Right to rectification (Article 16 GDPR)

The person concerned shall have the right to obtain, at his or her request and without undue delay, the rectification of inaccurate personal data relating to him or her.

Right to object (Article 21 GDPR)

The person concerned has the right to object at any time, on grounds relating to his or her particular situation, to the processing of his or her personal data on the basis of Article 6(1)(e) or (f) of the GDPR.

In such a case, the Controller may no longer process the personal data, unless it can demonstrate legitimate grounds for the processing which override the interests, rights and freedoms of the person concerned.

Right to restriction of processing (Article 18 GDPR)

The person concerned has the right to obtain, at his or her request, the restriction of processing by the Controller if any of the conditions set out in the GDPR are met, in which case the Controller shall not carry out any operation on the data other than storage.

Where the person concerned has objected to the processing; in this case, the restriction shall apply for the period until it is established whether the legitimate grounds of the Controller prevail over the legitimate grounds of the person concerned.

Right to erasure (right to be forgotten) (Article 17 GDPR)

The person concerned shall have the right to obtain from the controller the erasure of personal data relating to him or her without undue delay where the processing has no purpose, the person concerned has withdrawn his or her consent and has no other legal ground for processing, there are no overriding legitimate grounds for the processing in the event of an objection, the data were unlawfully processed in the first place, and the data must be erased in order to comply with a legal obligation. Where the controller has disclosed the personal data and is under an obligation to erase it, it shall take reasonable steps, including technical measures, taking into account the available technology and the cost of implementation, to inform the controllers that process the data that the person concerned has requested the deletion of the links to or copies or replicas of the personal data in question.

Right to data portability (Article 20 GDPR)

The person concerned has the right to receive the personal data concerning him or her which he or she has provided to the controller in a structured, commonly used, machine-readable format and the right to transmit those data to another controller without hindrance from the controller to which he or she has provided the personal data, where legal conditions (automated processing and legal basis for consent or agreement) are met.

Where and how can a person concerned obtain detailed information on the processing and transfer of data and exercise their rights?

The Data Controller draws the attention of persons concerned to the fact that persons concerned may request information, exercise their right of access and other rights by sending a statement to the Data Controller's postal or e-mail contact details. The Data Controller will examine and reply to the statement as soon as possible after receipt, but no later than 1 month, and will take the necessary action.

Contact details of the authority in case of a complaint (Article 77 GDPR):

National Authority for Data Protection and Freedom of Information

Address: 1055 Budapest, Falk Miksa utca 9-11.

Address for correspondence: 1374 Budapest, PO Box 603.

Phone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

Website: <http://www.naih.hu>

E-mail: ugyfelszolgalat@naih.hu

For more information about your rights and details of how to complain to the Authority, please visit <http://naih.hu/panaszuegyintezes-rendje.html>.

Court of Justice

If your rights have been infringed, you can also go to court in the place where you live and claim, among other things, damages.

The court in your country of residence can be found at the following link: <https://birosag.hu/birosag-kereso>