

PRIVACY NOTICE
for the data processing related to the individual contracts
concluded by the Tempus Public Foundation

The purpose of this document is to provide data subjects with information on the details of the processing of personal data in relation to individual contracts concluded by the Tempus Public Foundation as Data Controller (hereinafter referred to as the "TKA" or the "Controller"), as well as on the rights and remedies available to data subjects in relation to the processing.

Should you require further information, please refer to the Data Controller's website, where you will find additional details in the Privacy Policy and other relevant information:

<https://tka.hu/30/jogi-nyilatkozat>

1. DATA CONTROLLER

Name of data controller:	Tempus Public Foundation
Registered office:	1077 Budapest, Kéthly Anna tér 1.
Phone number:	+36-1-237-1300
Represented by:	Károly Czibere, President
Contact details of the Data Protection Officer:	adatvedelem@tpf.hu
Postal address:	1438 Budapest 70, Pf. 508.

2. DESCRIPTION OF DATA PROCESSING:

This Notice applies to the data processing of **personal data related to individual contracts** concluded by the TPF. The provisions of this Notice do not apply to data relating to non-natural persons.

Categories of data subjects

2.1 The natural person Contracting Party

2.2 A natural person Representative or employee who is not a natural person designated by the Contracting Party as a contact person

2.3 The self-employed natural person

#	Categories of personal data	Purpose of data processing	Legal basis for processing
2.1	<p>Identification and contact details required to conclude a contract.</p> <p>Name, name at birth, sex, place of birth, date, mother's name, nationality, tax identification number, social security number, permanent address, postal address, bank account number, e-mail address, travel document number, type, expiry date, expiry date and place of issue, visa application,</p> <p>The fact whether he/she is employed, retired and on pension suspension during the performance period, has been on unpaid leave, is or has been permanently employed abroad during the tax year in question.</p>	Preparation, conclusion and performance of individual contracts, and liaising with the client to this end.	The processing of data is necessary for the performance of a task carried out by the Data Controller in the public interest in the interests of Hungarian vocational training, education, research and development, Article 6 (1) (e) GDPR
2.2	<p>Identification and contact details required for the conclusion of the contract and for contractual relations.</p> <p>Name, telephone number, e-mail address, workplace details such as job title, address, job title.</p>		

2.3	Identification and contact data necessary for the conclusion of the contract, for the contractual relationship, as well as additional data processed in the context of commercial economic activity, such as name, registered office, tax number, registration number, bank account number, telephone number, e-mail address.		
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3. PERSONS AUTHORISED TO ACCESS THE PERSONAL DATA

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

4. DURATION OF PROCESSING AND RETENTION OF PERSONAL DATA

The retention period of the personal data recorded in the contract is 10 years after the performance of the contract, based on the records management rules adopted by the Hungarian National Archives. After the expiry of the retention period, the documents containing the personal data shall be scrapped or transferred to the Hungarian National Archives in accordance with the above-mentioned Records Management Regulations.

5. AUTOMATED DECISION-MAKING AND PROFILING, TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR INTERNATIONAL ORGANISATION

The processing does not include any of the above.

6. RIGHTS OF THE DATA SUBJECTS WITH REGARD TO DATA PROCESSING

For more information on the rights of the data subject, see Articles 14-22 of the GDPR. The data subject's right to control over his or her personal data shall continue to apply for the duration of the processing.

6.1 Right to be informed: the Data Controller shall inform the data subject of the details of the processing by issuing a notice, and the data subject shall have the right to request further information on the processing of his or her personal data at any time.

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

6.3 Right to rectification: 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.

6.4 Right to object: the data subject may object at any time to processing necessary for the performance of a task carried out in the public interest. In the event of an objection, the Controller shall only continue to process the personal data of the data subject if he or she demonstrates compelling legitimate grounds for doing so which override the interests, rights and freedoms of the data subject or are related to the exercise of legal claims.

6.5 Right to restriction of processing: 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). Restriction of processing may be requested for the following reasons:

- a) the data subject contests the accuracy of the personal data,
- b) the processing is unlawful and the data subject opposes the erasure of the data; or
- c) the controller no longer needs the personal data but the data subject requests them for the establishment, exercise or defence of a legal claim.

If the processing is for the purpose of the performance of a contract, we will not be able to comply with the erasure request.

6.6 Right to erasure ('right to be forgotten'): the TPF will permanently erase personal data at the Data Subject's request, 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 objects to the processing;
- c) the personal data have been unlawfully processed;
- d) 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;

7. THE DATA SUBJECT'S RIGHT TO A REMEDY

7.1 The Data Subject may contact the Data Protection Officer of the TPF at the contact details provided in section 1 with any questions, comments or complaints regarding the processing of data. The DPO will provide the Data Subject with the requested information in writing, preferably by electronic means, as soon as possible, but no later than one month after receipt of the request. The procedure for the execution of reasonable requests is free of charge.

7.2 The data subject may also lodge a complaint against the processing of data by TKA with the National Authority for Data Protection and Freedom of Information (address: 1055 Budapest, Falk Miksa u. 9.-11.; www.naih.hu); postal address: 1530 Budapest, Pf.: 5, e-mail address: ugyfelszolgalat@naih.hu).

7.3 A 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 breach of the provisions on the processing of personal data laid down by law or by a binding legal act of the European Union.

8. OTHER PROVISIONS

8.1 In all cases where the Data Controller intends to use the data provided for purposes other than those for which they were originally collected, the Data Controller shall inform the data subject thereof and obtain his or her prior explicit consent or provide him or her with the opportunity to prohibit such use.

8.2 The Data Controller undertakes to ensure the security of the data, to take technical measures to ensure that the data recorded, stored or processed are protected and to take all necessary measures to prevent their destruction, unauthorised use or unauthorised alteration. It also undertakes to require any third party to whom it may transfer or disclose the data to fulfil its obligations in this respect.

8.3 The Data Controller reserves the right to unilaterally modify the rules and notices on data management by notifying you on its website.

Budapest, February 2024