

**Convention Budapest Kft.**  
**DATA MANAGEMENT REGULATION**

Translation for reference purposes only, in case of any conflict the Hungarian version prevails

## I. INTRODUCTION

The purpose of this Data Management Regulation (hereinafter: the '**Regulation**') is to fully regulate the provisions related to the management and occasional processing of personal data required for participation in conferences organised by Convention Budapest Kft. (registered office: 1097 Budapest, Tóth Kálmán u. 33/B. floor VI, 5-6; hereinafter: the '**Company**') and for operating the *DrPlusz* online database.

In the course of data management the Company shall act in accordance with the provisions of the applicable EU laws with immediate effect as well as the data protection legislation of Hungary, particularly Act CXII of 2011 on informational self-determination and freedom of information (hereinafter: the '**Information Act**'),

The Company shall manage any personal data obtained and recorded in writing in a confidential manner and shall take all necessary measures to promote the safe handling of data.

Officer responsible for data protection: Zsombor Papp, email address: [zspapp@convention.hu](mailto:zspapp@convention.hu).

The up-to-date effective version of the Regulation can be accessed at our website: [www.convention.hu](http://www.convention.hu). The Company shall reserve the right to change or amend the Regulation pursuant to changes in the legislations of the EU or Hungary.

The registration of data management is in progress due to application submitted by the Company to the National Authority for Data Protection and Freedom of Information in order to obtain registration number for data management purposes, due to be issued within 8 days pursuant to Article 68 (1) of the Information Act.

## II. INTERPRETIVE PROVISIONS

The following interpretive provisions are set out in the Information Act.

1. data subject shall mean any natural person directly or indirectly identifiable by reference to specific personal data;
2. personal data shall mean data relating to the data subject, in particular by reference to the name and identification number of the data subject or one or more factors specific to his physical, physiological, mental, economic, cultural or social identity as well as conclusions drawn from the data in regard to the data subject;
3. consent shall mean any freely and expressly given specific and informed indication of the will of the data subject by which he/she signifies his/her agreement to personal data relating to him/her being processed fully or to the extent of specific operations;
4. objection shall mean a declaration made by the data subject objecting to the processing of his personal data and requesting the termination of data processing, as well as the deletion of any data processed;

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5. controller shall mean any natural or legal person or entity without a legal personality which alone or jointly with others determines the purposes of data processing, delivers and executes decisions concerning thereof (including the means used), or has such decisions executed by an appointed data processor;
6. data processing shall mean any operation or set of operations performed on the data, irrespective of the procedure applied, in particular collecting, recording, registering, classifying, storing, modifying, using, querying, transferring, disclosing, harmonising or combining, blocking, deleting and destructing data, and preventing their further use, making photographic, audio or visual recordings, as well as recording physical characteristics suitable for personal identification (e.g. fingerprints or palm prints, DNA samples, iris scan).

Based on the above any client wishing to participate in a conference organised, or to be registered in the online database *DrPlusz* operated by the Company shall be deemed to be a data subject in accordance with the Information Act. Any personal data supplied by the data subjects by means of completing our registration form shall be managed by the Company.

### **III. PRINCIPLES OF DATA MANAGEMENT**

The management of personal data shall be subject to the law or the consent of the concerned data subject. Clients provide their consent by completing our registration form for the purposes of conference attendance or inclusion in the online database *DrPlusz*.

Personal data may only be managed for specific purposes, in order to exercise rights and to fulfil obligations. Any phase of the data handling process should comply with the specific purpose thereof. The Company shall manage any personal data recorded for the following purposes: organising conferences, operating the online database, contacting clients.

Any management of data for advertising and marketing purposes shall be indicated separately. If a client wishes to be excluded from our database maintained for advertising and marketing purposes, it should be notified by email via [convention@convention.hu](mailto:convention@convention.hu) or by post addressed to the registered office of the Company.

Personal data may only be managed for the intended purpose to the extent and for the duration required, and the scope of data to be managed should be absolutely necessary for the purpose of data management and should be suitable to achieve the specific goal. Any personal data shall be stored until the deletion thereof required by our clients. Pursuant to the Information Act any formerly supplied data shall be deleted in a manner to render such data unrecognizable and impossible to restore.

The Company shall not perform data processing in relation to any special data. Any such data supplied by a data subject shall be deleted.

### **IV. SCOPE OF THE REGULATION**

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The Regulation shall apply to any client wishing to participate in a conference organised, or to be registered in the online database *DrPlusz* operated by the Company.

Accordingly, any client of the Company shall undertake compliance with this Regulation.

## **V. DATA PROCESSORS**

As of 2014 services related to our servers have been supplied by the following company not authorised to perform independent operations on any data:

- Name: Doclerweb Kft.
- Seat: 1101 Budapest, Expo tér 5-7.
- Contact details: +36 1 432 31 35
  
- Name: Brainstorming Design Bt.
- Seat: 1154 Budapest Damjanich János utca 92.
- Contact person: László Kornhoffer
- Contact details: +36 20 241 7126

As of 2014 data processing and the operating of our computer systems have been supplied by the following company based on contractual engagement:

- Name: Doclerweb Kft.
- Seat: 1101 Budapest, Expo tér 5-7.
- Contact details: +36 1 432 31 35
  
- Name: Brainstorming Design Bt.
- Registered office: 1154 Budapest Damjanich János utca 92.
- Contact person: László Kornhoffer
- Contact details: +36 20 241 7126

## **VI. DATA TRANSFER**

No personal data supplied via registration forms or obtained otherwise shall be transferred.

## **VII. RIGHT TO REMEDY**

Any data subject may request information on the management of his personal data or the correction or deletion thereof, except the deletion of data subject to data management required by the law.

Detailed information on the data managed by the Company or those processed on contractual basis, the source of such data, the purpose of data management, the legal basis and duration thereof, the

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name, address and activity of the data processor in relation to data management shall be supplied on request.

In case of any objection legal remedy may be requested from, or any complaint may be submitted to the following authority:

- Name: National Authority for Data Protection and Freedom of Information
- Seat: 1024 Budapest, Szilágyi Erzsébet fasor 22/C.
- Website: [www.naih.hu](http://www.naih.hu)

#### **VIII. CLOSING PROVISIONS**

If any part of this Regulation is deemed ineffective, it shall not affect the validity of any other section that can be interpreted irrespectively thereof.

Budapest,2018.04.01.

Convention Budapest Ltd.