

Privacy Notice

on data processing related to contracts concluded with enterprises or private individuals organising visits by tourist groups on behalf of the Office of the National Assembly of Hungary to visit the House of Parliament

The purpose of this Privacy Notice is to inform businesses and private individuals organising tourist groups to visit the House of Parliament about the practice of personal data processing pursued by the Office of the National Assembly (hereinafter: Office) related to partnership agreements, the measures taken to protect personal data, and the way and manner in which the rights of data subjects can be exercised. This Privacy Notice has been drafted in order to comply with the provisions of the Regulation (EU) 2016/679 of the European Parliament and the Council (hereinafter: GDPR).

1. Data Controller

Personal data are processed by the Office (mailing address: H-1055 Budapest, Kossuth tér 1-3, +36-1-441-4000, +36-1-441-5000, www.parlament.hu, [data processing unit: Directorate for Public Collections and Public Education]).

Contact details for the data processing unit: [idegenforgalom\(at\)parlament.hu](mailto:idegenforgalom@parlament.hu)

Contact details for the data protection officer: [adatvedelem\(at\)parlament.hu](mailto:adatvedelem@parlament.hu)

2. Legal basis and purpose of processing

The purpose of processing is to conclude partnership agreements to organise tourist visits to the House of Parliament. The legal basis of processing shall be Article 6(1)(b) and (c) of the GDPR, i.e. data processing is required for concluding the agreement and to comply with some legal obligations.

3. Categories of data processed, duration of processing, source of data processed:

Categories of personal data processed:

Personal data in the partnership agreements	Personal data in the password request forms
For companies: a) name of the person authorised to represent the company b) name and details of the company contact (name, email address, telephone number)	Private individual user(s): a) name b) email address c) telephone number
For sole traders: a) name of the person concerned b) address c) tax number d) bank account number (Swift code) e) email address	

f) telephone number	
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Pursuant to Section 169(2) of Act C of 2000 on Accounting, two original counterparts of the partnership agreements shall be retained by the Office as accounting document for a period of at least 8 years from the date of the agreement. The password request forms (paper-based or electronic) related to the agreements and completed in order to book online appointments for groups organised to visit the House of Parliament shall be immediately destroyed upon the transfer of the usernames and passwords to the data subjects. The data processed are provided directly by the data subjects or the partner companies contracted by the Office. In order to facilitate the use of the online booking system, data is transferred to Jegymester Kft. contracted by the Office. Data shall only and exclusively be transferred to ensure access to the online booking interface of Jegymester Kft. referenced above (password request), no data other than the name, email address and telephone number of the data subjects shall be subject to transfer.

4. Data access and data security measures

Personal data provided by data subjects shall only be processed by the personnel of the Office involved in organising visits to the House of Parliament, and those responsible for administering agreements. Such employees may only process personal data acting within their power and only for the purpose of performing their tasks.

Personal data shall be processed by the Office with the utmost care and attention under strict confidentiality, and only to the extent required for the purposes indicated. Data shall be processed in email, on paper and in a form saved on computers in a manner that ensures that both paper-based and electronic documents can only be accessed by the authorised personnel of the Office. Personal data stored on paper shall be safeguarded in the buildings that host the Office, and such buildings are protected and secure facilities. By using the appropriate IT security measures stipulated in the IT Security Policy of the Office, the Office shall ensure that personal data provided by the data subjects and processed electronically are protected against, among other things, unauthorised access or unauthorised modification. The IT system shall log all interventions.

5. Rights of the data subject concerning data processing

a) Right of access of the data subject to their personal data processed:

Data subjects may request information on their personal data processed, on the source of the data, the purpose, legal basis, duration of the processing, the name and address of the data processor, their activity related to the data processing, the circumstances, effects and measures to be taken to deal with any personal data breach, and, in the case of data transfer, its legal basis and its recipient.

b) Rectification of personal data processed:

The data subject may request the rectification of their personal data if such data are incorrect, inaccurate or need to be supplemented.

c) The right of the data subject to erase personal data:

The data subject shall have the right to obtain anytime from the Office the erasure of personal data if the personal data are no longer necessary in relation to the purposes for which they were collected, unless processing is obligatory under the law. The erasure of data processed under the law may not be requested during the prescribed retention period if processing is not unlawful.

d) The data subject's right to restriction of their personal data:

If the data subject disputes the accuracy of their personal data, the personal data of the data subject will be restricted upon the data subject's request until they are checked for accuracy. Should processing be unlawful, the personal data processed shall be erased, unless the relevant data subject requests the restriction of use or further storage instead for the purpose of establishment, exercise or defence of legal claims. The request to store data may be filed in writing and delivered by post, indicating the enforcement of the claim and the requested additional storage period.

e) The right to data portability:

The data subject shall have the right to request the Office to send the data subject its data provided by it electronically, furthermore, it has the right to request the Office to forwards them to the recipient specified by the data subject.

Requests under paragraphs a) to c) and e) may be submitted electronically to [idegenforgalom\(at\)parlament.hu](mailto:idegenforgalom(at)parlament.hu) or [adatvedelem\(at\)parlament.hu](mailto:adatvedelem(at)parlament.hu), or by post to the mailing address stipulated in Section 1. Information on the personal data processed, rectification, erasure, restriction, data portability shall be effected by the Office within 30 days of receipt of the request or, if this is not possible, the Office shall notify the data subject of the obstacle thereof, by indicating the factual and legal grounds for the rejection, together with the relevant information on remedies.

6. The possibility to enforce the rights of the data subject concerning data processing

In the event of unlawful data processing experienced by the data subject, the data subject may, in the first instance, apply to the Office as the controller of their personal data, to remedy the infringement, or they may initiate an investigation with the [National Data Protection and Information Authority](#) (NAIH) or they may apply to the courts. By filing a notice with the NAIH (H-1055 Budapest, Falk Miksa utca 9-11, [ugyfelszolgalat\(at\)naih.hu](mailto:ugyfelszolgalat(at)naih.hu)), anyone may initiate an investigation by claiming that there has been a violation of rights concerning the processing of their personal data or there is an imminent threat thereof.

Anyone who believes that their rights have been infringed on as a result of data processing by the Office, may apply to the courts. The court shall give the case priority. Regarding the lawsuit, the Budapest-Capital Regional Court (H-1055 Budapest, Markó u. 27) has jurisdiction, however, the lawsuit may also be initiated before the court of domicile or residence of the person initiating the action, subject to their choice.