

Notice on the processing of personal data

In relation to the internal audit activities of HungaroControl Pte. Ltd. Co.

- I. Please be informed that HungaroControl Hungarian Air Navigation Services Private Limited Company (seat: 1185 Budapest, Igló u. 33-35, Website: www.hungarocontrol.hu, E-mail: info@hungarocontrol.hu, hereinafter as: HungaroControl) shall process personal data in relation to its internal audit activities, as follows:

1) **Processed data:** personal data included in the documents used in the course of the internal audits (hence, in particular: name, signature, employee number, initials, data related to working time arrangement, data included in the main text or in the certificates attached in the annexes of the individual contracts [and the copies of these certificates form integral and inseparable parts of the contracts – mainly public procurement contracts], data included in CVs and correspondence related to the inspected activity).

2) **Legal basis of data processing:**

- a) in terms of the usage of the data:
- legitimate interest of HungaroControl to conduct and document the internal audits, to keep track of the measures related to the internal audits, and to prove that the internal audit reports are substantiated and well-founded pursuant to Article 6(1) f) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter as: GDPR),
 - legitimate interest of HungaroControl to use the data for purpose of investigating the conducts – possibly qualifying as unlawful – identified as a result of the findings of the internal audits, and – if necessary – to use these data in labour law, civil law or criminal law proceedings, pursuant to Article 6(1) f) of the GDPR,
- b) in terms of storage of the data: the performance of the legal obligation of HungaroControl approved pursuant to Act LXVI of 1995 on public records, public archives, and the protection of private archives, and defined under Government Regulation no. 335/2005. (XII.29.) on the Common Provisions of Document Management in Bodies of Public Administration (hereinafter as: the Government Regulation), pursuant to Article 6(1)c) of the GDPR.

3) **Data subjects:** employees of HungaroControl and external persons affected by the process or proceeding investigated through the internal audit.

4) **Purpose of data processing:**

- a) in terms of usage of the data: to conduct and document the internal audits, to keep track of the measures, to prove that the internal audit reports are substantiated and well-founded,
- b) to use the data for purpose of investigating the conducts – possibly qualifying as unlawful – identified as a result of the findings of the internal audits, and – if necessary – to use these data in labour law, civil law or criminal law proceedings

- (the internal audit itself shall not impose any sanctions and shall not make any proposals to that effect in its findings),
- c) in terms of storage of the data: to perform the obligation of retention specified in the Archiving Plan attached as an annex to the Document Management Policy approved by the National Archives, in accordance with the Government Regulation.

5) Method of data processing:

- A. *Recording of the data:* recording of the data in the memos, notes, worksheets used in the course of the internal audits and in the internal audit reports.
- B. *Usage of the data:* the data shall be used to conduct the internal audits, keep track of the measures determined as a result of the audits, and also to prove that the findings made in the internal audit reports are substantiated and well-founded, and also to investigate the conducts possibly qualifying as unlawful, and to conduct the related labour law, civil law or criminal law proceedings.
- C. *Storage of the data:*
- a) the personal data included in internal audit documents created less than five years ago shall be stored in the office premises of the Internal Audit Team conducting the respective internal audit, located at the registered office of the Company (1185 Budapest, Igló utca 33-35.), in security cabinets (the highly confidential documents and the documents of ongoing cases) and in lockable cabinets (other documents) and on the servers located at the registered office of the Company,
 - b) the personal data included in the internal audit documents created more than five but less than ten years ago shall be stored in the central archive (lockable with a key and code) located at the registered office of the Company, accessible only to the document manager assistant and administrator of the Administration Group,
 - c) contracts created more than ten years ago and identified as a result of the internal audit – possibly qualifying as unlawful - and preserved as a documentation of a related labour law, civil law or criminal law proceedings shall be stored in lockable cabinets in the office premises of the Internal Audit Unit conducting the respective internal audit, located in the registered office of the Company (1185 Budapest, Igló Street 33-35.) or in the central archive (lockable with key and code) located at the registered office of the Company, accessible only to the document management assistant and administrator of the Administration Unit
- D. *Erasure of data:* by destruction of the hard copy documents and by deletion of the documents stored electronically, after the data retention time has expired.

6) Data retention time:

- a) in terms of the records created prior to 1 January 2020: 10 years (according to the Archiving Plan of HungaroControl),
- b) in terms of the records created after 1 January 2020: 5 years,
- c) in the case of investigating the conducts – possibly qualifying as unlawful – identified as a result of the findings of the internal audits and the related labour law, civil law or criminal law proceedings, until the respective proceeding is closed, whereas this period exceeds the general period, otherwise, until the end of the retention period. .

7) **Data processor:**

HungaroControl does not employ data processors for the processing.

II. Data security measures

1. Please be informed that the provided personal data shall be handled confidentially by HungaroControl, and these personal data shall not be transferred to third parties without your consent and without providing prior notice thereof to you, except for the statutory data provision to authorities and other bodies based on legislation.
2. Please be informed that the personal data provided by you and included in internal audit documents created less than five years ago shall be stored by HungaroControl in the office premises of the Internal Audit Team conducting the respective internal audit, located at the registered office of the Company, in security cabinets (the highly confidential documents and the documents of ongoing cases) and in lockable cabinets (other documents) and on the servers located at the registered office of the Company, whereas the personal data included in the internal audit documents created more than five but less than ten years ago shall be stored in the central archive (lockable with a key and code) located at the registered office of the Company, accessible only to the document manager assistant and administrator of the Administration Group. The Company shall not use the services of other companies for storing the personal data. In the course of processing of personal data – in line with the applicable legislation – it takes such risk proportionate administrative and technical measures that prevent unauthorized and unlawful access to and modification of the personal data and also ensure verifiability throughout the data processing actions, both in terms of the manual and the automated data processing procedures. The Company also ensures that the data stored in the different records shall not be matched in a direct manner or identified with the individual data subjects.

III. Rights and Legal Remedies

1. Please be informed that you have the right to object to the processing of your personal data, if:
 - a) processing of the personal data is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority or processing is necessary for the enforcement of the legitimate interests of the data controllers or any third parties.
 - b) processing of the personal data is carried out for direct marketing purposes or profiling with a direct marketing purpose;
 - c) processing of the personal data is carried out for scientific or historical research purposes or statistical purposes, which are necessary for execution of a task not in the public interest.

HungaroControl shall examine the objection as soon as possible, but within 15 days from submission of the request at the latest, and shall decide whether such objection is well-founded or not and shall inform the complainant about its decision in writing. If the data controller finds that the objection is well-founded, it shall terminate the processing, including further data collection and data transfer, and block the data, and shall inform about the objection and the measures taken based on the objection all the entities to whom it previously transferred the personal data subjected by the objection, and these entities, in turn, shall be obliged to take the necessary measures to enforce the right to objection.

2. Please be informed that you have the right to ask the data controller **to provide** your personal data and the information related to processing thereof **to you**. You may ask for copies of the personal data as long as requesting such copies does not adversely affect the rights and freedoms of others.

Requesting of copies shall be free of charge on the first occasion, whereas the data controller may charge a fee based on administrative costs for every further copy.

3. Please be informed that you have the right to request the **clarification, correction or supplementation** of your personal data by sending a declaration, as long as the data are inaccurate, incorrect or incomplete.
4. Please be informed that the data controller shall **restrict** processing upon your request, if you contest the accuracy of data, if processing is unlawful, but instead of deletion, you request the restriction of processing, if the purpose of processing has been terminated, but you claim the data for the establishment, exercise or defence of legal claims, and if you filed an objection against the processing and the assessment of such objection is currently in progress. In the event the data controllers lift the restriction of processing, they shall provide information thereof in advance.
5. Please be informed that the controller shall **erase** the processed personal data upon your request, if:
 - a) processing is unlawful;
 - b) the purpose of processing has been terminated or no further processing of data is required for attainment of the purpose;
 - c) you withdraw your consent and there is no other legal basis for the processing;
 - d) the statutory data retention period has expired;
 - e) the erasure of data was ordered by law, authority or court.
6. Please be informed that upon your request, the data controller will **transfer** your personal data to you in a structured, commonly used and machine-readable format, or – if it is technically feasible – will **transmit** these data to another data controller or ensure to you the option of transmission. Please be informed that the transfer or transmission of data cannot be ensured if the data needs to be deleted or if the processing is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority.
7. Please be informed that you may claim **damages or aggravated damages** (compensation for injury to feelings) for the damages incurred as a result of unlawful processing or for personality right related damages.
8. HungaroControl shall assess the request submitted by you for enforcement of your rights, as soon as possible, but within one month at the latest, and shall inform you about its decision in writing or – if you submitted your request electronically – in an electronic way. HungaroControl may delay the provision of information on the enforcement of rights for reasons specified under law, proportionately to the goal wished to be achieved, and may restrict the contents of the information and may also refrain from providing the information.

If a repeated request is submitted in the same year for the same scope of data, and the underlying reason is not that the data are required to be corrected, deleted or restricted due to the omission or failure of the data controller, then the data controller may ask for reimbursement of its costs incurred in relation to the fulfilment of the request.

9. If you are of the opinion that your rights have been violated in connection with the processing of your personal data, **you may initiate an investigation** at the Hungarian National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/C., postal address: 1530 Budapest, Pf. 5., ugyfelszolgalat@naih.hu, +36-1-3911400, www.naih.hu), or **you may turn to the court** of competent jurisdiction. The regional court having competence according to the registered office of the data controller shall conduct the legal action, with the provision that at your discretion, the legal action can also be started at the regional court having competence according to your domicile or habitual residence as well.

- IV.** For data processing related issues not included in this Notice, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC and Act CXII of 2011 on Informational Self-determination and Freedom of Information shall be applied.

- V.** Please be informed that the following person acts as the Data Protection Officer of HungaroControl: Dr. Anikó Fazekas (+36 30 851 2515, dpo@hungarocontrol.hu).