

PRIVACY POLICY
(contract services and business contracts)

The HUN-REN Social Science Research Center (hereinafter: TK) hereby informs you about the data management carried out during the administration of commission contracts. We would like to inform you that TK only performs data processing based on the consent of the data subject.

According to the GDPR regulation

personal data: any information relating to an identified or identifiable natural person ("data subject"); a natural person can be identified directly or indirectly, in particular on the basis of an identifier such as name, number, location data, online identifier or one or more factors relating to the physical, physiological, genetic, mental, economic, cultural or social identity of the natural person identifiable;

data processing: any operation or set of operations performed on personal data or data files in an automated or non-automated manner, such as collection, recording, organization, segmentation, storage, transformation or change, query, insight, use, communication, transmission, distribution or otherwise by making available, coordinating or connecting, limiting, deleting or destroying.

During the administration of the assignment contract, we request and process your following data:

Name, address, date of birth place, time, mother's name, tax - tb - bank account number, citizenship, name of full-time employer, companies: company registration number, representative

The data is processed in order to prepare and conclude the assignment contract, verify the performance and pay the assignment fee. The legal basis for data management is the TK Data Protection and Data Security Regulations, the Public Administration Act, and Act V of 2013 on the Civil Code.

In order to carry out the specified task, your personal data is handled by several employees within TK for internal administrative purposes based on Article 48 of the GDPR regulation. In order to carry out the indicated task, your data may be handled by the following TK employees:

- institute director/research group leader
- head of the director general's secretariat
- secretarial assistant to the Director General
- assistant director general
- director's assistant
- head of the secretariat
- project office manager
- research project manager/project assistant
- scientific associate
- accountant

Our colleagues implement data management in a legal, fair and transparent manner for natural persons, ensuring the rights of natural persons, limiting the storage of data to the absolutely necessary period of time, avoiding the possibility of a data protection incident ("a breach of security that occurs in the transmitted, stored or results in the accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access to personal data handled in another way.")

In order to achieve the above, the employees of TK who carry out data management

- handles, stores and destroys the data involved in data management in accordance with the legal provisions.

- personal data are stored exclusively on servers under your physical control. Paper-based copies containing data created during the administration of commission and business contracts will be stored in the TK file, the GO project register and the Labor Department database, the data stored in digital form will be stored on password-protected workstations and central servers accessible only to our employees participating in the task

As part of the performance of tasks, TK transfers personal data to third parties:

- for inspection and signature by internal auditor, institute director, project manager, economic manager, general director or for his deputy, for finance/HR/director general's secretariat for further administration.

- In the case of projects realized with support, to the competent support body

In the course of data processing by our colleagues, you are particularly entitled to the following rights:

- request for information
- protest against data management and data transmission;
- correction and modification of data;
- requesting the blocking or deletion of data;
- initiating a legal remedy.

These rights are granted to you by TK as follows:

- request for information

At the beginning of the data management process, it informs you about the data management affecting the entire process. Provides a contact person for data review

- protest against data management and data transmission;

It can be initiated in writing with the contact person, and can be applied within the framework of the TK's rules for concluding contracts and the relevant legislation. The applicant must be informed that data management is a condition for concluding and administering the contract, otherwise we cannot conclude the contract.

- correction and modification of data;

It can be initiated in writing with the contact person, and notification is required by the contract.

- requesting the blocking or deletion of data;

The right to delete data can be requested in the following cases: the retention of the data violates EU or Member State law applicable to TK, if the data management is no longer necessary in

connection with the original purpose, you withdraw your consent to the management of the data or the management of your personal data does not comply with the GDPR - regulation. Please note that consent to data management withdrawn during the performance period of the contract is considered grounds for terminating the contract on the part of the research center. In order to fulfill our legal obligations, we can only enforce data management consent after the deadline specified in the contract has passed.

- initiating a legal remedy.

It can be initiated in writing with the contact person, specifying the reasons exactly. You have the right to apply to the NAIH for a legal remedy request.

In asserting your contact person's rights to data management: Vattayné Orosz Nicolette, iktatas@tk.hu.

Please note that requests related to data management will only be handled after a written request (electronically sent to the e-mail address given above or addressed to the General Director's Secretariat at the postal address of TK 1476 Budapest 100, Pf. 340.) Personal data can be viewed after a written appointment.

TK only manages and stores your personal data as long as it is necessary for the purpose of administration related to commission and business contracts, or based on the relevant support contract and legal regulations. After that, the data will be destroyed.

Information on further questions is provided by the TK data protection officer: dr. Zsuzsa Kerekes, kerekes.zsuzsa@tk.hu

I have read this Privacy Policy and I have taken note of its contents. With my signature, I consent to the management of my personal data.

Budapest,

Name:

Signature: