

## **PRIVACY POLICY**

### **ON THE RIGHTS OF THE NATURAL PERSON CONCERNED REGARDING THE PROCESSING OF YOUR PERSONAL DATA**

#### **INTRODUCTION**

##### **Why was this leaflet made?**

In the course of its operations, the data controller processes personal data for several purposes and respecting the rights of data subjects and complying with legal obligations. The data controller also considers it important to present to the data subjects the processing of personal data which came to their knowledge in the course of its processing activities and its main features.

##### **What is the basis of data subjects' data management?**

Personal data will only be processed for specific purposes and on an appropriate legal basis. These purposes and legal bases are presented individually for specific data processing.

##### **What external assistance is used to manage your personal data?**

Personal data are usually processed by the data controller at its own premises. However, there are operations which require external assistance, a data processor. The identity of the data processor may vary according to the characteristics of each processing operation.

##### **Who manages your personal information?**

The data subject may obtain information on the identity and contact details of the data processors employed by the data controller in the following Chapter II of the Privacy Policy.

#### **CHAPTER I**

#### **NAME OF THE DATA CONTROLLER**

The publisher of this information is also the data controller:

COMPANY NAME: TERMOMETAL HUNGARY KFT.

HEADQUARTERS: 1145 BUDAPEST, GYARMAT UTCA 5/B. 1. EM. 6

COMPANY REGISTRATION NUMBER: 01-09-278557

TAX NUMBER: 23072570-2-42

REPRESENTED BY: ATTILA BILICKI MANAGING DIRECTOR

CONTACT DETAILS: [www.termometal.hu](http://www.termometal.hu) under the „contact” menu point  
(hereinafter referred to as "the Company")

## CHAPTER II NAME OF THE DATA PROCESSORS

**Data processor:** a natural or legal person, public authority, agency or any other body which processes personal data on behalf of the controller; (Article 4(8) of the Regulation)

The use of a processor does not require the prior consent of the data subject, but the data subject must be informed. Accordingly, the following information is provided:

### **IT service provider:**

COMPANY NAME: Google LLC

HEADQUARTERS: 1600 Amphitheatre Pkwy Mountain View, California 94043  
(considered to be resident in the EU according to EU-US PRIVACY SHIELD  
FRAMEWORK)

WEBSITE: <https://mail.google.com/>

COMPANY NAME: Microsoft Corp.

HEADQUARTERS: One Microsoft Way. Redmond. Washington. 98052-6399. USA  
(considered to be resident in the EU according to EU-US PRIVACY SHIELD  
FRAMEWORK)

WEBSITE: <https://onedrive.live.com/>

### **Hosting provider:**

COMPANY NAME: MEDIACENTER HUNGARY KFT.

HEADQUARTERS: 6000 KECSKEMÉT, SOSZTAKOVICS UTCA 3. II/6.

WEBSITE: [www.mediacenter.hu](http://www.mediacenter.hu)

### **Accounting, tax, payroll data processor:**

COMPANY NAME: MEDIÁTOR MÉRLEG DIGITÁLIS KÖNYVELŐ IRODA KFT.

HEADQUARTERS: 1145 BUDAPEST, GYARMAT UTCA 5/B. AS 1.A.

WEBSITE: [www.mediator-merleg.hu](http://www.mediator-merleg.hu)

### **Data processor performing auditing:**

COMPANY NAME: KATALIN MOKOS FEHÉRNÉ

HEADQUARTERS: 2145 KEREPES, WÉBER EDE UTCA 12.

**Data processor performing postal, courier and logistics tasks:**

COMPANY NAME: MAGYAR POSTA ZRT.

HEADQUARTERS: 1138 BUDAPEST, DUNAVIRÁG STREET 2-6.

WEBSITE: <https://www.posta.hu/>

E-MAIL ADDRESS: [ugyfelszolgalat@posta.hu](mailto:ugyfelszolgalat@posta.hu)

PHONE NUMBER: +36-1-767-8282

**Data processor performing postal, courier and logistics tasks:**

COMPANY NAME: DHL EXPRESS MAGYARORSZÁG KFT.

HEADQUARTERS: 1185 BUDAPEST, BUD NEMZETKÖZI REPÜLŐTÉR 302. ÉPÜLET

WEBSITE: [www.dhl.com](http://www.dhl.com)

**Other data processors:**

- Data processor providing fire protection and occupational safety tasks
- Data processor providing occupational health tasks
- Data processor providing a customs clearance procedure
- Site property owner, operator
- Data processor providing business consultancy
- Data processor providing online freight exchange service
- Data processor providing a business management system
- Carrier service providers

## CHAPTER III ENSURING THE LAWFULNESS OF DATA PROCESSING

### 1 Data management with the consent of the data subject

1.1 If the Company intends to carry out data processing based on consent, the data subject's consent to the processing of their personal data shall be obtained by means of the data request form and information as set out in the Data Processing Policy.

1.2 Consent is also deemed to be given when the data subject ticks a box when viewing the Company's website, when making technical settings when using information society services, and any other statement or action that clearly indicates the data subject's consent to the intended processing of their personal data in the given context. Silence, a pre-ticked box, or inaction do not therefore constitute consent. The continuation of a telephone call after having been duly informed shall constitute consent.

1.3 The consent shall cover all data processing activities carried out for the same purpose or purposes. Where processing is carried out for more than one purpose, consent shall be given for all the purposes for which the processing is carried out.

1.4 If the data subject gives their consent in the context of a written statement which also relates to other matters, such as the conclusion of a sales or service contract, the request for consent must be presented in a manner clearly distinguishable from those other matters, in a clear and easily accessible form, in clear and plain language. Any part of such a statement containing the consent of the data subject which is in breach of the Regulation shall not be binding.

1.5 The Company may not make the conclusion or performance of a contract conditional on the provision of consent to the processing of personal data that are not necessary for the performance of the contract.

1.6 Withdrawal of consent should be as simple as giving it.

1.7 If the personal data have been collected with the consent of the data subject, the controller may process the collected data for the purpose of fulfilling a legal obligation to which the data subject is subject, unless otherwise provided by law, without further specific consent and even after the data subject's consent has been withdrawn.

## **2 Data management based on the fulfillment of a legal obligation**

2.1 In the case of data processing based on a legal obligation, the scope of the data to be processed, the purpose of the data processing, the duration of data storage and the recipients shall be governed by the provisions of the underlying legislation.

## **3 Data management based on a legitimate interest**

3.1 The legitimate interest of the Company or a third party may provide a legal basis for the processing, provided that the interests, fundamental rights and freedoms of the data subject do not take precedence. The reasonable expectations of the data subject based on their relationship with the controller should be taken into account, so that the processing of personal data for contact purposes, even for direct marketing purposes, may be considered to be based on legitimate interests.

3.2 Data management based on legitimate interest requires a balancing of interests test, in which the Company always takes into account the current circumstances and the situation of the controller and the data subjects.

#### **4 Data management for the protection of the vital interests of the data subject or of another natural person**

4.1 The protection of the data subject's life or other vital interests or the interests of another natural person may also provide a legal basis for the data management. This is the case for a natural person where processing is carried out for the purposes of obtaining health care services or stopping the spread of epidemics.

#### **5 Data management based on contractual interest**

5.1 Data processing may also be based on a contractual interest if it is necessary for the performance of a contract to which the data subject is a party or to take steps at the request of the data subject prior to the conclusion of the contract.

#### **6 Promoting the rights of the data subject**

6.1 The Company is obliged to ensure the exercise of the rights of the data subject during all data processing.

### **CHAPTER IV INFORMATION ABOUT THE COMPANY'S DATA MANAGEMENT**

#### **Customer data: management of the data of contracting partners and contacts – registration of customers, suppliers**

(1) The Company may process the name, name at birth, date of birth, mother's name and address of the natural person who has a contractual relationship with it for the purposes of the preparation, conclusion, performance, termination and granting of a contractual benefit – in summary, the support of economic processes in the common interest – for the performance of a contract, tax identification number, tax number, entrepreneur's or self-employed person's card number, identity card number, address, address of registered office, address of premises, telephone number, e-mail address, website address, bank account number, customer number (customer number, order number), online identifier (list of customers, suppliers, frequent buyer lists), medical fitness documents, certificate. This processing is also lawful if it is necessary to take

steps at the request of the data subject prior to the conclusion of the contract. Recipients of personal data: employees of the Company performing customer service tasks, employees performing accounting, tax, business management tasks and data processors. The storage period of personal data is 8 years after the termination of the contract, in view of the long-term business relationship of the Company.

(2) The legal basis for the management of the data of a natural person specified in the contract for accounting and tax purposes is the fulfillment of a legal obligation, in this case the duration of data storage is 8 years.

(3) The Company shall process the personal data of the natural person acting on behalf of the legal person signing the contract, as well as their address, e-mail address and telephone number, online identifier, for the purpose of preparing the contract, maintaining contact, exercising rights and obligations arising from the contract, in summary, supporting the economic processes in the common interest, for the purpose of the performance of the contract. The storage period of these data is 8 years after the termination of the contract. In the case of data processing based on a legitimate interest, the data subject has the prerogative to object to the data processing.

(4) The Company shall process the name, address, telephone number, e-mail address, online identifier of the natural person – not signatory – designated as a contact person in the contract concluded with it for the purpose of maintaining contact, exercising rights and obligations arising from the contract – in summary, the support of economic processes arising in the common interest – for the purpose of the performance of the contract, taking into account that the contact person has an employment relationship with the contracting party, so that this processing does not adversely affect the rights of the data subject. The Contracting Party declares that it has informed the contact person concerned of the processing relating to their capacity as a contact person. The storage period of this data shall be 8 years after the contact has been established.

(5) With respect to all data subjects, the recipients of personal data are: the Company's executive officers, employees performing customer service tasks, contact persons, employees performing accounting, tax, business processing tasks, and data processors.

(6) The personal data may be transferred for processing to the accounting office appointed by the company for tax purposes, to the Hungarian Postal Service or the appointed courier service for postal delivery purposes, and to the company's asset protection agent for asset protection purposes.

(7) The processing is lawful if it is necessary in the context of a contract or the intention to conclude a contract (Preamble 44) if it is necessary for the purposes of taking steps at the request of the data subject prior to the conclusion of the contract (Article 6(1)(b)). Thus, personal data collected in the framework of contract offers may also be processed for the purpose of performing a contract, as described in this section. When making or receiving an offer, the Company is obliged to inform the offeror and the recipient of the offer.

(8) Details of contracting partners and their contacts may also be sent to 3rd country.

(9) The data management clauses and information applicable in the contracts to be concluded by the Company are contained in Annex 5 to these Regulations. It is the duty and obligation of the Company's employee to include these data management clauses in the text of the contract.

### **Sending a message on the Company's website**

1. A natural person who sends a message on a website shall consent to the processing of their personal data by ticking the appropriate box.

(2) The range of personal data that can be processed: the name of the natural person (surname, first name), company name, telephone number, e-mail address.

(3) The purpose of the processing of personal data is:  
product search, information request, or quote request

(4) The legal basis for data processing is the consent of the data subject.

(5) Recipients of personal data and categories of recipients: employees of the Company performing tasks related to customer service and marketing activities, data processors of the Company as data processors, especially the IT and marketing service providers of the Company.

(6) Duration of storage of personal data: (6) Duration of storage of personal data: 5 years or until the data subject's consent is withdrawn (request for deletion).

### **Management of data of employees applying for hiring, applications, CVs**

- (1) The scope of personal data that can be processed: name, date of birth, place, name of mother, address, qualification data, photo, telephone number, e-mail address, employer's record of the applicant (if any).
- (2) The purpose of the processing of personal data: application, assessment of the application, conclusion of an employment contract with the selected person. The person concerned must be informed if the employer has not chosen him for the job.
- (3) Legal basis for data processing: consent of the data subject. (shall be deemed to have been provided at the time of sending the application – on the basis of implied behavior)
- (4) Recipients of personal data and categories of recipients: senior employees performing employment duties at the Company who are entitled to exercise their employer's rights.
- (5) Duration of storage of personal data: Until the application is considered, up to 2 years. The personal data of non-selected candidates must be deleted. The data of the person who withdrew their application must also be deleted.

### **Data management for tax and accounting purposes**

- (1) The Company manages the data of natural persons in contact with it for the purpose of fulfilling tax and accounting obligations (bookkeeping, taxation) prescribed by law for the purpose of fulfilling a legal obligation. The managed data are in accordance with Act CXXVII of 2017 on VAT. TV. Pursuant to § 169 and § 202, in particular: tax number, name, address, tax status, pursuant to § 167 of Act C of 2000 on Accounting: name, address, indication of the person or organization ordering the economic operation, the signature of the person issuing the voucher and certifying the implementation of the provision and, depending on the organization, the inspector; on the receipts of stock movements and cash management receipts, the signature of the recipient, on the counter-receipts the payer, pursuant to Act CXVII of 1995 on Personal Income Tax: tax identification mark.
- (2) Data management related to the keeping of road registers and timesheets: the Company manages the data of the company and the employee's own use of vehicles used for business purposes as defined by law (driver's name, type of vehicle, registration number, date of travel, purpose, route taken, name of business partner



visited). The relevant legislation is Act CXVII of 1995 (PIT Act) § 27/2/, Annex 3, Annexes 6 and 5, point 7.

(3) The period of storage of personal data is 8 years after the termination of the legal relationship giving rise to the legal basis.

(4) Recipients of personal data: employees and data processors of the Company performing tax, accounting, payroll and social security tasks.

## **CHAPTER V**

### **VISITOR DATA MANAGEMENT ON THE COMPANY'S WEBSITE – INFORMATION ON THE USE OF COOKIES**

1 The visitor to the website must be informed about the use of cookies on the website and, with the exception of technically necessary session cookies, their consent must be sought.

A cookie is a small text file that is stored in the long-term storage (HDD, SSD) of the affected computer or mobile device for the expiration date set in the cookie and is reactivated on subsequent visits. Its purpose is to record data or personal preferences related to the visit, but this data cannot be linked to the person of the visitor. It helps to create a user-friendly website and to enhance the online experience of the data subject. If the person does not agree to use the data processing cookies, they must end the use of the website.

The purpose of data management: to improve the user experience, to store the personal settings of the data subject

Legal basis for data processing: voluntary consent of the data subject

Scope of data affected by data management: The data controller stores all analysis information without a name or other personal data

Duration of data management: the data subject can delete cookies stored on their computer or mobile phone at any time via the settings of their browser

## CHAPTER VI INFORMATION ON THE RIGHTS OF THE PERSON CONCERNED

### **I. Brief summary of the data subject's rights:**

- 1 Facilitate transparent information, communication and the exercise of the data subject's rights
- 2 Right to prior information – if personal data are collected from the data subject
- 3 Informing the data subject and the information to be provided if the personal data have not been obtained from them by the controller
- 4 The data subject's right of access
- 5 Right to rectification
- 6 Right of deletion ("right to forget")
- 7 Right to restrict data processing
- 8 Obligation to notify in connection with the rectification or deletion of personal data or restrictions on data processing
- 9 The right to data portability
- 10 Right to protest
- 11 Automated decision making in individual cases, including profiling
- 12 Restrictions
- 13 Informing the data subject about the data protection incident
- 14 Right to complain to the supervisory authority (right to remedy by the authorities)
- 15 The right to an effective judicial remedy against the supervisory authority
- 16 The right to an effective judicial remedy against the controller or the processor

### **Right to complain to the supervisory authority (right to remedy by the authorities)**

The data subject has the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of employment or suspected infringement, if he or she considers that the processing of personal data concerning him or her infringes the Regulation. The supervisory authority to which the complaint has been submitted shall keep the client informed of the progress of the proceedings in relation to the complaint and of the outcome thereof, including the right of the client to seek legal remedy.

These rules are set out in Article 77 of the Regulation.

### **Contact details of the supervisory authority:**

**National Authority for Data Protection and Freedom of Information**

**Headquarters: 1055 Budapest, Falk Miksa utca 9-11**

**Postal address: 1363 Budapest, Pf.: 9**

**Phone number: +36 (1) 391-1400**

**Central e-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)**

Dated: 1 April, 2021

**TERMOMETAL HUNGARY KFT.**

**Represented by: Attila Bilicki Managing Director**