

## Privacy Policy

1. Name of controller: Zichy-Vajta Konferencia Központ Nonprofit Közhasznú Kft.
2. Information may be accessed by: the representative of the controller, employees and volunteers.
3. Contact information: H-7041 Vajta, Petőfi Sándor utca 562 hrsz., Phone number: +36 70 433 4835
4. Purpose of data processing:
  - a) protection of rights, safety and property of affected persons and others based on section 9/H of Act CLVI of 2016 on state duties pertaining to the development of tourism regions, as well as verification of compliance with legislation on the residence of third party nationals and persons enjoying the right of free movement and residence
  - b) Fulfillment of duties arising from Agreement, settlement of accounts
  - c) Lawful closing of fair accounting for both parties in the name of legitimate interest.
5. Legal basis of data processing: compliance with legal obligation, contractual obligation and legitimate interest.
6. Duration for which data is retained:
  - a) Accommodation provides manages data of clients using accommodation services defined in point a) of clause 8 “data concerned” in present policy until the last day of the first year following access for the purposes stated in present policy. Data defined in point b) of clause 8 is not stored but forwarded in VIZA<sup>1</sup> system.
  - b) For contractual data, contractor manages name/company name, address/headquarters, tax number/tax ID, name and phone number of representative for the duration of validity after completion in accordance with civil law and tax law, as per its calculation rules (usually 5 years), however, other pieces of data are managed by Contractor for 15 days after the expiry of contract.
7. Legitimate interest: In case of administrative or legal proceedings concerning the subject of the contract or the settling of accounts with the client, contractor may manage the data of the client past the deadlines mentioned above until the binding settlement of proceedings and enforcement.
8. Data concerned
  - a) Data recorded:
    - First and surname;
    - First and surname at birth;
    - place of birth;
    - date of birth;
    - sex;
    - postal code of address
    - nationality;

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<sup>1</sup> VIZA is an IT system protected by asymmetric encryption on multiple levels. Starting from 1 September 2021, all the personal data required by law from guests staying at Hungarian accommodation sites have been stored in VIZA in an encrypted manner. Accommodation providers process guest data by the last day of the first year following that in which they acquired them; the VIZA system retains the submitted data for a maximum of two years. The police have sole authorisation to perform targeted searches of the data in the interest of crime prevention and law enforcement. (For further information, see: [www.vizainfo.hu](http://www.vizainfo.hu))

- mother's maiden first and surname (if included in identification document);
  - date of arrival and departure
  - diet
  - first and last mealtime
- b) identification data of personal identification documents or travel documents of clients using accommodation services, number of visa or residence permit and place and date of entry in case of third country nationals
9. Client using accommodation services shall present documents specified in point 8. b) to accommodation provider for the purpose of data entry. Accommodation provider shall deny accommodation if document is not presented. Data that is not found on the document specified in point 8. b) shall not be recorded.  
Furthermore: company name, tax number, electronic contact information, name and phone number of representative.
10. Rights of data subject:  
Personal information is managed in accordance with the following provisions of the EU General Data Protection Regulation (GDPR):
- EU GDPR articles 13 and 14 on right to information
  - EU GDPR article 15 on right to access
  - EU GDPR article 16 on right to rectification
  - EU GDPR article 17 on right to erasure
  - EU GDPR article 18 on right to restriction of processing
  - EU GDPR article 20 on right to data portability
11. You, as data subject, have the right to request from controller access to, rectification of, erasure of and restriction of processing of your personal data, you may object to the processing of this data, and you have the right to data portability.
12. If the legal basis of data processing is the client's consent, it may be withdrawn at any time, provided that this does not affect the legality of data processing done before withdrawal, and processing not based on client consent, especially processing based on legitimate interest or legal obligation.
13. Complaints might be filed to one of the following contacts:  
Nemzeti Adatvédelmi és Információszabadság Hatóság (Hungarian National Authority for Data Protection and Freedom of Information) (HU-1125 Budapest Szilágyi Erzsébet fasor 22/c), Postal address: 1530 Budapest, Pf.: 5., Phone: +36 (1) 391-1400, Central e-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)
14. The controller's privacy policy is available electronically and in printed form onsite in the office, and client may request the policy to be sent electronically.
15. With my signature as Client I hereby agree to receive the contract draft and other materials electronically, I will process information thus in my possession privately, I will ensure the protection of my electronic devices – firewall, virus protection – myself.
16. By signing present contract Contractor states that personal information is only collected and managed in a legally mandated, transparent and traceable manner, and only for defined, clear and legal purposes. Personal information is not used in ways in conflict with these purposes.

The detailed privacy policy of controller is available at the reception of Conference Center and electronically at [www.zichy-vajta.com](http://www.zichy-vajta.com).

