**Privacy statement regarding the data processing related to the reception of foreign delegations arriving at the Mayor's Office and program organization**

Your privacy is important to us, thus we would like to inform you, pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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: Regulation), in connection with the processing of your personal data protected by the Regulation.

1. **Name and contact details of the Data Controller**

Mayor’s Office of Budapest, Organizational and Informatics Department

Address: 1052 Budapest Városház utca 9-11.;

Phone: +361-327-1000; E-mail: ugyfelszolgalat@budapest.hu

1. **Contact details of the data protection officer**

dr. Molnár Katalin

Phone: +361-327-1454; E-mail: adatvedelmitisztviselo@budapest.hu

1. **Legal rules regarding the data processing**

**•** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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

• Act CXII of 2011 on Informational Self-Determination and Freedom of Information

1. **Purpose of data processing**

​ Receiving foreign delegations arriving at the Mayor's Office and managing the program organization.

1. **Legal basis of data processing**

The processing of personal data is carried out in compliance with paragraph f) of Section (1) of Article 6 of the Regulation in order to enforce the legitimate interest of the data controller. The legitimate interest of the data controller in building up international relations and succesful cooperation with the countries and cities concerned is proportional to the processing of personal data necessary for this purpose.

1. **Scope of processed personal data**

​​Delegation member data: name, date of birth, place of birth, nationality, document number (ID card number, passport number), ID picture required for the registration to attend the event, other personal data included in the CV, and in special cases personal data necessary for receiving the delegation and organizing the program

Data of the delegation’s contact person: name, address, email address, phone number

1. **Data transmission**

Personal data will be transmitted to the extent necessary for travel arrangements, hotel reservations and program organization.

1. **Duration of data processing, or the criteria for determining the duration**

The Office stores the personal data for the duration set out in Decree 78/2012 (XII.28.) of the Minister of Interior on issuing a single archive plan for municipal offices and in the internal policies.

1. **Persons entitled to process data, access to data and data security measures**

Data processing is carried out exclusively by the authorized staff of the Office, in order to perform their duties. Access to the stored data is restricted to the designated personnel. The Office will only disclose data to a third party if it is required by law. The Office stores the personal data on the servers and in the archives at its principal office, in the Office's central archives.

The Office takes all reasonable technical and organizational measures to protect your personal data against, among others, unauthorized access or unauthorized alteration.

1. **Rights of the data subject**

The data subject may (at the contact details specified in Section 1):

• request information on the processing of his/her personal data (right of access to the processed data),

* request the rectification of his/her personal data,

• request the deletion of the data, with the exception of statutory data processing,

• in certain cases, he/she may request the restriction of the data processing, and

* object to the processing of his/her personal data.

**At the request of the data subject, the Data Controller**

• provides information on whether your personal data is being processed, and if yes, the information shall include the following: the purpose of data processing, the categories of personal data affected by data processing, the name of the recipients in case of data transfer, the duration of the data processing, the rights of the data subject, the remedy rights of the data subject, and if the data are not from the data subject, the indication of the source of data.

• provides the information in writing, in a comprehensible form, in the shortest possible time from the submission of the request, but at the latest within 1 month of the receipt of the request. This information is free of charge. If the Data Controller can prove that the data subject's request is unfounded or excessive, the Data Controller may charge a fee, or reject the request.

**The Data Controller**

• the Data Controller corrects inaccurate personal data concerning the data subject at the request of the data subject without undue delay, or supplements the incomplete personal data on the basis of a supplementary statement.

**The Data Controller**

• restricts the data processing at the request of the data subject, if the data subject disputes the accuracy of the personal data, if the data processing is unlawful and the data subject objects to the deletion of the data, if the processing of personal data is no longer necessary for the purpose of the data processing, but for the enforcement of the legal claim of the data subject it is required, or if the data subject objected to the data processing.

**The Data Controller**

• deletes the personal data, if its processing is unlawful, if the purpose of the data processing is terminated, if the personal data shall be deleted in order to fulfil the legal obligation of the data controller, or if the data subject objected to the data processing and there is no overriding legitimate reason for the data processing. The Office may reject the request for deletion in the case, if the time limit set out by the legal rule on archiving has not yet expired.

**The data subject**

• is entitled to object to the processing of his/her personal data for reasons related to his/her situation. In this case, his/her personal data may not be further processed unless there are compelling legitimate reasons for the data processing which take precedence over the interests, rights, freedoms, or claims of the data subject, or which are related to the submission, enforcement or protection of legal claims.

The Data Controller informs without undue delay, but in any case within one month of the receipt of the request, the data subject of the measures taken in response to his/her request for rectification, deletion or restriction of the personal data concerned. If the Data Controller fails to take action in response to the request of the data subject, it informs the data subject, within one month of the receipt of the request, of the reasons for not taking action and the right of the data subject to submit a complaint to a supervisory authority and to exercise his/her judicial remedy right.

The Data Controller notifies the data subject of the correction, the restriction of the data processing or the deletion.

1. **Available remedies for the data subject**

If you wish to file a complaint regarding the data processing, it is advised to send it first to the data protection officer's contact details as specified above, which will be promptly examined after receipt, but no later than within 1 month, and the complainant will be informed in writing of the result of the examination.

**Complaint**

The data subject may submit a complaint to the National Authority for Data Protection and Freedom of Information, if he/she believes that there has been an infringement with regard to the processing of his/her personal data.

Place of submission for complaints:

National Authority for Data Protection and Freedom of Information

1125 Budapest Szilágyi Erzsébet fasor 22/C

Fax: +361 391-1410 e-mail: ugyfelszolgalat@naih.hu

**Right to judicial remedy**

The data subject is entitled to judicial remedy, if in his/her opinion the data controller has not processed his/her personal data in compliance with the rules of the Regulation, and the rights of the data subject have therefore been infringed.

The lawsuit may be brought before the court pursuant to the permanent address or usual residence of the data subject.

**Right to compensation and general damages for infringement of personal rights**

If the data controller causes damage due to the violation of the legal rules pertaining to data processing, it is required to compensate it. If the personal rights of the data subject are also infringed due to the data processing not complying with the rules, the data subject is entitled to general damages.

Effective from May 25, 2018