**Privacy Notice and Information on the Processing of Personal Data**

**for Foreign Volunteer living in Hungary**

In accordance with the provisions of 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: the “**GDPR**”), **Veszprém-Balaton Régió Kultúrájáért Közalapítvány** (registered address: 9 Óváros tér, Veszprém, H-8200, EU tax no.: HU19264581, hereinafter: the “**Data Controller**”) hereby informs the Volunteer that personal data included in the Agreement or provided in connection with the Agreement shall be processed in accordance with this document (hereinafter: the “**Notice**”).

1. **NAME AND CONTACT DATA OF THE DATA CONTROLLER**

Company name: Veszprém-Balaton Régió Kultúrájáért Közalapítvány

Registered office: Óváros tér 9, Veszprém, HU-8200

Company registration number: 19-01-0000227

Tax number: HU19264581

Represented by: Sigmond Eszter, Chair of the Board

Website: https://veszprembalatonkultura.hu/

E-mail: kozalapitvany@veszprembalatonkultura.hu

1. **THE SCOPE OF PERSONAL DATA PROCESSED, THE PURPOSE, LEGAL BASIS, AND DURATION OF PROCESSING**

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| **SCOPE OF PERSONAL DATA PROCESSED** | **PURPOSE** | **LEGAL BASIS** | **DURATION OF PROCESSING (RETENTION PERIOD)** | **SOURCE OF DATA** |
| The Volunteer’s personal data included in the Volunteering Agreement (name; place and date of birth; mother’s maiden name; address; residential address), the Volunteer’s email address and phone number, bank account in case of cost reimbursement, driving license number. | 1. Conclusion of the Volunteering Agreement
2. Performance of the Volunteering Agreement
3. Claims, legal proceedings
4. Keeping contact.
 | In case of point c): Article 6. (1) f) of the GDPR: legitimate interestIn case of points a), b) és d): Article 6. (1) b): Conclusion, performance of the Agreement | until 31st December 2024When the Data Controller is obliged to keep personal data in accordance with Articles 168-169 of Act on Accounting, then those personal data will be deleted 8 years after termination or expiry of the Agreement | the Volunteer |
| Volunteer applicant’s spoken languages; experience with people with special needs; availability for volunteering activities; chosen type of volunteering activities. | Selection of Volunteers from applicants. | The Volunteer applicant’s freely given, specific consent. | until 31st December 2024 | the Volunteer |
| Volunteer’s T-shirt size; special dietary requirements. |  | The Volunteer’s freely given, specific consent. | until 31st December 2024 | the Volunteer |
| Photos and Videos (“**Recordings**”) on which the Volunteer may appear | To provide publicity of VEB2023, the Host Organisation and the European Capital of Culture Veszprém 2023 programme (the “**Project**”) especially, but not only in summaries made by use of the Recordings, with videos promoting and/or introducing the Project; making them available to the public via the Host’s and/or VEB2023’s YouTube-channel, Facebook-, LinkedIn page, and on its website, in campaigns, tenders and on other promoting platforms. | Article 6. (1) f) of the GDPR: legitimate interest of the Host Organisation and VEB2023 to promote the Project and to inform the public | until 31st December 2024 |  |

Upon expiry of the retention period defined above, Data Controller permanently and irrevocably erases the processed personal data.

1. **LEGAL BASIS OF DATA PROCESSSING**

In accordance with Article 6 (1) f) of the GDPR, personal data may only be processed in case that such data processing is necessary for the purposes of the legitimate interests pursued by the Data Controller or by a third party. Processing of personal data of the Volunteer are the interest of both, the Data Controller and the Volunteer as it is necessary to the performance of the Agreement, to keep contact between the contractual parties and to send notices to the other party.

The Data Controller only processes those personal data of the Volunteer that are necessary, therefore the Volunteer’s rights and freedoms are not undermined with the Data Controller’s data processing, and the Volunteer’s rights and freedoms do not take priority over the legitimate interest of the Data Controller and the Partner.

1. **DATA SECURITY**

Personal data are kept on servers of the Joint Data Controller and are protected by appropriate data security measures (e.g. firewalls, virus protection).

1. **RECIPIENTS OF PERSONAL DATA, TYPES OF RECIPIENTS**

Personal data under this Agreement may be accessed by the competent staff of the Data Controller and the Joint Data Controller to the extent as it is necessary, and in case of a potential claim or legal proceedings, personal data may be accessed by the Legal Manager of the Joint Data Controller. The Data Controller may provide personal data to judicial or other authorities, if required.

In addition to the above, personal data under this Agreement will be processed by the following:

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| **Recipients** | **Category of personal data** | **Recipient’s status** | **Purpose of data processing** |
| Veszprém-Balaton 2023 JSC. (8200-HU Veszprém, Óváros tér 26., company registration number: 19-10-500277, hereinafter: VEB2023) | Personal data included in Clause 2 of this Notice | Joint Data Controller | Coordination of the Volunteer’s activities at events organised or funded by VEB2023 |

1. **DATA SUBJECTS’ RIGHT IN RELATION TO THIS DATA PROCESSING**
	1. **Right of access**

Pursuant to Article 15 of the GDPR, you have the right to request information from the Data Controller at any time on whether your personal data are processed and if so, how, including the purpose of data processing; the recipients of personal data; the source of personal data that the Data Controller obtained the personal data from; the retention period; any of your rights in relation to the processing; and, in the case of transfers to third countries or international organisations, information on the safeguards relating thereto. You may also request a copy of your personal data processed under the Agreement.

* 1. **Right of rectification**

Pursuant to Article 16 of the GDPR, the Data Controller will rectify or to have your incomplete personal data completed at your request. In the event that there is any doubt with regards to the personal data in question, Data Controller may request evidence (eg. legal documents) from you to determine the accuracy of such data.

* 1. **Right to erasure (right to be forgotten)**

In accordance with Article 17 of the GDPR, if you request the erasure of any or all of your personal data processed by the Data Controller, the Data Controller shall delete these without undue delay. Your right to erasure however might be subject to applicable laws that the Data Controller has to comply with, in which case, despite your request, Data Controller is obliged to process your personal data for the retention period set out by applicable laws.

* 1. **Right to restriction of processing**

You may request restriction of the processing of your personal data on the basis of Article 18 of the GDPR in the following cases:

1. the accuracy of your personal data is contested by you, in which case the restriction shall be applicable for a period enabling the Data Controller to verify the accuracy of the personal data;
2. the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead.
	1. **Right to object**

Pursuant to Article 21 of the GDPR, if the legal basis for the processing of your data is the legitimate interest of the Data Controller or a third party (Article 6(1)(f) of the GDPR), you have the right to object to the processing. The Data Controller is not obliged to uphold to the objection if it demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or that the processing is connected to the establishment, exercise or defence of the legal claims of the Data Controller.

* 1. **Right to make a complaint, right to legal remedy**

If you consider that the processing of your personal data by the Data Controller infringes the provisions of the currently effective data protection legislation, in particular the GDPR, you have the right to lodge a complaint with the competent data protection supervisory authority. In Hungary, complaints can be filed with the Hungarian National Authority for Data Protection and Freedom of Information (“**NAIH**”). Contact data of the Hungarian National Authority for Data Protection and Freedom of Information:

Website: <http://naih.hu/>

Postal address: 1363 Budapest, Pf.: 9.

Address: 1055 Budapest, Falk Miksa utca 9-11.

Phone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

E-mail: ugyfelszolgalat@naih.hu

1. **AUTOMATED INDIVIDUAL DECISION-MAKING, INCLUDING PROFILING**

During the course of our data processing, there is no automated individual decision-making or profiling.

1. **RESPONSES TO REQUESTS OF DATA SUBJECTS**

The Data Controller ensures that if you exercise any of your rights in relation to the data processing described in this Notice and you contact Data Controller with regards to this, then Data Controller will respond to such requests without undue delay but in any event within 30 days of your request.

**In the event that you wish to exercise your rights under this Notice, or you have any questions or comments, please contact us by using the contact details in clause 1 of this Notice.**