Data Processing Notice

In relation to the processing of personal data carried out by Östör Law Firm as part of the operation of the whistleblower protection system of Moholy-Nagy University of Art and Design ('MOME').

The personal data provided will be processed and stored based on the **voluntary consent** of the data subject, in full compliance with the data protection regulations in force at any given time, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).

Data Subject**: a natural person that is identified or identifiable based on any information.* ***In this case, the person making the declaration.

***Personal data**: means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.*

***Controller**: The natural or legal person or organisation without legal personality which, alone or jointly with others, determines the purposes for which the data are to be processed, takes and implements the decisions concerning the processing (including the means used) or has the data processed with the processor, within the limits set by law or by a legally binding act of the European Union.*

***Processing**: means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.*

***Consent of the Data Subject**: means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.*

On the protection of personal data

The Controller shall respect the protection of personal data and, in compliance with the applicable legislation in force at all times, ensure the processing and retention of such data made available to it. The Controller **shall use the personal data only for the purposes indicated**, shall **not merge them** with its databases from other sources, shall not disclose the personal data processed to third parties without the express consent of the Data Subject, *unless expressly provided for by law*, and shall use all reasonable efforts to protect such data.

Name and contact data of the controller:

- name: Östör Law Firm
- registered office: 1126 Budapest, Böszörményi út 40.
- website: https://ostor.hu/
- e-mail: visszaelesbejelentes@mome.hu
- phone: +36-1-787-9123

- Controller's representatives: Balázs Östör, attorney-at-law

Legal basis of processing:

- the data subject's voluntary consent [Article 6(1)(a) GDPR].
- processing is necessary for compliance with a legal obligation to which the controller is subject [Article 6(1)(c) GDPR], which in this case is: Act XXV of 2023 (hereinafter as: the Complaints Act)

By signing the Consent Form, the following personal data will be processed:

- personal data provided at the email address for submitting complaints or via the Forms interface;

Purpose of processing:

- investigating the complaint and, where possible, resolving it

Data retention time:

- for the period specified in the Complaints Act, or, in the absence of that, for 5 years from the date of reporting

Data accessibility:

- the data may primarily be accessed by the relevant staff members of Östör Law Firm, or, where applicable, the data may also be transferred exclusively to MOME.

Data storage and data security:

- on the Microsoft Forms form provided for data submission, or at the email address, as well as on the servers of Östör Law Firm and MOME
- Östör Law Firm takes appropriate measures to ensure that personal data is protected against, amongst other things, unauthorised access and unauthorised alteration.

The data subject's rights in relation to the processing of his or her personal data:

No automated decision-making or profiling is carried out on the basis of the data subject's data. Protection of your personal data: your data stored electronically may only be accessed by duly authorised staff for the purposes set out in the Data Processing Notice.

The Data Subject may exercise his or her rights set out in this Section *in relation to personal data processing* at any of the contact details of the Controller specified above, as follows:

- ***Right to withdraw consent (Article 7 of the GDPR):*** if the processing of certain data is based on your consent, you can withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of the processing performed on the basis of the consent.
- ***Right of access (Article 15 of the GDPR):*** In particular, you may access your personal data processed by Östör Law Firm, you may obtain information on the manner and circumstances of such processing, and you may request a copy of the data.
- ***Right to data portability (Article 20 of the GDPR):*** You have the right to request a copy of your personal data and send it to other organisations, or possibly to request Östör Law Firm to transfer these data, if the processing is based on consent or a contract or is automated. The request may be refused if the processing of the data is in the public interest.

- ***Right to rectification (Article 16 of the GDPR)***: You may request the rectification of inaccurate personal data processed by Östör Law Firm without undue delay and the completion of incomplete personal data. Östör Law Firm will then check the accuracy of the data and, depending on the result, correct it. In such a case, Östör Law Firm will not only correct the data in its own records, but will also forward your request to the persons and organisations with whom it has shared the data, and who are reasonably accessible to it.
- ***Right to erasure (Article 17 of the GDPR):*** You may request the erasure of your personal data from the records of Östör Law Firm if:

    - *the purpose of the processing no longer exists and there is no longer a need to process the data;*
    - *the processing of your data is unlawful, for example if Östör Law Firm processes the data without a proper legal basis;*
    - *your data must be erased in order to comply with a legal requirement;*

- ***Right of restriction (Article 18 of the GDPR):*** You have the right to ask Östör Law Firm to restrict the processing of your data. In such a case, your data will be blocked, after which any processing operation (other than storage) may only be carried out with your consent. The restriction may be lifted if the use of the data in question is necessary for the establishment, exercise or defence of a legal claim or for the protection of the rights of others or in the public interest of the Union or of a Member State. You will always be informed when the restriction is lifted. Östör Law Firm will forward your request for restriction to the persons and organisations with whom it has shared the data, and who are reasonably accessible to it. The right of restriction may be exercised in the following cases:

    - *if you contest the accuracy of the personal data, the restriction will apply for as long as Östör Law Firm verifies the accuracy of the personal data;*
    - *the processing of the relevant data is unlawful, but you object to the erasure of the data for any reason;*
    - *Östör Law Firm no longer needs your data, but you need it for purpose of establishment, exercise or defence of a legal claim;*

- ***Right of redress (Chapter VIII of the GDPR):*** if you believe that Östör Law Firm has infringed your rights to your personal data, you may request Östör Law Firm to remedy your rights, you may lodge a complaint with the Hungarian National Authority for Data Protection and Freedom of Information (hereinafter as: the *Authority)* or take your case to court.

  The registered office of the Authority: 1055 Budapest, Falk Miksa utca 9-11.
  Postal address of the Authority: 1374 Budapest, Pf. 603.
  The telephone number of the Authority: +36 1 391 1400
  The fax number of the Authority: +36 1 391 1410
  Email of the Authority: ugyfelszolgalat@naih.hu
  Website of the Authority: www.naih.hu

If you believe that we are not acting lawfully in the processing of your personal data, please

first communicate your observations or requests to us, acting as the Controller, *using one of the contact details listed above*, in order to enable us to process and handle your observation as quickly and efficiently as possible.

How to submit a data protection request

You can submit your requests to exercise your data protection rights electronically to visszaelesbejelentes@mome.hu. When submitting an application, the applicant must ensure that his/her identity is clearly identifiable and provide at least the following information:

- *surname and first name;*
- *date of birth;*
- *tax ID;*

Östör Law Firm will inform you of the action taken in response to your request as soon as possible after receiving it, but no later than 30 days after receipt of the request. This deadline may be extended once, by up to 60 days, in view of the complexity of the request or the number of requests; Östör Law Firm will officially notify you of this within 30 days of receiving the request.

Safeguards and security measures

Östör Law Firm shall implement appropriate technical and organisational measures for ensuring that, by default, only personal data which are necessary for each specific purpose of the processing are processed. That obligation applies to the amount of personal data collected, the extent of their processing, the period of their storage and their accessibility.

In addition to the above, Östör Law Firm shall protect the data against unauthorised access, alteration, disclosure, transmission, publication, deletion or destruction, as well as accidental destruction or damage, in particular by additional physical (electronic asset protection systems at the registered office of Östör Law Firm), logical (password protection, firewall, access control) and administrative (dedicated policies for asset protection systems, staff training on data protection and information security) measures proportionate to the risk of data processing.

Review of the data protection notice

Östör Law Firm will review the data protection notice regularly and will ensure that it is updated as necessary. Östör Law Firm will inform data subjects of any changes to the data processing notice. In determining how to provide the information, Östör Law Firm will take into account considerations such as the significance of the change or the scope of the persons and data affected by the change.