



dr. Bertalan Bajusz attorney-at-law

## PRIVACY NOTICE

**Dr. Bertalan Bajusz attorney-at-law**, as controller (hereinafter: “**Attorney**” or “**Data Controller**”) carries out its activities in line with the all-time prevailing regulations on data protection, thus especially the Act CXII of 2011 on Informational Self-determination and Freedom of Information (hereinafter: „**Information Act.**”) and Regulation No. 2016/679/EU of the European Parliament and of the Council 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 “**GDPR**”). Data Controller fulfills its basic notification obligation regarding the processing of personal data via this notice towards the persons getting in contact or who are in contact with the Data Controller for the purpose to receive or use the legal services (hereinafter: “**Clients**”) provided by the Data Controller.

### 1. Data controller's details:

#### **Dr. Bertalan Bajusz attorney-at-law**

Registered office: 1015 Budapest, Hattyú utca 16. félemelet 5. ajtó

Registering authority: Budapest Bar Association

Registration number (KASZ number): 36073590

Phone: +36 70 366 0631

E-mail: [ugyved@drbajuszbertalan.hu](mailto:ugyved@drbajuszbertalan.hu)

Website: <https://drbajuszbertalan.hu/>

### 2. Place of data controlling:

Data Controller processes data in electronic and in paper-based form as well, the physical place of which is the seat of the Data Controller in both cases

### 3. Scope, purpose, legal base, and duration of data processing:

The primary purpose of processing personal data by the Data Controller regarding Clients and third persons in the framework of its legal services activity is to undertake and fulfill mandates, thus the Data Controller primarily, but not exclusively processes data based on Point b) of Paragraph 1 of Article 6 of the GDPR, that is the data processing by the Data Controller is typically necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Furthermore, the Data Controller in several cases shall process data in accordance with Point c) of Paragraph 1 of Article 6 of the GDPR to comply with its legal obligations relating to its activity, thus especially legal obligations are included among others in Act LXXVIII of 2017 on The Professional Activities of Attorneys (hereinafter: “**Attorney Act**”), Act LIII of 2017 on Preventing and Combating Money Laundering and Terrorist Financing (hereinafter: “**Money Laundering Act**”) or Act CXXVII of 2007 on Value Added Tax (hereinafter: “**VAT Act**”), Act CL of 2017 on the Rules of Taxation (hereinafter: “**Rules of Taxation Act**”) and Act C of 2000 on Accounting (hereinafter: “**Accounting Act**”).

**Clients shall ensure that they have appropriate legal bases for processing and transferring the personal data provided by them to the Data Controller and at the same time shall also ensure that they share only personal data essentially necessary for the handling of the case concerned with the Data Controller. The Data Controller completely excludes any liability relating to the breach of this obligation by the Clients.**



The Data Controller processes personal data as detailed in the table below:

|    | <b>Purpose of data processing</b>                                                                                                                                  | <b>Scope of processed data</b>                                                                                                                                                                                                                                                                                | <b>Legal base of data processing</b>                                                                                                                                                                                                                                                                                                                                          | <b>Duration of data processing</b>                                                                                                                                                                                                                                                                                                |
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| 1. | communicating with persons contacting the Attorney, providing information about the Attorney's services and preliminary consultation, providing quote as necessary | name and contact details of person interested (email address and/or telephone number), details of the matter of interest, the subject of the request for quote, the email communication prior to the quote in case of email consultation, the quote in case of providing a quote                              | If contacting is not aimed to request a quote, Point a) of Paragraph 1 of Article 6 of the GDPR, i.e. the consent of the data subject<br><br>In case of request for quote, Point b) of Article 6 of the GDPR, i.e. processing is necessary in order to take steps at the request of the data subject prior to entering into a contract of engagement                          | The data is processed by the Attorney until the end of the limitation period of possible civil law claims, i.e. for 5 years after the closure of the contact, or after the provision of a quote in case of a quote without concluding a contract, or after the closure of the legal relationship in case of concluding a contract |
| 2. | conclusion and performance of engagement contract for legal services                                                                                               | the name, contact details (email address and/or telephone number) of the Client and contact persons, details of the matter(s) covered by the engagement, email communications within the framework of the engagement, documents provided and created within the framework of the engagement and their content | In case of the Client's own personal data Point b) of Article 6 of the GDPR, i.e. processing is necessary for the performance of an engagement contract to which the data subject is party.<br><br>In case of not the Client's own personal data, which is necessary to perform the engagement, the Attorney processes personal data primarily based on Point c) of Paragraph | In case of countersigning a document or in case of an electronic document or registering a right relating to real estate in a public register, or in the case of mediation: 10 years after the termination of the engagement, otherwise 5 years after the termination of the engagement. In case of special legal provisions or   |



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|  |  |  | <p>1 of Article 6 of the GDPR, i.e. to ensure compliance with legal obligations (e.g. personal data is required by the relevant legislation in the case of drafting a statute), while the legal basis for the processing of additional personal data in the absence of specific legal regulation is Point f) of Paragraph 1 of Article 6 of the GDPR, i.e. the processing is necessary for the purposes of the pursue of the legitimate interests of the Attorney and the Client. The legitimate interest of both the Attorney and the Client is that personal data strictly necessary for the performance of the engagement (e.g. data necessary for the drafting of documents, personal data necessary for the successful settlement of a dispute, etc.) are available and used to the extent strictly necessary for the performance of the engagement.</p> <p>In the case of processing based on legitimate interests, data subjects have the right of objections as</p> | <p>such agreement between the parties, documents containing data may not be discarded</p> |
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|    |                                                                                              |                                                                                                                                                                                                                                                                                              | <p>detailed below.</p> <p>In addition to the aforementioned legal bases, the processing of special category data in connection with the performance of engagement is typically carried out by the Attorney on condition that the data subject consents in accordance with Point a) of Paragraph 2 of Article 9 of the GDPR or that they are necessary for the establishment, exercise or defense of legal claims in accordance with Point f) of Paragraph 2 of Article 9 of the GDPR.</p> |                                                                                                                                                                                                                                                                                                                   |
| 3. | Client identification (identification via JÜB in case of countersignature), and registration | family last name, first name, last name and first name at birth, mother's name, address, place and date of birth, number of the document used for identification, address card number, tax identification number, personal identification number, copy of the document used and address card | Point c) of Paragraph 1 of Article 6 of the GDPR, i.e. to ensure compliance with legal obligations based on Sections 32-33 of the Attorney Act                                                                                                                                                                                                                                                                                                                                            | The Attorney is entitled to handle and obliged to keep the data for eight years after the termination of the business relationship or the execution of the transaction order, pursuant to Paragraph 2 of Section 56 of the Money Laundering Act applicable based on Paragraph 7 of Section 33 of the Attorney Act |
| 4. | Client due diligence                                                                         | in case of natural person: first name and                                                                                                                                                                                                                                                    | Point c) of Paragraph 1 of Article 6 of the                                                                                                                                                                                                                                                                                                                                                                                                                                               | The Attorney is entitled to handle                                                                                                                                                                                                                                                                                |



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|  |  | <p>last name, first name and last name at birth, nationality, place and date of birth, mother's name at birth, address or, in the absence of such, place of residence, type and number of identification document,</p> <p>in case of legal person or organization without legal personality: name, abbreviated name, the address of its registered seat or, in case of a company with foreign registered seat the address of its branch in Hungary, if it has one, main activity, the names and positions of its authorized representatives, delivery agents - if it has one - first name and last name, first name and last name at birth, nationality, place and date of birth, mother's maiden name, address or, in the absence of such, place of residence, in case of a legal person registered in the register of companies, its registration number, in the case of other legal persons, the number of the decree establishing it (on its registration or entry to</p> | <p>GDPR, i.e. to ensure compliance with legal obligations based on Paragraph 1 of Section 73 of the Money Laundering Act</p> | <p>and obliged to keep the data for eight years after the termination of the business relationship or the execution of the transaction order, pursuant to Paragraph 2 of Section 56 of the Money Laundering Act</p> |
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|    |                                               | the register) or registration number, its tax number, and, where applicable, the identification data of the beneficial owner.                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5. | Fulfillment of accounting and tax obligations | invoicing data (name, address, invoice amount, date of issue, date of performance, payment deadline, description of service, invoice amount), personal data contained in accounting documents, records and documents directly and indirectly supporting the accounting statements and personal data contained in the documents on which the assessment of taxation is based and supporting documents (e.g. contracts of engagement, performance certificates, etc.) | Point c) of Paragraph 1 of Article 6 of the GDPR, i.e. to ensure compliance with legal obligations based on Paragraph 1 of Section 159 and Paragraph 1 of 179 of the VAT Act | <p>Pursuant to Paragraphs 1 and 2 of Section 169 of the Accounting Act, the financial year, the annual report, along with the inventory, valuation, the ledger statement and the general ledger and other registers maintained in compliance with the requirements of the Accounting Act in support of the annual account, and the accounting documents underlying the accounting records directly or indirectly (including ledger accounts, analytical records and registers) shall be retained for a period of at least eight years</p> <p>Pursuant to Paragraph 4 of Section 78 of the Rules of Taxation Act the supporting documents on</p> |



|  |  |  |  |                                                                                                                                                                                                                                                                                           |
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|  |  |  |  | which the tax or advance tax is assessed by Attorney must be kept by the Attorney until the end of the limitation period regarding the right to assess the tax, or in the case of deferred tax, until five years from the last day of the calendar year in which the deferred tax is due. |
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#### 4. Data processors:

The Attorneys to conduct its activities uses the services of the following data processors regarding the data processing included in this notice:

| Data processor                                                                                                                                                                                                                                                                                   | Purpose of data processing          | Data affected by data processing                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------|
| <b>Comprel Számítástechnikai és Kommunikációs Betéti Társaság</b> (company registration number: 01-06-764965; tax number: 21959057-2-41; registered office: 1135 Budapest, Jász u. 65. 3. em. 5. ajtó; phone: +36209228291; e-mail: <a href="mailto:comprel@comprel.hu">comprel@comprel.hu</a> ) | email and relating storage services | data affected by email communication                                                   |
| <b>SIÓ-BÉTA Ügyviteli Szolgáltató Korlátolt Felelősségű Társaság</b> (company registration number: 14-09-301740; tax number: 11235471-2-14; registered office: 8600 Siófok, Fő utca 43. 2. em. 1. ajtó; phone: 06 84 318 530; e-mail: <a href="mailto:info@siobeta.hu">info@siobeta.hu</a> )     | accounting                          | invoicing data and supporting documentation (e.g. contracts, performance certificates) |



## 5. Data Subjects' Rights:

Please be informed that the data subjects relating whom data is processed may request the Data Controller to access the personal data concerning him/her, may request rectification, erasure or limitation of processing and may object to the processing of such personal data and the data subject has the right to data portability in accordance with those detailed below.

At the same time, we call the attention of data subjects that in course of data processing by the Attorney neither profiling nor automatic decision making is carried out.

Right to information and right of access by the data subject

The data subject shall have the right to obtain from the Data Controller confirmation as to whether or not personal data concerning him or her are being processed, and, if such is in progress, shall have the right to get access to the personal data and the following information:

- a) the purposes of the processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations;
- d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with a supervisory authority;
- g) where the personal data are not collected from the data subject, any available information as to their source;
- h) the existence of automated decision-making, including profiling, and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Where personal data are transferred to a third country or to an international organization, the data subject shall have the right to be informed of the appropriate safeguards relating to the transfer.

The Data Controller shall provide a copy of the personal data undergoing processing. For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form.

The right to obtain a copy referred to in the previous paragraph shall not adversely affect the rights and freedoms of others.

The rights above may be exercised through the Data Controller's contacts detailed in the introduction above.

### 5.1. Right to rectification





The Data Controller shall rectify the inaccurate personal data of the data subject upon his or her request without undue delay. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

## 5.2. Right to erasure ('right to be forgotten')

The data subject shall have the right to have personal data concerning him or her erased by the Controller upon his/her request without undue delay, where one of the following reason applies:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) the data subject withdraws consent on which the processing is based, and there is no other legal ground for the processing;
- c) the data subject objects to the processing and there are no overriding legitimate grounds for the processing, or the processing is used for direct marketing purposes;
- d) the personal data have been unlawfully processed;
- e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- f) the personal data have been collected in relation to the offer of information society services.

The right of erasure shall may not be exercised to the extent that processing is necessary:

- a) for exercising the right of freedom of expression and information;
- b) for compliance with a legal obligation which requires processing by Union or Member State law or for the performance of a task carried out in the public interest;
- c) for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional, and these data are processed by or under the responsibility of a professional subject to the obligation of professional secrecy under Union or Member State law or rules established by national competent bodies or by another person also subject to an obligation of secrecy under Union or Member State law or rules established by national competent bodies;
- d) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
- e) for reasons of public interest in the area of public health and these data are processed by or under the responsibility of a professional subject to the obligation of professional secrecy under Union or Member State law or rules established by national competent bodies or by another person, also subject to an obligation of secrecy under Union or Member State law or rules established by national competent bodies;
- f) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if the right to erasure would probably seriously risk or make impossible such data processing;  
or
- g) for the establishment, exercise or defense of legal claims.



### 5.3. Right to restriction of processing

Upon data subject's request, the Controller restricts the processing of data subject's personal data where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, in this case the restriction is for a period that enables the data subject to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) The Data Controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defense of legal claims;
- d) the data subject has objected to the Controller's processing pursuant to public interest or compelling legitimate grounds, in this case the duration of the restriction is for the time period needed for the verifying whether the legitimate grounds of the controller override those of the data subject.

Where processing has been restricted for the aforementioned reasons, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

A data subject who has obtained restriction of processing pursuant to the aforementioned reasons shall be informed by the Data Controller before the restriction of processing is lifted.

### 5.4. Right to data portability

The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to the Data Controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the Data Controller to which the personal data have been provided, where:

- a) the processing is based on consent pursuant to contract; and
- b) the processing is carried out by automated means.

In exercising his or her right to data portability pursuant to the aforementioned, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

The exercise of the right to data portability shall be without prejudice to the right to erasure ('to be forgotten'). The mentioned right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The right to data portability shall not adversely affect the rights and freedoms of others.

### 5.5. Right to object

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to the Controller's processing of personal data concerning him or her where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller, processing is necessary for the purposes of the legitimate interests pursued by the Controller or by a third party, including profiling based on those provisions. In this case, the Controller



shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of legal claims.

Where personal data are processed for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing. Where the data subject objects to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.

Where personal data are processed for scientific or historical research purposes or statistical purposes, the data subject, on grounds relating to his or her particular situation, shall have the right to object to processing of personal data concerning him or her, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

#### **5.6. Right to withdraw consent**

The data subject shall have the right to withdraw his or her consent at any time if the Controller's data processing is based on consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

#### **Procedure in case of request by the data subjects on the exercise of the aforementioned rights**

The Controller shall provide information on action taken on a request to the data subject without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

The Controller shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay. Where the data subject makes the request by electronic form means, the information shall be provided by electronic means where possible, unless otherwise requested by the data subject.

If the Controller does not take action on the request of the data subject, the controller shall inform the data subject without delay and at the latest within one month of receipt of the request of the reasons for not taking action and on the possibility of lodging a complaint with a supervisory authority and seeking a judicial remedy.

The Controller shall provide the requested information and notification free of charge. Where requests from a data subject are manifestly unfounded or excessive, in particular because of their repetitive character, the Controller may either charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested, or refuse to act on the request.

The Controller shall inform every such recipient of personal data, with whom personal data was shared, of all modification, erasure, or data processing restriction, unless this proves to be impossible, or requires an unreasonably large effort. Upon request of the data subject, the Controller shall inform him/her of these recipients.

#### **You may make your comments, questions or complaints as follows**



dr. Bertalan Bajusz attorney-at-law

The data subject may submit any questions, requests or objections concerning the personal data stored and the processing of personal data in writing or by e-mail to the address of the Data Controller as set out in the introductions of this notice.

### **Legal remedies available to the data subjects**

The data subject may initiate an investigation by The National Authority for Data Protection and Freedom of Information (mailing address: 1530 Budapest, Pf.: 9., phone: +36-1-391-1400, e-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu), web: [www.naih.hu](http://www.naih.hu)) with reference that he or she has suffered or is at imminent threat of suffering legal harm in connection with the processing of his or her personal data; and

In case of infringement of the data subject's rights, the data subject may seek judicial remedies against the Data Controller. The court handles the case with priority. The Data Controller has the burden to prove that processing of the data was in accordance with the law. The Tribunal courts have jurisdiction over data infringement cases. Legal proceedings may also be brought before the court where the data subject has domicile or residence, subject to the choice of the data subject.

Effective: 04 April, 2024