

Data Processing Policy

on data processing activities in connection with the registration and newsletter subscription on the websites of the Hungarian Cultural Centres abroad

1. Name of the controller

Ministry of Foreign Affairs and Trade of Hungary
Seat: Budapest
Postal address: 1125 Budapest, Bem rakpart 47.
Phone: +36 1 458 – 1392
E-mail: hatkult@mfa.gov.hu

2. Name and contact details of the data protection officer

The data protection officer of the Ministry of Foreign Affairs and Trade is: dr. Szilvia Molnár-Friedrich
Her direct contact details are: e-mail: SzMolnar-Friedrich@mfa.gov.hu, phone: +36-1-458-1597

3. The purpose and legal basis of processing

Purpose of the processing	The categories of personal data concerned	Legal basis
Data processing for statistical purposes shall be used for the identification of the website visitors for statistical purposes.	When visiting the website, the start and end times of the user's visit are automatically recorded, as well as the browser, operating system information and the user's internet protocol (IP) address. The website sends cookie (hereinafter: cookie) to the user's electronic device. Statistics are automatically generated from the data generated by viewing the website.	Based on the information displayed in the pop-up window, by clicking on the "I accept" button, you may allow the controller to use cookies on the website and thus to process the above personal data. Consent should be regarded as freely given under Article 6 (1) (a) of the GDPR when clicking on the "I Agree" button. If you do not allow the use of cookies, according to Article 6 (1) (e) of the GDPR, the website is limited to the use of cookies and technologies that are essential for its operation, no personal data is processed.

<p>The purpose of the processing related to information for cultural proposes is to provide the subscribed persons with up-to-date information by e-mail on the programmes organized by the cultural center of the Ministry of Foreign Affairs and Trade and on the activities of the same. The purpose of the registration is to promote participation in these programmes.</p>	<p>Name, e-mail address</p>	<p>The processing is based on Article 6 (1) (a) of the GDPR, the legal basis is the consent of the data subject.</p>
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The website can be accessed under the domain:

culture.hu

4. Source of personal data and scope of data processed, if they have not been provided by the data subject to the Ministry of Foreign Affairs and Trade

The Ministry of Foreign Affairs and Trade does not process such personal data which were not collected from the data subject.

5. Recipients of personal data and categories of recipients, processing

The registered data are stored by the Ministry of Foreign Affairs and Trade on the servers of the National Infocommunications Service Company Ltd. (NISZ). The newsletter service is operated by the Ministry of Foreign Affairs and Trade's contractual partner, Lounge Design Kft. (and its subcontractor, Trendency Kft.).

6. Personal data storage period

Having regard to the legal basis, the Ministry of Foreign Affairs and Trade shall store the personal data provided by the data subject until the withdrawal of the consent. The website provides the possibility to withdraw the consent at any time. In the absence of withdrawal of consent, the necessity of data storage is reviewed by the Ministry of Foreign Affairs and Trade in every three years.

7. Rights of the data subject related to the processing

7.1. Deadline

The Ministry of Foreign Affairs and Trade shall comply with the request of the data subject for exercise of his or her rights within a maximum of one month of receipt of the request.

That period may be extended by two months where necessary, taking into account the complexity and number of the requests. The Ministry of Foreign Affairs and Trade shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

7.2 Rights of the data subject related to processing

7.2.1 Right of access by the data subject

The data subject shall have the right to obtain from the Ministry of Foreign Affairs and Trade via the contact details provided in Point 1 confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the following information:

- the categories of personal data concerned;
- the legal basis of the processing;
- the purpose of the processing;
- the period for processing;
- to whom, when, under what legal basis, to what type of categories of personal data has the Ministry of Foreign Affairs and Trade granted access, or to whom it has transferred personal data;
- from what source his or her personal data are obtained;
- whether the cultural center uses automated decision-making and its logic, including profiling.

The Ministry of Foreign Affairs and Trade shall provide a copy of the personal data undergoing processing free of charge for the first time upon the request of the data subject. For any further copies requested by the data subject, the Ministry of Foreign Affairs and Trade may charge a reasonable fee based on administrative costs.

7.2.2 Right to rectification

The data subject shall have the right to request the Ministry of Foreign Affairs and Trade via the contact details provided in Point 1 to rectify of his or her personal data. If the data subject can reasonably demonstrate the accuracy of the data rectified, the Ministry of Foreign Affairs and Trade shall comply with the request without undue delay and at the latest within one month, and shall notify the data subject thereof via the provided contact details.

7.2.3 Right of blocking (right to restriction of processing)

The data subject has the right to request the Ministry of Foreign Affairs and Trade the restriction of processing via the contact details provided in Point 1 of this Privacy Policy, by clearly

indicating the nature of the restriction of processing and ensuring that it is kept separately from other data.

7.2.4 Right to erasure

In connection with the data processing under this Policy, the data subject shall have the right to obtain from the Ministry of Foreign Affairs and Trade the erasure of personal data concerning him or her without undue delay, and the controller shall have the obligation to erase personal data without undue delay, if there is no other legal basis for the processing.

7.2.5 Right to data portability

In connection with the processing – with regard to the legal basis thereof – the data subject shall have the right via the contact details provided in Point 1 to receive the personal data concerning him or her, which he or she has provided to the Ministry of Foreign Affairs and Trade, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the Ministry of Foreign Affairs and Trade in connection with data processing operations by automated means.

8. Right to remedy

If the data subject considers that the data protection requirements in force have been infringed as a result of the processing of his or her personal data by the Ministry of Foreign Affairs and Trade, he or she

- may bring the matter before the data protection officer of the Ministry of Foreign Affairs and Trade, or
- the Metropolitan Court of Budapest (1055 Budapest, Markó utca 27.), further
- may initiate an administrative procedure before the National Agency for Data Protection (1055 Budapest, Falk Miksa utca 9-11., 1363 Budapest, Pf.: 9.).

9. Cookie information

The purpose of using cookies is to speed up the use of the website, to balance the load on the servers, or to help and facilitate the use of the website with automations. Cookies are such files or pieces of information that are sent by the web server accessed by a visitor to a web browser on the visitor's computer. A cookie usually contains the name of the website where it came from; the value of the cookie, i.e. a randomly generated unique number; and its lifespan, that is, how long it stays on the online communication device. The cookie is stored in a file in the storage of the user's device. The content of the file can be queried from the browser by the web server sending the cookie at any time.

Third-party cookies

Name of the cookie	Domain	Type	Categories of processed information	Other information	Retention period
_ga	culture.hu	third-party cookie	Cookies for Google Analytics. It does not send personal information to Google	The Google Analytics cookie policy is available at the following link: https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage	Until withdrawal of consent.
_gid	culture.hu				
_utmc	culture.hu				
_utmz	culture.hu				
_utma	culture.hu				
VISITOR_INFO_LIVE	youtube.com		Cookie used by YouTube to monitor bandwidth	https://cookiedatabase.org/cookie/youtube/visitor_info_live/	
YSC	youtube.com		A unique ID used by YouTube to identify the user	https://cookiedatabase.org/cookie/youtube/ysc/	

The legal basis of third-party cookies is Article 6 (1) (a) of the GDPR, ie the consent of the data subject. As a data subject in connection with third-party cookies, you are entitled to access, rectification, erasure, restriction of processing, data portability and consent withdrawal.