

RabIT software engineering Kft.

PRIVACY NOTICE AND POLICY

The purpose of this privacy notice and policy (hereinafter referred to as the **privacy policy**) is to notify and inform the Clients and website visitors (users) of **RabIT software engineering Kft.** (registered office: 6726 Szeged, Alsó kikötő sor 11. D. ép., company registration number: 06-09-022930, tax number: 25726464-2-06.) acting as **controller** (hereinafter referred to as the **controller**) about the personal data processed by the controller, the terms and conditions, and also the circumstances of personal data processing as well as the rights and remedies of data subjects.

The terms used herein shall be defined in Regulation (EU) 2016/679 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 (General Data Protection Regulation) (hereinafter referred to as the **General Data Protection Regulation** or **GDPR**).

The controller processes certain personal data of clients using its services (contracting entities), website visitors (users) and its performance partners (hereinafter jointly referred to as the **data subject**) in performing its business and providing its IT services.

I. SCOPE OF THE PRIVACY POLICY

1. The term of the privacy policy: this privacy policy shall enter into force on the date it is published and shall become invalid on the date of the controller's new privacy policy.

The controller reserves the right to amend the privacy policy or to draft a new privacy policy with a prior notice sent to the data subjects thereof.

2. Pursuant to its personal scope, this privacy policy shall apply to the data subjects referenced in Article 4(1) of the GDPR, which means "an identified or identifiable natural person" whose personal data is processed within the scope of this privacy policy.
3. The subject matter of this privacy policy shall include all processing and organisational units on the condition that the processing of data collected from the controller's employees and job applicants shall be governed by a separate privacy policy.

II. NAME, DATA AND CONTACT DETAILS OF THE CONTROLLER

1. Name of the controller: **RabIT software engineering Kft.**
2. Registered office (principal place of business) of the controller: **6726 Szeged, Alsó kikötő sor 11. D. ép.**
3. Legal representative of the controller: **Zsolt Rabi, Managing Director**
4. Company registration number of the controller: **06-09-022930**
5. Telephone number of the controller (or its legal representative): **+ 3670/226-0675**
6. The controller's central website: **<https://rabit.hu>**
7. The controller's further websites: none

8. The controller's central email address: **info@rabit.hu**
9. Data Protection Office: **none**
10. Number of controller's employees: **less than 250 people**

The data subject may exercise its rights under Chapter VIII through the contact details specified in this chapter.

III. THE PURPOSES OF PROCESSING

The purposes of data processing are:

- a) establishing the identification data necessary to verify the identity of the data subject, to enforce legitimate interests, and contacting and communicating with the data subject;
- b) collecting information about the internet usage related habits of the data subject in order to develop the online website operated by the controller, to create visitor statistics and to enhance visitor experience; sending notification to the data subject about the controller's marketing and advertisement offers;

The personal data of the data subject shall not be used by the controller for purposes other than those stipulated herein.

IV. THE LEGAL BASIS OF PROCESSING

The personal data of the data subjects are processed by the controller based on the data subject's consent, the contracts concluded and the controller's legal obligations and legitimate interests pursuant to Article 6(1)(a); (b); (c) and (f) of the GDPR.

Data processed for the purposes under Section III/a) shall be processed based on the contracts concluded with the controller, the controller's legal obligations and legitimate interests.

Data processed for the purposes under Section III/b) shall be processed based on the data subject's content which shall be voluntary, specific and unambiguous.

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

The lack or withdrawal of the data subject's consent shall not affect processing by the controller based on contracts or compliance with legal obligations, and the controller's legitimate interests. However, relevant processing by the controller shall only include categories of the data subject's data which are strictly necessary.

V. CATEGORIES OF DATA PROCESSED

The controller's organisational units process the following personal data concerning each data subject for the relevant processing purposes:

- a) Name of the contract person of the data subject client or legal entity client, and also the name of the controller's performance partner (surname and given name);
- b) Name of data subject client at birth;
- c) Name of data subject client's mother;
- d) Place and date of birth of data subject client;
- e) Address, delivery address of data subject client;

- f) Contact details of the contract person of the data subject client or legal entity client, and also the name of the controller's performance partner (telephone number, email address);
- g) Data subjects Internet browsing data for web analytics;
- h) Electronic contact details of data subjects subscribing to controller's newsletter.

Data under paragraphs a), e) and f) shall be processed by the controller based on contracts (contracting party identification, communication in order to comply with contract), or compliance with legal obligation (issuing receipts), data under paragraphs b) to d) shall be processed based on the controller's legitimate interests, while data under paragraphs g) to h) shall be processed based on the controller's consent.

For the purpose of the data categories listed in paragraphs b) to d) and processed based on a legitimate interest, legitimate interest shall mean the assessment of the ability to enter into a contract or make declarations based on identity and age, and also the enforcement of the controller's existing remuneration claims.

VI. DURATION OF PROCESSING, DATA TRANSFER, SOURCE OF DATA

1. Data under paragraphs a), e) and f) of Chapter V shall be processed by the controller until the performance of the contracts and the existence of the controller's obligations (arising from implied warranty or under the tax laws), and data under paragraphs b) to d) shall be processed by the controller until the controller's legitimate remuneration claims, demands are satisfied.
2. Data under paragraphs g) to h) shall be processed by the controller until the data subject's consent is withdrawn, i.e. the data subject's written erasure request is submitted (Section 5, Chapter VIII). The data subject may notify the controller about its request to erase its electronic contact details provided in using the newsletter service, by unsubscribing the newsletter.

DATA transfer

3. Data under paragraphs a) and f) of Chapter V may be transferred by the controller to its performance partners (subcontractors, agents) contributing to performance for the purpose of providing the services requested and performing the contracts concluded. The data of its performance partners under paragraphs a) and f) of Chapter V may be transferred by the controller to its clients.
4. The data under paragraphs a) to e) of Chapter V may be transferred by the controller to the law office (lawyer) engaged by it for the purpose and to the extent of enforcing legitimate claims and performing tasks requiring legal professional expertise, such as drafting documents. Certain documents and records (certificates, contracts) containing personal data may be transferred by the controller to companies contracted by the controller, as may be necessary for compliance with the controller's legal obligations, including tax liability, issuing certificates, book-keeping.

The controller may use data files recorded in the data subject's browser programme (cookies) based on the data subject's consent where such data files may be transferred to Google LLC for the purpose of using Google Analytics services and web analytics.

In addition to the data transfer referenced, the controller shall not disclose the data subject's personal data to third parties, such data may only be disclosed to public bodies that are entitled to request such disclosure from the controller. The controller shall not perform any joint processing.

5. Save for the browsing or user data necessary for web analytics, if any, no other personal data may be transferred by the controller to subjects of other Member States or third countries.

6. The controller's website includes simple links to Twitter, Facebook, LinkedIn. When such links are used the relevant social media operator's website opens in a pop-up window. The use of the referenced websites, the information published thereon shall be governed by the policy of the relevant social media operator.

Source of data:

7. The data processed by the controller shall be primarily data provided by data subjects, the controller shall collect personal data from publicly accessible sources. The provision of data under paragraphs a) to f) of Chapter V shall be required to enter into the contracts, i.e. legal relationships to be concluded with the controller.
8. The source of the data processed for web analytics purposes shall be the data files recorded in the data subject's browser (cookies) based on the data subject's consent. The consent to the use of the cookies shall be given by the data subject (user) voluntarily, the refusal of the consent shall not have any adverse consequences on the data subject. The use of the controller's newsletter (communication of marketing offers) service and the communication of the electronic contact details for this purpose are voluntary on the part of the data subject, failure to use such service shall not have any adverse consequences on the data subject.

VII. MISCELLANEOUS

1. No automated decision-making or profiling are applied by the controller
2. The controller processes no special categories of personal data.
3. The controller is not required to employ a data protection officer or perform any data protection impact assessment on the date of drafting the privacy policy.

VIII. DATA SUBJECT'S RIGHTS

1. Right to transparent information, communication

The controller complies with its obligation to provide information stipulated in Article 12(1) of the GDPR by drafting and displaying this policy on its websites and at its registered office (principal place of business, branch office).

When requested by the data subject, the information may be provided orally, provided that the identity of the data subject is proven by other means.

The controller shall facilitate the exercise of all data subject rights.

The controller shall not refuse to act on the request of the data subject for exercising the rights, unless the controller demonstrates that it is not in a position to identify the data subject.

The controller shall provide the data subject information on action taken on a request of the data subject for exercising his or her rights, 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 means, the controller shall provide the information by electronic means, 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 (Chapter IX of the policy) and seeking a judicial remedy.

Information referenced in this chapter (VIII.) and requested by the data subject, and any communication shall be provided by the controller 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:

- a) charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested; or
- b) refuse to act on the request.

In the case stipulated in Article 12(6) of the GDPR where the controller has reasonable doubts concerning the identity of the natural person making the request referred to in Articles 15 to 21, the controller may request the provision of additional information necessary to confirm the identity of the data subject.

2. Information provided by the controller to the data subject

The controller shall, at the time when personal data are obtained from the data subject, provide the data subject with all of the following information:

- a) name and contact of the controller (and its representative); (see Chapter II)
- b) the purposes of the processing for which the personal data are intended as well as the legal basis for the processing;
(see Chapters III and IV)

The controller has no data protection officer. Data transfer and the potential recipients of data shall be governed by Chapter VI.

The controller shall, at the time when personal data are obtained from the data subject, provide the data subject with the following further information necessary to ensure fair and transparent processing:

- a) duration of personal data storage (see Chapter VI);
- b) the data subject's right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability;
- c) the data subject has the right to withdraw his or her consent to processing at any time (however, such withdrawal shall not affect the lawfulness of processing based on consent or any other legal basis before its withdrawal);
- d) the data subject has the right to lodge a complaint with a supervisory authority (Chapter IX of the policy);
- e) if the provision of personal data is a requirement necessary to enter into a contract (see Chapter VI, source of data), the controller shall not pursue automated decision-making and profiling;
- f) The controller does not intend to further process the personal data for a purpose other than that for which the personal data were collected.

3. Right of access by the data subject

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:

- a) the purposes of the processing;
- b) the categories of personal data concerned;

- c) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- d) 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;
- e) the existence of the right to lodge a complaint with a supervisory authority (Chapter IX of the policy).

The controller informs the data subject about the transfer of the data and also the recipients of the data. At request, the controller informs the data subject about the source of the data.

The 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 fee. 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 (.doc, .xls, .pdf, .jpg).

4. Right to rectification

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. The data subject shall have the right to have incomplete personal data completed.

5. Right to erasure ('right to be forgotten')

The data subject shall have the right to obtain from the controller 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 where one of the following grounds 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 where there is no other legal ground for the processing;
- c) where the data subject has the right to object (see Section VIII/9 of the policy)
- 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 from children in relation to the offer of information society services.

The controller shall not make the personal data public, therefore the controllers processing the data have no obligation to provide information.

The request for erasure may not be refused by the controller for the reasons stipulated in Article 17(3) of the GDPR.

In case of a request for erasure, the data subject shall be identified by the controller since unauthorised request for erasure may result in personal data breach.

6. Right to restriction of processing

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller 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 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 defence of legal claims;
- d) the data subject has objected to processing pursuant to Article 21(1) of the GDPR pending the verification whether the legitimate grounds of the controller override those of the data subject.

In case of restriction: such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defence 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 above paragraph shall be informed by the controller in writing before the restriction of processing is lifted.

7. Notification obligation regarding rectification or erasure of personal data or restriction of processing

Pursuant to Article 19 of the GDPR, the controller shall inform the recipients to whom personal data was disclosed, about the rectification or erasure of personal data, or the restriction of processing.

8. 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 a controller, in a structured, commonly used and machine-readable format. (Such format shall be any of those stipulated in Section VIII/3, unless requested by the data subject in a different format.)

Processing by the controller shall not be automated, thus there exists no data subject right to transfer the data received under the paragraph above to another controller.

9. 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 processing of personal data concerning him or her which is based on the controller's legitimate interest. Where the right to object is exercised, the controller shall substantiate and prove its legitimate and overriding reasons to process data.

10. Communication of a personal data breach to the data subject

Pursuant to Article 4(12) of the GDPR, 'personal data breach' means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

When the personal data breach is likely to result in a high risk to the data subject or data subjects, the controller shall communicate the personal data breach to the data subject without undue delay. The communication to the data subject shall describe in clear and plain language the nature of the personal data breach, and it shall:

- a) communicate the name and contact details of the data protection officer (if any) or other contact point where more information can be obtained;
- b) describe the likely consequences of the personal data breach;
- c) describe the measures taken or proposed to be taken by the controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse consequences.

The communication to the data subject shall not be required if any of the following conditions are met:

- a) the controller has implemented appropriate technical and organisational protection measures, and those measures were applied to the personal data affected by the personal data breach, in particular those that render the personal data unintelligible to any person who is not authorised to access it, such as encryption;
- b) the controller has taken subsequent measures which ensure that the high risk referred to above is no longer likely to materialise;
- c) it would involve disproportionate effort. In such a case, there shall instead be a public communication or similar measure whereby the data subjects are informed in an equally effective manner.

IX. REMEDIES:

1. Without prejudice to any other administrative or judicial remedy, every data subject shall have the right to lodge a complaint with the following supervisory authority if the data subject considers that the processing of personal data relating to him or her infringes the GDPR.

National Authority for Data Protection and Freedom of Information

1125 Budapest, Szilágyi Erzsébet fasor 22/C.
Mailing address: 1530 Budapest, Postafiók: 5.
Phone: +36-1-391-1400
Fax: +36-1-391-1410
Email: ugyfelszolgalat@naih.hu
website: <https://www.naih.hu/>

2. Without prejudice to any available administrative or non-judicial remedy, including the right to lodge a complaint with a supervisory authority pursuant to Section IX/1., each data subject shall have the right to an effective judicial remedy where he or she considers that his or her rights under the GDPR have been infringed as a result of the processing of his or her personal data in non-compliance with the GDPR.
3. Any person who has suffered material or non-material damage as a result of an infringement of the GDPR shall have the right to receive compensation from the controller for the damage suffered.

X. DATA SECURITY

The controller shall ensure the security of the data, and it shall take all technical and organisational measures, adopt the procedural rules that are necessary to ensure the protection of the data registered, stored or processed. The controller shall use all available means to prevent the destruction, unauthorised use and modification of the data. The controller shall request and require its employees (agents) and processors contractor by it to comply with the obligations referred to above.

The personal data of data subjects shall be stored by the controller on its computers located at its registered office and protected by passwords (no such computers may be removed by the employees from the registered office), and at its own or rented dedicated servers protected against external impacts.

Documents containing personal data from data subjects recorded on the controller's paper based forms shall be stored by the controller in locked cabinets at its registered office.

XI. REGISTER FORMS

1. Processing - Termination Register

No.	Date on which request is received by controller	Name of data subject, identification data	Content of request	Measure taken by controller	Date of measure by controller	Other
1/2021						
2/2021						

2. Incident Register

No.	Date of incident	Reasons, circumstances of incident	Categories and number of data subjects	Relevant categories of personal data	Impact of the incident	Description of controller's measure	Date of measure by controller	Other	Date of notification sent to the authority
1/2021									
2/2021									

3. Register of Inquiries by Data Subject (not including requests for termination)

No.	Date on which inquiry is received by controller	Name of data subject	Subject matter	Form of measure	Date of measure	Data subject's reaction, if any, to the measure implemented	Date of data subject's reaction	Other
1/2021								
2/2021								

Publication date of this privacy policy: 21 June 2021

RabIT software engineering Kft.
representative of controller:

Zsolt Rabi, Managing Director
Managing Director