

DATA MANAGEMENT REGULATION

This Data Management Regulation shall be intended to manage personal data indicated in this Regulation concerning natural persons defined in Clause 1 by **MÜISZ Iskolaszövetkezet /MÜISZ School Cooperative/** (registered center: 1137 Budapest, Szent István krt.24. fsz.16.; Trade Reg. No.: cg. 01-02-053680) (hereinafter referred to as School Cooperative) **as Data Managing Party** in accordance with provisions set forth in Act CXII of 2011 on Information Self-determination Right and Freedom of Information (hereinafter referred to as Infotv.), Decree No. 2016/679 EU issued by the European Parliament and the Council (hereinafter referred to as GDPR) and in any other relevant legislation being currently effective.

When managing the personal data, the School Cooperative shall act without the use of a Data Processing Party.

1) Sphere of persons concerned by data management, scope of data management

Data management performed by the School Cooperative shall include:

- Any person having a membership or employment with the School Cooperative;
- Any natural person not having a membership or employment with the School Cooperative:
 - who has registered with the School Cooperative either in person or through the website of the School Cooperative accessible at www.muisz.hu (hereinafter referred to as homepage), or in any other way using printout or electronic way but does not establish either membership or employment with the School Cooperative;
 - whose membership or employment with the School Cooperative has terminated, for a definite period.

The objective scope of this Regulation shall include any data management performed by the School Cooperative during which personal data will be managed, irrespective of the type of the personal data.

2) The aim of data management

The data management shall be intended, in accordance with the activities of the School Cooperative, to introduce Concerned Persons into the world of jobs, to offer them job options, and to allow for or establish a job opportunity to be done for a third party which can be performed as a member of the School Cooperative. Within the framework and in the interest of the aforesaid aims the School Cooperative will keep records of and manage any personal data of the Concerned Persons supplied by them on a voluntary basis for the purpose of keeping contact, supplying information for advertising or other purposes, demand assessment, sending newsletters, preparing statistics, establishing a membership with the School Cooperative, making a membership agreement and related individual agreement or making an employment contract and for performing them.

Data management shall also aim that during data management concerning personal data the School Cooperative shall:

- establish conditions required for lawful data management;
- define data protection and data security specifications in order to prevent unauthorized use of personal data:
- take appropriate and efficient measures, in case of a data protection incident, to prevent further damage to data management security and to minimize the damage that has occurred, and shall inform, in accordance with GDPR Regulation, the National Authority for Data Protection and Freedom of Information (hereinafter referred to as NAIH) and the Concerned Persons on the incident.

The Concerned Person shall agree that during the data management

period the School Cooperative may send inquiries, for any reason closely related to data management aims - especially for establishing a membership and related individual agreement, establishing an employment, exercising rights and fulfilling obligations arising therefrom, and for keeping contact - to his/her availabilities given when registering.

The Concerned Person shall have the right to declare separately whether he/she wants the School Cooperative to send him/her advertisements, newsletters and any informative matter during the data management period. The School Cooperative shall not send such inquiries unless expressly and separately approved thereto by the Concerned Person, and the Concerned Person shall have the right to withdraw his/her approval anytime during the data management period.

3) Basic principles and legal basis for data management

During the data management period the School Cooperative shall act with an adherence to the following principles concerning personal data management:

- a) Personal data shall be managed in a lawful and honest way allowing it to be transparent to the Concerned Person.
- b) Personal data shall not be collected unless their aim is defined, clear and lawful, that is, dedicated to an aim.
- c) Data management shall always be restricted to the necessary extent ("data saving").
- d) Any managed data shall be accurate and up-to-date if necessary. Every reasonable measure shall be taken to ensure that any personal data being inaccurate for the aims of data management should be either deleted or corrected ("accuracy").
- e) Each personal data shall be stored in such a format that will allow the Concerned Persons to be identified for a period required for achieving the goals of personal data management only ("restricted allowable storage period");
- f) The personal data management shall be performed in such a way that an appropriate security of personal data should be provided including protection of

personal data against unauthorized or unlawful management, incidental loss, destruction or damage thereto ("integrity and confidentiality").

The legal basis for data management shall be a prior voluntary approval thereto from the Concerned Persons. An additional legal basis for it shall be the fulfilment of a membership agreement and related individual agreement or an employment contract. Data source shall be a voluntary supply of data by the Concerned Person. The Concerned Person shall be entitled to withdraw his/her approval to data management anytime, without giving reasons thereof, either in writing or verbally, or in an electronic mail for any data for which their keeping is not allowed or made mandatory by a legislation.

When registering with the School Cooperative the Concerned Person shall expressly agree, through a declaration made in knowledge of this Regulation, that the School Cooperative as Data Processing Party should manage his/her personal data given in the registration, in accordance with this Regulation.

4) Data relevant to the Concerned Persons

Data management shall cover the following data of Concerned Persons:

- In case of keeping contact, advertising, supply of information for other purposes, demand assessment, sending newsletters:

- name,
- date of birth,
- e-mail address.

In case of establishing a membership with the Cooperative, making a membership agreement and related individual agreement or an employment and for performing them:

- e-mail address,
- full name,
- date and place of birth,
- phone number,
- mother`s maiden name,
- tax number code, social security code
- identity card no.
- student card no.
- bank account no.
- CV.

5) Data management period

Data management shall begin with the date at which a printout based or electronic registration is made with the School Cooperative for any purpose.

Data management shall terminate:

- Upon the elapse of 12 months after registration if the Concerned Person has not established either membership or employment with the School Cooperative during that period;
- Upon the elapse of 3 years after the termination of his/her membership or employment with the School Cooperative except for the sphere of data specified to be kept mandatorily by law;
- If the Concerned Person is excluded from the School Cooperative membership except for the sphere of data specified to be kept mandatorily by law;
- If the Concerned Person asks for the deletion of his/her personal data except for the sphere of data specified to be kept mandatorily by law.

6) Type of data transferred

The School Cooperative shall not use any personal data for any purpose other than specified, and shall not disclose any personal data to a third party unless having a prior and informed consent thereto from the Concerned Person except for the case where a possible data transfer mandatorily specified by law is concerned.

The School Cooperative may hand over the CV of a Concerned Person to its contractual partners offering an actual job option, for the purpose of implementing the aim of data management, especially for offering a job, participating in selection procedure, establishing a membership agreement and related individual agreement and making an employment contract. Any contractual partner of the School Cooperative shall be entitled to get to know the CVs to an extent and period as required for the selection only, and shall delete any personal data disclosed to it, after the specific job has been awarded. The Concerned Person shall have the right to forbid transfer of his/her CV through a declaration made to the School Cooperative and shall be entitled to ask the School Cooperative for information on when and to whom his/her CV has been handed over.

In order to check data transfer for lawfulness and to inform the Concerned Person, the School Cooperative shall keep records of data transfer containing the date of transferring the personal data managed by it, the legal basis and addressee for data transfer, the definition of sphere of personal data transferred and any other data defined by a law specifying data management.

7. Duties of members and employees entitled to manage personal data

Any member or employee of the School Cooperative who is entitled to get to know and manage personal data of a Concerned Person shall not disclose to the public, or to any other person and shall not allow any other person to have an access to any personal data that has become known during the membership or employment period and is subject to this Regulation, either during the membership and employment period or after the termination thereof.

Any member or employee shall not disclose any personal data that has become known to him/her during the membership or employment period to any other member or employee unless needed

for performing a specific task. Any member or employee shall not disclose any personal data that has become known to him/her during the membership or employment period to any other third party during the term of his/her membership or employment period unless having a permission thereto from his/her superior, for a relevant reason, in order to fulfil a right or an obligation.

8) Technical performance of data management

Keeping records of the managed data can be performed in the form of:

- a printout document,
- an electronic data,
- a data created electronically but archived in printout.

Any computer belonging to the School Cooperative shall only be used by an authorized personnel who shall, at the same time, be responsible for a proper use thereof. One cannot have an access to the information and infocommunication system of the School Cooperative unless having an appropriate access authorization. The chairman of School Cooperative Management shall make a decision on the authorization, setup, withdrawal, deletion and control of any access authorization.

In order to ensure a smooth and proper operation of all units, the maintenance of computers shall be carried out on a regular basis. Maintenance for computers - except for units under guarantee - shall be carried out by the system administrator only. System administrator duties shall be performed by **FixConnect Kereskedelmi és Szolgáltató Kft.** (1116 Budapest, Fehérvári út 132-144, tax number: 22660389-2-43; Trade Register No.: 01-09-937845).

For any computer put into service for the School Cooperative, only preliminary checked legal software items are allowed to run. Checking shall include, in addition to troubleshooting any possible trouble impeding the proper operation, the data protection issues as well. The software item supplier shall be informed on any detected deficiency in writing. **DO NOT** put into service any defective program. Only a system operator shall be allowed to install and update any software item. Testing shall be carried out jointly by the system administrator and the user. Modifying the setting of any data security software item (anti-virus, backup) including suspension of their operation shall be forbidden even on a transitional basis!

In the case where a computer breaks down or operates improperly, suspend the device operation and notify the system administrator thereof immediately.

When connecting any external data carrier device (pendrive, external HDD) first use an anti-virus software item to check it for being free of any virus. Should the user detect an infected file, stop using the device and notify the system administrator thereof immediately.

DO NOT remove any confidential document from the place of work unless having a permission thereto from the chairman of the School Cooperative Management and if it is absolutely needed at an external site. **DO NOT** copy any program or data file from any IT device belonging to the School Cooperative except for copying it for working at home and backup.

There is no internet restriction set for any computer belonging to the School Cooperative so each user shall have an enhanced responsibility for an adherence to all relevant rules and data security legislation when using the internet.

DO NOT open any e-mail of uncertain origin. DO NOT install any software item from internet. When detecting a problem or a malfunction, suspend device operation and notify the system administrator thereof immediately.

Each member and employee shall turn off their computers and related devices and lock external data carrier units at the end of working hours. Each member and employee, should they leave their workstation during working hours, shall lock their computers. It is compulsory to use password protected screen-savers.

A backup for server data content shall be performed on a daily basis. In addition, each member and employee shall perform a backup at least once a week concerning computer data required for performing the work.

No device and software item shall be installed into the infocommunication system unless previously coordinated with the chairman of the School Cooperative Management. The system administrator shall be entitled to remove any device which fails to comply with the security requirements or is not allowed to be connected to the network.

9) Appointment, legal position and duties of data protection official

The School Cooperative shall appoint, out of its members, a data protection official, based on professional skill and especially on an expert-level knowledge of data protection law and practice.

The data protection official for the School Cooperative shall be Mr. Szabolcs Másody.

The School Cooperative shall ensure that the data protection official should get involved in a proper way and on time into any issue associated with personal data protection. The data protection official shall get involved especially into the preparation of data management procedures concerning personal data, establishing order of procedure and creating regulations.

The School Cooperative shall provide the data protection official with all items and resources required for him/her to perform his/her duties.

The data protection official shall directly report to the chairman of the School Cooperative Management.

The data protection official shall be at the disposal of each Concerned Person for any issue associated with the management of personal data.

The data protection official shall not have any position in which he/she would exercise employer`s rights or which would entitle him/her to decide any activity implying data management or to specify conditions.

The data protection official shall have at least the following duties:

- a) To inform the School Cooperative and any Data Processing Party having contractual relation with the School Cooperative on their data management duties and to provide professional consultation thereon with them.
- b) To check compliance with data protection provisions and with the rules set out in this Regulation.

- c) To give a professional advice upon request concerning data protection impact study and to track performance of such impact study.
- d) To co-operate with NAIH personnel in authority procedures.
- e) To serve as a contact-keeping point to NAIH for any data management issue, and in a specific case, to consult with it concerning any other issue.

Should a data protection incident occur, the data protection official shall be immediately available for the School Cooperative.

10). How to proceed in case of a data protection incident

Should a data protection incident occur, fix it including traces thereof properly and notify the data protection official thereof immediately. At the same time, all members and employees of the School Cooperative shall take all necessary measures required for mitigating damages and for fixing traces, especially they shall ask services providers concerned to save or restore data, and to initiate use of alias or encryption, and to examine shootings from all cameras possibly operated by the School Cooperative. Any obligation set out in this clause shall also apply to a possible Data Processing Party for an incident associated with any personal data managed by him.

The information supply as described above shall relate especially to the type of data protection incident, the sphere of personal data affected, the number of Concerned Persons, the severity of damage and possible unauthorized access, further possible consequences and any further measure needed to take. The information supply shall not be delayed by referring to the fact that it is necessary to obtain more information.

The data protection official shall immediately examine the data protection incident in details. During such examination any person who is personally subject to this Regulation shall be at the disposal of the data protection official during the examination and shall supply detailed information.

The data protection official shall - within a period of 36 hours after the occurrence of the incident, or if the incident becomes known to him/her later, within 36 hours after being informed thereon - send a completed and signed copy of the so-called Incident Records Form in a scanned, electronic way to the chairman of the School Cooperative Management, or if it is not possible, the data protection official shall supply information on the incident in another way.

Should the data protection incident be likely to have high risk regarding the rights and freedoms of Concerned Persons or if the data protection authority makes such provision, the data protection official shall, after being informed by the chairman of the School Cooperative Management, immediately inform - as instructed by the chairman of the Management - the Concerned Persons on the fact that a data protection incident has occurred.

The information supply shall include at least the following:

- a) the date at which and the conditions under which the data protection incident has occurred;
- b) the type of incident (destruction or loss of data or disclosure thereof to any unauthorized person e.g. due to infection, hacker attack, loss of data carrier medium, etc.);
- c) estimating the consequences the given incident might imply concerning the rights and freedoms of the Concerned Persons, and the degree of severity of damage that has arisen;

- d) describing the measures taken or foreseen to be taken in order to remedy or eliminate the damage or impairment.

The information supply as described above shall be made in a solid, transparent and clear form, formulated in a clear way which the public can understand. The information supply shall be free of charge.

It is not necessary to inform the Concerned Persons on a data protection incident in the following cases:

- a) If the School Cooperative has taken appropriate technical and organizational measures and such measures have been applied for the data concerned by the data protection incident, especially the measures such as the use of encryption - which make the data uninterpretable for those unauthorized to have an access to the personal data.
- b) If the School Cooperative has taken further appropriate measures after the occurrence of the data protection incident which ensure that the high risk concerning the rights and freedoms of the Concerned Person is not likely to persist further on.
- c) If the information supply would require a disproportionate effort. In such cases the Concerned Persons shall be informed through an announcement published using the School Cooperative website.

NAIH shall also be informed on the incident. The information shall be sent electronically to the NAIH e-mail address within a period of 72 hours upon the occurrence of the incident. In case of a failure to do so, the reasons for justifying the delay shall also be attached thereto. These reasons shall be discussed by the data protection official with the chairman of the School Cooperative Management in advance. The information shall be supplied by the data protection official.

It is not necessary to report an incident to NAIH if the incident is not likely to have a risk concerning the rights and freedoms of the Concerned Persons.

11) Measures to be taken by the chairman of the School Cooperative Management in case of a data security incident

Having been informed on a data protection incident, the chairman of the School Cooperative Management shall immediately examine the report from data protection official, and shall, if necessary, ask the members, employees and Data Processing Party for additional prompt information.

The chairman of the School Cooperative Management shall have an exclusive right to decide whether it is necessary to inform the Concerned Persons on the basis of conditions and potential risks of the incident and if a report to NAIH should be sent or not. During this, the chairman of the School Cooperative Management shall thoroughly evaluate the risks caused by the incident.

The chairman of the School Cooperative Management shall - also taking into consideration the lawful economic interests of the School Cooperative - decide the way how to inform the Concerned Persons.

For a data protection incident, the chairman of the School Cooperative Management shall have the right to take any measure required for ensuring data management security, particularly:

- a) ordering a special work in order to reduce risks, to eliminate damage, to prevent their occurrence and to protect the rights and data of the Concerned Persons;

- b) making a decision on closing or evacuating the registered center of the School Cooperative or a part thereof, and seizing any means required for performing the work;
- c) making charges or report to the competent authority if necessary;
- d) asking the Data Processing Party to participate in data restoration or in order to mitigate or prevent damages.

12) Data management related rights and duties of the Concerned Persons

During the data management the School Cooperative shall provide each Concerned Person with a right to protect their data.

Each Concerned Person shall have the following rights:

- a) Right to be informed: The Concerned Person shall have the right to be informed on any data management information prior to the commencement of any activity aiming at managing his/her data.
- b) Right to access: The Concerned Person shall have the right to get a feedback from the School Cooperative whether the management of his/her personal data is in progress and, if yes, to have an access to personal data and relevant information (the aim of data management, personal data concerned, personal data storage period, etc.).
- c) Right to correction and deletion: The Concerned Person shall have the right to ask the School Cooperative to correct any inaccurate personal data relevant to him/her immediately, without an unjustified delay. The Concerned Person shall have the right to ask the School Cooperative to delete, without an unjustified delay, any inaccurate personal data relevant to him/her and the School Cooperative shall delete, without an unjustified delay, any inaccurate personal data relevant to the Concerned Person if the Concerned Person has withdrawn his/her expressed approval thereto or the aim of data management has terminated for any other reason. In addition to the aforesaid, however, the School Cooperative shall continue managing any data which is not allowed to be deleted either by law or still at the date of request relevant thereto.
- d) Right to restrict data management: The Concerned Person shall have the right to request the School Cooperative to restrict data management if the Concerned Person argues accuracy of personal data (in this case, the restriction shall only apply to the period which allows the School Cooperative to check personal data for accuracy); or if the data management is illegal and the Concerned Person has an objection against deletion of the data but requests to restrict the use thereof instead; or if the School Cooperative does not need the personal data for data management any longer but the Concerned Person requires it for submitting, asserting or protecting a legal claim.
- e) Obligation of notification of personal data correction, deletion or data management restriction: The School Cooperative shall inform each addressee on correction, deletion and data management restriction to whom or which the personal data has been disclosed, except for the case where it is impossible or requires an disproportionately great effort.
- f) Right to transfer data: The Concerned Person shall have the right to get the personal data - relevant to him/her and supplied by him/her to a School Cooperative - in a structured, widely used computer-readable format and to transfer these data to another the School Cooperative.

- g) Right to protest: The Concerned Person shall have the right to protest, for any reason associated with his/her position, anytime against a data management of his/her personal data implemented within the framework of exercising a public interest or public authority authorization and against a data management required for asserting lawful interest of the School Cooperative or a third party (data management according to clauses e) or f) of Paragraph (1) of Article 6 of the Decree) including profiling based upon the abovementioned provisions. In such case, the School Cooperative shall stop managing the personal data unless the School Cooperative proves that the data management is justified by lawful reasons of coercive power that have priority over the interests, rights and freedoms of the Concerned Person or are associated with the submission, assertion or protection of a legal claim.
- h) Right to exemption from automated decision-making: The Concerned Person shall have the right to be exempted from the scope of a decision-making based only upon an automated data management - including profiling - which would have a legal influence on him/her or would affect him/her to a similarly considerable extent.
- i) Right to complaint and legal remedy: The Concerned Person shall have the right, according to Article 77 of GDPR, to lodge a complaint to the supervisory authority if the Concerned Person deems that the way how personal data relevant him/her are managed violates GDPR rules. The Concerned Person may exercise his/her right to lodge a complaint at the following availabilities:

Nemzeti Adatvédelmi és Információszabadság Hatóság (NAIH) address:

1125 Budapest, Szilágyi Erzsébet fasor 22/c

Phone: +36 (1) 391-1400; Fax: +36 (1) 391-1410

www: <http://www.naih.hu> email: ugyfelszolgalat@naih.hu

Furthermore, the Concerned Person shall have the right to protest against the management of his/her personal data:

- if the management or transfer of personal data is only needed for fulfilling a legal obligation relating to the School Cooperative or for asserting a lawful claim of the School Cooperative, data recipient or a third party, except for the case of obligatory data management;
- if the personal data is used or transferred for the purpose of direct marketing, poll or scientific research;
- and in any other case set forth by relevant law.

The School Cooperative shall, as soon as possible but within a period of up to 15 days on the maximum after the request has been lodged, examine the protest and decide whether the application is justified and shall inform the applicant in writing on its decision.

For the details concerning the above authorizations, please refer to Paragraphs 14 through 19 and 21 of Act abbreviated as Infotv. Should his/her rights be violated and in any other case set forth by Infotv., the Concerned Person shall have the right to bring the matter before the court

(Paragraph 23 of Infotv.). Judging the lawsuit shall belong to the competence of the Tribunal. The lawsuit may be lodged - at the discretion of the Concerned Person - before a Tribunal according to the domicile or residence of the Concerned Person as well.

13. Final provisions

The School Cooperative shall compensate for any damage caused to anyone by managing the personal data of the Concerned Person in an illegal way or by violating data security requirements except for the case where the damage has occurred due to a wilful behaviour or gross negligence of the party that has suffered the damage.

The School Cooperative shall revise this Regulation as necessary but at least once every two years. The Regulation included into a unified structure with any possible amendment thereto shall be properly published and separately communicated to anyone for whom it specifies any obligation.

During the revision of this Regulation, the data protection official shall be asked for comments, and such comments shall be documented.

For any issue not regulated in this Regulation, provisions set forth in Civil Code (Ptk.), Infotv. /Act CXII of 2011 on Information Self-determination Right and Freedom of Information/ and GDPR and in other relevant legislation being currently effective shall apply.

Budapest, April..... 2019

MÜISZ Iskolaszövetkezet /MÜISZ School Cooperative/

Attila Gerber

Chairman of MÜISZ Management