

Privacy Policy

This policy applies to the processing and handling of certain personal data by **RÉGIÓ-10 Kft.** (registered office: 6728 Mórahalom, Röszei út 2.; company registration number: 06-09-016797) (hereinafter: Data Controller) as follows.

Introduction

The Data Controller acknowledges that these Regulations are binding upon it. Furthermore, the Data Controller undertakes to process personal data at all times in accordance with the applicable legal provisions and the provisions of these Regulations.

This Policy may be unilaterally amended and/or revoked by the Data Controller at any time, with simultaneous notification to the Data Subjects. The notification shall be made by publication on the website or, depending on the nature of the change, by direct notification to the Data Subjects.

If you have any questions or comments regarding these Rules or data processing, please feel free to contact us at any of the following addresses: info@regio10.hu or at the Data Controller's postal address at 6722 Szeged, Szentháromság utca 19.

1. Scope of the Policy

1.1. Personal scope: these Regulations cover data processing carried out by the Data Controller in relation to the following natural persons (hereinafter collectively referred to as: Data Subjects):

- persons who have submitted their CVs to the Data Controller for the purpose of establishing an employment relationship (hereinafter: Applicants)
- the Data Controller's natural person contractual partners, including sole traders (hereinafter: Contractual Partner)
- contact persons and other contacts specified by the Data Controller's non-natural person contractual partners (hereinafter collectively referred to as: Contact Person)
- and other natural persons, on a case-by-case basis.

In the case of personal data not originating from the Data Subject, the person disclosing the data is responsible for obtaining the Data Subject's consent to disclose the data to the Data Controller.

1.2. Time limit: This Policy shall enter into force on May 25, 2018, and shall remain in force until revoked/amended. This Policy shall also apply to data processing operations already in progress at the time of its entry into force.

1.3. Territorial scope: The scope of this Policy covers data processing carried out by the Data Controller in any (geographical) area.

1.4. Subject matter: This Policy regulates the data processing carried out by the Data Controller in relation to the Data Subjects, specifying its purpose and legal basis, the tools and methods used, and the security measures implemented.

2. Basic concepts

Personal data: any information relating to an identified or identifiable natural person ("data subject");

Special categories of personal data: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic and biometric data for the purpose of uniquely identifying a natural person, health data, and personal data concerning a natural person's sex life or sexual orientation. As a general rule, the Data Controller does not process special data (e.g. health data) relating to the Data Subject. Special data may only be processed on the basis of express prior consent or legal authorization.

Consent of the Data Subject: a voluntary, specific and unambiguous expression of the Data Subject's will, based on adequate information, whereby the Data Subject indicates his or her agreement to the processing of personal data concerning him or her by means of a statement or an unequivocal affirmative action;

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

Data controller: Régió-10 Kft. (registered office: 6782 Mórahalom, Röszei út 2.; company registration number: 06-09-016797, represented by: Ákos Farkas; contact details: info@regio10.hu, tel.: +3662710500).

Data processor: a natural or legal person, public authority, agency or any other body that processes personal data on behalf of the data controller;

Third party: any natural or legal person, public authority, agency or any other body other than the Data Subject, the Data Controller, the Data Processor or the persons who, under the direct authority of the Data Controller or Data Processor, are authorized to process personal data.

The other terms used in this Policy comply with the applicable legal regulations, in particular: 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: **GDPR**) and Act CXII of 2011 on the right to self-determination and freedom of information (hereinafter: **Infotv.**). The Data Controller shall act in full compliance with the legal provisions in force at all times when processing data.

3. Principles

The Data Controller **shall act in full compliance with** the following **principles** when processing the Data Subject's data:

- data processing must be carried out lawfully, fairly and in a transparent manner in relation to the Data Subject ("lawfulness, fairness and transparency");
- data shall be collected for specified, explicit and legitimate purposes and shall not be processed in a manner that is incompatible with those purposes ("purpose limitation");

- it must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ("data minimization");
- it must be accurate and, where necessary, kept up to date ("accuracy");
- they must be stored in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ("storage limitation");
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures ("integrity and confidentiality").
- The data controller is responsible for compliance with the above principles and must be able to demonstrate such compliance ("accountability").

The Data Controller has developed its procedures in accordance with the above, reviews them on an ongoing basis, and modifies them as necessary. The Data Controller **ensures built-in and default data protection** during data processing.

4. Data processing purposes

Régió-10 Kft. processes the personal data of participants collected on the basis of their voluntary consent in connection with the registration for conferences, congresses or other events, or the submission of abstracts.

The purpose of data processing (as detailed below) is to organize and run events and to contact participants by email. The processing of data voluntarily provided by those interested in our events and services on our website and through our IT system is for the purpose of maintaining contact and meeting the needs of potential customers.

The legal basis for data processing is the voluntary consent of the participants. By completing the application form and the abstract submission form, participants consent to the processing and collection of their personal data for the purposes of data processing listed above.

In accordance with the relevant rules, participants' personal data will be recorded and stored in a database managed exclusively by Régió-10 Kft. Participants expressly accept and consent to Régió-10 Kft. storing and processing their personal data during the event. In order to ensure data security, Régió-10 Kft. applies data security measures to protect the privacy of participants.

In the case of electronic registration, your personal data is transmitted to our servers via a secure connection protected by SSL (Secure Socket Layer) technology, thus preventing unauthorized access to the data. The security measures we use comply in all respects with industry standards and local and European legislation. We continuously monitor our systems to detect and prevent suspicious activity.

The collection and processing of personal data serves solely to ensure the smooth running of the conference; to enable Region-10 Ltd. to fulfill its obligations in connection with the organization of conferences, i.e., to notify/inform potential participants in a timely manner about events relevant to their professional qualifications.

Participants who have given their express consent to receive such messages may withdraw their consent at any time by sending an email or letter to Régió-10 Kft. If a participant withdraws their consent, Régió-10 Kft. will delete their personal data immediately after the withdrawal.

4.1. Creating your own account

Creating an account on the www.regio10.hu website is necessary for registration to participate in future conferences and events and to upload abstracts.

Scope of personal data: title; surname; first name; professional qualification; in the case of medical professions, registration number; in the case of specialist professions, operating (or, in the absence thereof, basic) registration number, specialist professional qualification; in the case of clinical microbiologists and clinical psychologists, OFTEX number; pharmacist registration number for pharmacists; workplace, address (country, postal code, city, postal address), telephone number, email address for other professions. The provision of data is a prerequisite for the conclusion of the contract. The provision of data by you is always voluntary. The above data is required because most conferences and events are accredited events, after which participants receive credit points.

4.2. Abstract upload, submission of professional presentation

Upload abstracts (summaries of professional presentations) to the relevant conference or event website and to www.regio10.hu.

Personal data: author's title, surname, first name, indication of whether you are the first author or presenter; presenter's title, surname, first name, email address, workplace, address (country, postal code, city, postal address), telephone number, uploading of the abstract any additional personal data voluntarily provided by you (e.g., bibliography, abstract content).

4.3. Registration, application form

Registration required for participation in conferences and events

Scope of personal data: title; surname; first name; professional qualification; in the case of medical professions, registration number; in the case of specialist professions, operating (or, in the absence thereof, basic) registration number, specialist professional qualification; in the case of clinical microbiologists or clinical psychologists, OFTEX number; pharmacist registration number for pharmacists; workplace, address (country, postal code, city, postal address), telephone number, email address for other professions.

4.4. Airline tickets, business travel

Required for booking airline tickets for business travel and participating in conferences and events

Scope of personal data: surname; first name; professional qualification; e-mail address; telephone number; date of birth; nationality; passport/ID card details (number, date of issue, expiry date); visa details (type, number, date of issue, expiry date)

The legal basis for data processing is the performance of the contract and ensuring the resolution of any legal disputes that may arise in connection with it. The duration of data processing is the performance of the contract plus five years (the general civil law limitation period for claims).

4.5. Sale of illness, accident and luggage insurance, as well as cancellation insurance

Required for insurance related to business travel

Scope of personal data: surname; first name; professional qualification; e-mail address; telephone number; date of birth; nationality; passport/ID card details (number, date of issue, expiry date); visa details (type, number, date of issue, expiry date)

The legal basis for data processing is the performance of the contract and ensuring the resolution of any legal disputes arising in connection with it. The duration of data processing is the performance of the contract plus five years (the general civil law limitation period for claims).

4.6. Processing of contact details in the case of contracts concluded with non-private individuals

The Data Controller is entitled to process certain personal data of the employees and other agents of the contracting partner (not a natural person) for the purpose of performing the contracts concluded by it.

The purpose of data processing: maintaining contact with the contracting partner, making legal declarations necessary for the performance of the contract, performing other actions (e.g., delivery, complaint handling, handover procedure, etc.).

Legal basis for data processing: the legitimate interest of the contracting parties in the performance of the contract.

Scope of data processed: name, name and address of workplace, position, e-mail address, telephone number (business), fax number (business).

Duration of data processing: data processing takes place during the term of the contract. After the termination of the contract, the data will be deleted, unless the data is specified in the main text of the contract, in which case the Data Controller will process the data for the period required by the applicable legal regulations (e.g., general limitation period, tax limitation period). In the event of an objection by the Data Subject, the Data Controller shall terminate the data processing, provided that the objection was lawful.

Data transfer: The Data Controller is entitled to store this data in databases accessible to its employees/agents and to use it for the purpose of performing the contract. In addition to the above cases, the data may also be transferred to the data subject in accordance with legal requirements.

4.7. Processing of CVs

Legal basis for data processing: CVs are processed with the consent of the data subject.

The data is processed solely for the purpose of providing the Applicant with support and advice in relation to their future employment and work based on their application and voluntary provision of data, as well as to examine the possibility of employing the Applicant for the specified positions, invite them to a job interview, and interview them. In addition, if no employment relationship is

established, the Applicant's CV will also be stored for one year from the date of submission (data processing period) for the purpose of possible future employment and contacting them with new job offers. After this, the CV will be deleted/destroyed. In the case of a concluded employment contract, the CV will be destroyed upon the establishment of the employment relationship. In the event of withdrawal of consent, the CV will be deleted/destroyed.

No data will be transferred. Only employees of the HR department and the manager of the department to which the Applicant is applying will have access to the Applicant's data. Scope of data processed: as per CV.

Giving consent is a prerequisite for concluding the contract, and the possible legal consequences of not giving consent are as follows: in the absence of consent, the Data Controller cannot employ the Applicant, as it cannot make an informed decision regarding the application without a CV.

5. Access to data, disclosure of data to third parties, storage of data

5.1. General provisions

The Data Controller shall ensure default and built-in data protection. To this end, the Data Controller **shall implement appropriate technical and organizational measures** to ensure that:

- access to data is strictly regulated;
- only allow access to persons who need the data to perform their tasks, and even then only to the data that is minimally necessary for the performance of those tasks;
- carefully select the data processors it commissions and ensure the security of the data by means of an appropriate data processing agreement;
- ensure the integrity, authenticity, and protection of the data processed.

5.2. Data transfer, data processing, access

The Data Controller shall endeavor not to disclose Data Subject data to third parties. However, in certain cases, data disclosure cannot be avoided. The Data Controller shall primarily disclose data to third parties in the following cases:

- Data transfer to authorities: the Data Controller may have a legal obligation to report in connection with the conclusion, performance, and termination of contracts, as well as participation in events. In this regard, data is primarily disclosed to the NAV and the OEP. Other data may also be disclosed in response to a request from an authority or on the basis of suspicion of a criminal offense.
- Disclosure of contact details: it may be necessary to maintain contact with customers, partners, and other persons in order to perform contracts. In view of this, the Data Controller may be entitled to disclose the Data Subject's company contact details (primarily: name, company email address, company telephone number, position) to third parties. In such cases, the basic contract stipulates to which third parties the data will be transferred.

In addition to the cases specified above, the Data Controller may also disclose data to third parties, which may be done in accordance with the legal provisions in force at any given time.

5.3. Storage period

The Data Controller shall store the data for the period specified above for each data processing purpose, after which the data shall be destroyed. The duration of data storage is also subject to the applicable legal regulations, i.e. if a legal regulation requires the storage of data beyond the period specified above, the Data Controller is entitled to store the data for the period specified in the legal regulation.

6. Measures taken by the Data Controller in the field of data protection

The Data Controller shall apply reasonable physical, technical, and organizational security measures to protect the Data Subject's data, in particular against accidental, unauthorized, or unlawful destruction, loss, alteration, disclosure, use, or processing. The Data Controller shall immediately notify the Data Subject in the event of unauthorized access to or use of personal data that is known to the Data Subject and poses a high risk to the Data Subject.

7. Legal remedies

All participants have the right to request information about the processing of their personal data, to access their personal data, to modify or correct it, or to request its blocking or deletion. Participants are entitled to receive the personal data relating to them that they have provided to Régió-10 Kft. in a structured, commonly used, machine-readable format. At the participant's request, Régió-10 Kft. will transfer this data to another data controller. The participant also has the right to object to the disclosure of their personal data within the legal framework.

If you have any questions or comments regarding data protection, please contact us at info@regio10.hu. Participants may exercise the above rights (as data subjects) only by sending an email to info@regio10.hu or by sending a letter to the address of Régió-10 Kft. (H-6722 Szeged, Szentháromság u. 19.). In addition, the data subject may lodge a complaint by sending an email or letter to the above addresses. Régió-10 Kft. will respond to the participant's request or complaint within 25 days; in the event of an objection to data processing by the participant, within 15 days. We recommend that if you wish to make a complaint or comment, you should first contact Régió-10 Kft.

With regard to the processing of personal data, the data subject may initiate proceedings with the data protection authority (National Authority for Data Protection and Freedom of Information, hereinafter: NAIH). The contact details of the NAIH are as follows:

Official email address: ugyfelszolgalat@naih.hu

Postal address: H-1125 Budapest, Szilágyi Erzsébet fasor 22/c

Telephone number: +36 (1) 391-1400

Website: <https://www.naih.hu/>

In the event of a violation of the participant's rights, the participant may take legal action against Régió-10 Kft. within 30 days of the date of notification of the decision or the last day of the deadline available to Régió-10 Kft. as the data controller. The participant may decide to initiate any legal proceedings before the court of their place of residence or domicile.