

CONSTEEL SOLUTIONS

DATA PRIVACY POLICY

for the processing of the data of contractual partners

This Data Privacy Policy (“**Policy**”) is prepared for information of the data subjects relating to the personal data processed by ConSteel Solutions Ltd. (hereinafter referred to as “**Controller**”) during their contractual relationships based on Regulation No. 2016/679/EU of the European Parliament and of the Council (“**GDPR**” or “**Regulation**”), in particular Articles 13 and 14 thereof.

The principle of fair and transparent processing requires that the data subject be informed of the existence of the processing operation and its purposes. The information related to the processing of personal data relating to the data subject should be given to him or her at the time of collection from the data subject, or, where the personal data are obtained from another source, within a reasonable period, depending on the circumstances of the case. Where personal data can be legitimately disclosed to another recipient, the data subject should be informed when the personal data are first disclosed to the recipient. Where the origin of the personal data cannot be provided to the data subject because various sources have been used, general information should be provided.

1. The Controller and its contact details

Controller’s company name:	ConSteel Solutions Ltd.
Registered office / Mail address:	HU-6000 Kecskemét, Izsáki út 8. B ép.
Company registration number:	03-09-120681
VAT No.:	22790132-2-03
E-mail address:	info@consteel.hu
Phone number:	06-1-4766-530
Website:	www.consteelsoftware.com

The Company’s currently effective particulars are available in the documents establishing the legal relationship (e.g. offer, contract) and at www.e-cegjegyzek.hu, a free and certified public register after the Company’s name and other identification data (company registration number, VAT number) were provided.

If you wish to know more information about the processing by the Company or if you wish to exercise your rights defined in this Policy, you will be able to do so in writing using the above contact details.

2. Processing of the data subject’s data

2.1. Range of data subjects

The Controller may process the personal data of the following natural persons (“**Data Subject(s)**”) during the processing related to contractual partners:

- contracting parties (for private individuals, private entrepreneurs);
- the contracting party’s (for companies, organizations, the partner’s) legal representatives, employees, contacts, authorized agents, other fulfillment partners (e.g. subcontractors, employees, temporary agency workers);
- for partners using a service, the employee personally responsible for the subject of the service(s), other authorized persons (e.g. users of rented cars);
- recipients of newsletters;
- persons participating in promotion games.

The detailed information on the types of Data Subjects is contained in Annex No. 1 to this Policy.

2.2. Access to personal data; types of the personal data processed

The personal data processed are provided to the Controller

- by the Data Subject himself or herself, or
- by the partner

in the document underlying the legal relationship and issued during the period the legal relationship is established (contract, statement of consent).

In line with the objectives and legal bases defined in Annex No. 2, the Controller collects personal data also by obtaining information from the certified public databases operated by courts, NAV (National Tax and Customs Administration) and other public agencies.

The types of personal data processed in relation to the Data Subjects are detailed in Annex No. 2 to this Policy.

2.3. Purposes and legal bases of processing

2.3.1 Performance of a contract

The personal data are processed for the purposes of compliance with the Controller's contractual obligations.

The detailed conditions of provision of services under the contract are laid down in the contract applicable to the relevant legal relationship and its annexes.

The term of such processing corresponds to the term of the contract.

Considering that the Controller or the partner is unable to comply with its obligations undertaken in the contract if the above personal data are not provided (data provision), the partner or the Data Subject shall provide the personal data personally to the Controller. If the data are not provided, performance of the Contract might become impossible and the Controller may become entitled to withdraw from conclusion of the Contract.

If the legal basis of specific processing is performance of a contract, the Controller shall process the Data Subject's data even after termination of the contract for the purposes of establishment, exercise or defense of legal claims.

The Controller shall keep the Data Subject's personal data not erased after failure of conclusion or after termination of the contract for a period of five years after failure of conclusion or after termination of the contract according to the general rules for limitation set out in Act V of 2013 on the Civil Code. For certain special-purpose contract (e.g. contracts for construction/erection, contracts for public procurement), this term may be longer than 5 years according to the provisions of the contract or law.

The Controller processed, and still processes partly, personal data under contracts concluded before entry into force of the Regulation (May 25, 2018). However, according to the Regulation, it is not necessary to impose the obligation to provide information where the provision of information to the Data Subject proves to be impossible or would involve a disproportionate effort of the Controller. Accordingly, the Controller informs the Data Subjects of the existence of the processing operation on the ground of a legal basis occurred prior to entry into force of the Regulation, due to the great number thereof, by publication of this Policy at its website rather than personally.

2.3.1. Compliance with a legal obligation

The Controller may process the Data Subject's personal data also for the purposes of compliance with legal obligations. The specific legal obligations are described in Annex No. 2 to this Policy.

Considering that the processing under this clause is the Controller's legal obligation, the personal data should be provided on a mandatory basis and if such data are not provided, performance of the Contract may become impossible and the Controller may become entitled to withdraw from conclusion of the contract or the Controller may refuse performance of the Contract.

2.3.2. Legitimate interest of the Controller and/or third parties

The Controller may process the Data Subject's personal data also on ground of his or her legitimate interests. If processing is based on this legal basis, then the Controller shall determine the necessary and proportionate scope of processing in a balancing test for legitimate interest.

Considering that the processing hereunder is the legitimate interest of the Controller or a third party, the personal data should be provided on a mandatory basis and if such data are not provided, it may involve refusal by the Controller to conclude or perform the contract.

2.3.3. Consent given by the Data Subject freely

Personal data shall be processed based on the Data Subject's consent (freely given, specific, informed and unambiguous indication of his or her wishes). The Data Subject may give the consent

- (i) separately from other statements, in the contract for provision of services, or
- (ii) in a separate statement.

The consent may be given freely and the Data Subject shall be entitled to withdraw it at any time and without restrictions by a notice addressed to the Controller. The Data Subject may send such notice to any of the contact addresses defined in chapter 1 of this Policy. In such notice the Data Subject shall indicate the processing operation in respect of which he or she intends to withdraw the consent in an identifiable manner.

If the Data Subject's personal data are processed for promotional purposes or for other award games, the Controller shall inform the Data Subjects separately of the related processing.

Withdrawal of a consent will produce no consequences for the Data Subject. However, withdrawal of a consent shall not affect lawfulness of processing made before the withdrawal based on the consent.

3. Recipients of the personal data

The Controller may transfer the Data Subject's personal data to the following persons or entities:

- bodies entrusted by the Controller and engaged in health and safety and quality protection activities, which are regarded as joint controllers together with the Controller in respect of the personal data provided in this field. In the event the body engaged in health and safety and quality protection activities entrusts a third party with such activities, then that third party shall be regarded as a processor;
- entity (entities) providing back-office (financial and accounting, HR, IT, legal) services to the Controller, which shall be regarded as controllers in respect of the data transferred;
- partners;
- the authority stipulated in law as stipulated in law.

The Controller shall not be entitled to transfer personal data to a third country.

4. Rights of the data subject

4.1. Right of access

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:

- (i) the purposes of the processing in respect of the relevant personal data,
- (ii) the categories of the personal data concerned,
- (iii) the recipients or categories of the recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations (recipients in third countries and, if the data are transferred to international organizations, the Data Subject shall be entitled to request information whether the data are transferred subject to suitable safeguards),
- (iv) the envisaged period for which the personal data will be stored, or, if it is not possible, the criteria used to determine that period,
- (v) the rights due to the Data Subject (right for rectification or erasure or restriction of processing, right for data portability, and right to object to the processing of such personal data),
- (vi) the right to lodge a complaint with a supervisory authority,
- (vii) where the personal data are not collected by the Controller from the Data Subject, any available information as to their source,
- (viii) the existence of automated decision-making, including profiling; and, if such processing is carried out, the information shall cover the logic involved, as well as the significance and the envisaged consequences of such processing for the Data Subject.

If the Data Subject submitted his or her request electronically, the requested information shall be provided by electronic means used widely unless the Data Subject requests otherwise.

The Controller may request the Data Subject to clarify the content thereof before the request is met, and give exact specification of the information requested and the processing activities.

If the Data Subject's right for access adversely affects the rights and freedoms of others, so in particular others' trade secrets or intellectual property, the Controller will be entitled to refuse to meet the Data Subject's request to the extent necessary and proportionate.

Where the Data Subject requests such information in several copies, the Controller will be entitled to charge a reasonable fee proportionate to the administrative costs of preparation of the extra copies.

Should the personal data indicated by the Data Subject not be processed by the Controller, it shall inform the Data Subject thereof in writing.

4.2 Right to rectification

The Data Subject shall have the right to request rectification of the personal data concerning him or her. If the data relating to the Data Subject are inaccurate, the Data Subject shall have the right to have the personal data completed.

When exercising the right to rectification/completion, the Data Subject shall indicate which of the data are inaccurate or incomplete and shall inform the Controller about the accurate and complete data. In justified cases, the Controller shall be entitled to invite the Data Subject to demonstrate the clarified data appropriately, first of all, by means of documents to the Controller.

The Data Subject shall carry out rectification and/or completion of the data without undue delay.

After having complied with the Data Subject's request for exercising his or her right to rectification, the Controller shall immediately inform the persons to whom the Data Subject's personal data have been disclosed provided that it is not impossible or does not require a disproportionate effort of the Controller. The Controller shall inform the Data Subject of such recipients.

4.3 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 where one of the following grounds applies:

- (i) the personal data indicated by the Data Subject are no longer necessary in relation to the purposes for which they were collected or otherwise processed by the Controller,
- (ii) the Controller processed the personal data (including also special data) based on the Data Subject's consent and the Data Subject has withdrawn such consent and there is no other legal basis for the processing,
- (iii) the Data Subject objects to the processing based on the Controller's legitimate interest and there are no compelling legitimate grounds for the processing by the Controller which override the interests, rights and freedoms of the Data Subject or for the establishment, exercise or defense of legal claims,
- (iv) the personal data have been unlawfully processed by the Controller,
- (v) the personal data have to be erased for compliance with a legal obligation stipulated in Union or national law to which the Controller is subject,
- (vi) the Data Subject objects to the processing and there are no overriding legitimate grounds for the processing.

The Data Subject may submit his or her request for erasure in writing and shall indicate the personal data he or she intends to have erased and the reasons for such intention.

Where the Controller adopts the Data Subject's motion for erasure, it will erase the personal data processed in all registers and will inform the Data Subject thereof in an appropriate manner.

In the event the Controller shall erase the Data Subject's personal data, the Controller shall take all reasonable actions, including application of technical measures, that are necessary for informing also the controllers who have become aware of the Data Subject's personal data as a result of publication of such data about the mandatory erasure of the personal data. In the course of providing such information, the Controller shall inform the other controllers that erasure of links, copies or replicates of the Data Subject's personal data has been initiated by the Data Subject.

After having complied with the Data Subject's request for exercising his or her right of rectification, the Controller shall immediately inform the persons to whom the Data Subject's personal data have been disclosed provided that

it is not impossible or does not require a disproportionate effort of the Controller. The Controller shall inform the Data Subject of such recipients.

The Controller shall not erase the personal data to the extent that processing is necessary:

- (i) for exercising the right of freedom of expression and information,
 - (ii) for compliance with a legal obligation which requires processing by Hungarian or Union law to which the Controller is subject,
 - (iii) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller;
 - (iv) for reasons of public interest in the area of public health,
 - (v) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in so far as the Data Subject's right to be forgotten is likely to render impossible or seriously impair the achievement of the objectives of that processing,
- a) for the establishment, exercise or defense of legal claims.

4.4 Right to restriction of processing

The Data Subject shall have the right to obtain from the Controller restriction of processing of the personal data concerning him or her where one of the following grounds applies:

- (i) 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),
- (ii) the Controller's processing was unlawful but the Data Subject opposes the erasure of the personal data and requests the restriction of their use instead,
- (iii) 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 defense of legal claims,
- (iv) the Data Subject objects to processing in respect of that based on the Controller's legitimate interest and there are no compelling legitimate grounds for the processing by the Controller which override the interests, rights and freedoms of the Data Subject or for the establishment, exercise or defense of legal claims; in such a case restriction will exist until it is established pending the verification whether the legitimate grounds of the Controller override those of the Data Subject.

Where processing has been restricted, 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 an EU Member State.

The Data Subject shall be informed by the Controller before the restriction of processing is lifted.

After having complied with the Data Subject's request for exercising his or her right to restriction, the Controller shall immediately inform the persons to whom the Data Subject's personal data have been disclosed provided that it is not impossible or does not require a disproportionate effort of the Controller. The Controller shall inform the Data Subject of such recipients.

4.5 Right to object

Where the data of the Data Subjects are processed based on legitimate interests, it is an important safeguard that the Data Subject shall be provided with appropriate information and shall have the right to exercise his or her right to object in connection with processing. This right should be expressly highlighted when the first contact is established with the Data Subject.

The Data Subject shall be entitled to object to the processing of his or her personal data and, in such a case, the Controller shall no longer process the Data Subject's personal data unless it can be demonstrated that

- (i) the processing by the Controller is justified by compelling legitimate grounds which override the interests, rights and freedoms of the data subject, or
- (ii) the processing is connected with the establishment, exercise or defense of legal claims.

4.6 Right to data portability

The Controller informs the Data Subject that he or she is not entitled to exercise his or her right to data portability under Article 20 of the GDPR as the processing is not carried out by the Controller by automated means.

4.7 Rights of remedy

4.7.1. Right to lodge a complaint

Where the Data Subject considers that the processing of his or her personal data by the Controller infringes the prevailing data protection regulations, he or she shall be entitled to lodge a complaint with the Hungarian National Authority for Data Protection and Freedom of Information.

Contact details of the Hungarian National Authority for Data Protection and Freedom of Information:

Website: <http://naih.hu/>

Address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.

Mail address: 1530 Budapest, Pf.: 5.

Phone: +36-1-391-1400

Fax: +36-1-391-1410

E-mail: ugyfelszolgalat@naih.hu

The Data Subject shall have the right to lodge a complaint also with a supervisory authority established in the EU Member State of his or her habitual residence, place of work or place of the alleged infringement.

4.7.2. Right of access to a court (right to bring an action)

Irrespective of his or her right to lodge a complaint, the Data Subject may access a court if his or her rights under the GDPR were infringed in the course of the processing of his or her personal data.

Actions may be brought against the Controller as a controller having a domestic establishment before a Hungarian court.

According to Section 22(1) of the current Information Act, the Data Subject may bring an action also before the tribunal of his or her place of residence. The tribunals available in Hungary are available in the following link: <http://birosag.hu/torvenyszekek>.

Considering that the Controller is not a public authority of a Member State acting in the exercise of its public powers, the Data Subject may bring the action also before courts having competence and jurisdiction in the Member State of his or her habitual residence provided that the Data Subject's habitual residence is in another Member State of the European Union.

4.7.3. Other legal remedies

The Data Subject shall have the right to mandate a not-for-profit body, organization or association which has been properly constituted in accordance with the law of an EU Member State, has statutory objectives which are in the public interest, and is active in the field of the protection of data subjects' rights and freedoms with regard to the protection of their personal data to lodge the complaint on his or her behalf, to carry out the judicial review of the decision of the supervisory authority, to bring an action and to exercise the right to receive compensation.

5. Data security

The Controller undertakes to secure the personal data and to take the technical measures to ensure the protection of personal data processed from unauthorized acquisition, destruction, alteration and use. Furthermore, the Controller undertakes to inform any third party to whom they may forward personal data about the necessity of compliance with such obligations.

6. Miscellaneous

Where the Controller has reasonable doubts concerning the identity of the natural person making the request referred to in clauses **Error! Reference source not found. – Error! Reference source not found.** of this Policy, the Controller may request additional information necessary to confirm the identity of the Data Subject.

The Controller reserves the right to amend this Policy at any time. The Controller shall publish the amended Policy at its website 8 days prior to the effective date of amendment.

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Budapest, May 24, 2018