

## INFORMATION ON THE MANAGEMENT OF PERSONAL DATA RECORDED THROUGH OUR WEBSITE

Dear Partner

BIOTECH Hungária Kft. informs you on the management of personal data recorded on our website.

BIOTECH Hungária Kft. (registered office at: 1097 Budapest, Kén u. 8., VAT no: 12775554-2-43; company number: 01-09-702853) processes your data in accordance with the present data management document.

### 1. Data controller, individuals with data management authority, data protection officer

The data controller is BIOTECH Hungária Kft.

BIOTECH Hungária Kft. did not appoint a data protection officer since the company does not conduct data management practices that would otherwise make the appointment necessary.

### 2. The legal basis and purpose of data management

The primary legal basis of the data management is the processing of personal data necessary for contractual performance.

Should you not provide this data, we will not be able to satisfy your order placed via our webshop.

The purpose of data management is to identify and distinguish users, get in touch with them, provide tailor made experience, grant access to the use of certain services, prepare statistics, manage orders and purchases, perform contractual obligations from purchases, exercise rights and perform accounting obligations.

### 3. The scope and term of managed data

The processed personal data during registration are the name, email address, telephone number, the data needed to be indicated on the accounting documents (name, tax identification number, address) and the signature, license plate of the vehicle or the name, personal number, license plate of the vehicle.

The term of the data management is the period of customer relationship between the data controller and the concerned party, or until you revoke your consent. Should you revoke your consent after the purchase, we will manage your data in accordance with the prevailing accounting and taxation law (**5, in case of accounting documents 8 years**). The business cards are managed for **2** years.

Should we not conclude the contract or should the contract terminate, any data you provided voluntarily will be deleted immediately. Please be informed that, the deletion does not consider the legitimacy of the data management for the period before the deletion.

#### 4. Addressees of personal data

Only the employees of BIOTECH Hungária Kft. have access to the provided data and only for the purposes of attending their tasks and to the reasonable extent.

In accordance with statutory regulations (online accounting data must be submitted for invoices with VAT over 100,000 HUF) and requests from authorities we may disclose personal data to authorities.

We do not make automated decisions on our website, and we do not collect your personal data from third parties.

Internal reports and statistics for targeted communication (sales / marketing) may be prepared by human intervention with regards to orders placed on our website. The data of data processors:

Payroll / Accounting:

- Name: CONS-BUDAPEST Kft.
- Seat: 1121 Budapest, Zugligeti út 6.
- Vat No.: 10855502-2-43

Management system:

- Name: BMD Rendszerház Kft.
- Seat: 1139 Budapest, Forgách utca 19. 1. em. 101/A
- VAT No.: 12603284-2-41

Storage of documents:

- Name: RHENUS Office System Kft.
- Seat: 2310 Szigetszentmiklós, Leshegy u. 30.
- VAT No.: 13583842-2-13

System administrator:

- Name: Comprel Számítástechnikai Kft.
- Seat: 1135 Budapest, Jász u. 65. 3. em. 5.
- VAT No.: 21959057-2-41

Other data processors necessary for the performance of a contract / legal obligation (namely auditor, developer of accounting programs, hotels concerning accommodation, etc.) may access to your data.

#### 5. Your rights

- 5.1. You may ask for information from BIOTECH Hungária Kft. regarding the managed data at any time, considering your personal data, the purpose, the legal basis, the term of data management, the identity of recipients and the purpose of disclosure.
- 5.2. You may ask BIOTECH Hungária Kft. at any time to correct or complete your personal data.

- 5.3. You may ask us at any time to hand over the available personal data we manage in electronic form to you or to another data controller.
- 5.4. You may ask BIOTECH Hungária Kft. at any time to restrict the data management. In case of restriction, apart from keeping record, BIOTECH Hungária Kft. shall manage the personal data only with your consent or for the purpose of submitting, enforcing or defending legal claims, or protecting the rights of another individual. You may ask for the restriction of the management of personal data if
- You dispute the correctness of personal data
  - the data management is illegal, you oppose the deletion of personal data
  - BIOTECH Hungária Kft. does not need personal data for data management purposes, however you request the restriction of personal data for submitting, enforcing or defending legal claims, or

BIOTECH Hungária Kft. informs you of the termination of restriction of data management beforehand.

- 5.5. You may ask BIOTECH Hungária Kft. at any time to delete your personal data. BIOTECH Hungária Kft. deletes your personal data if
- BIOTECH Hungária Kft. does not require the personal data for the purpose it was collected or managed for,
  - You object the data management for a reason relating to your situation and there is no legitimate reason with priority for the data management,
  - your personal data was managed unlawfully or
  - BIOTECH Hungária Kft. must delete the personal data for complying with its legal obligations.

BIOTECH Hungária Kft. investigates all requests in relation to data management within a maximum of 30 days of submittal, concludes a decision on their validity and informs the requestor on the decision in writing.

## 6. Complaint management

- 1.1. Should you believe that BIOTECH Hungária Kft. does not manage your personal data in accordance with the provided information, or you have not been able to exercise your rights completely, please contact us via any of the contact details as follows:
- personally at our registered office: 1097 Budapest, Kén u. 8,
  - via e-mail: [biotech@biotechhungaria.hu](mailto:biotech@biotechhungaria.hu) (please indicate data controlling in the subject of the letter)
  - via phone: +36 (1) 219-0437
- 1.2. In the event of breaching any of your rights in relation to personal data you may submit your complaint to the authorities via these contact details:

Authority: National Authority for Data Protection and Freedom of Information

Mailing Address: 1530 Budapest, Pf.: 5.  
Head office: 1125 Budapest, Szilágyi Erzsébet fasor 22/c  
Phone: +36 (1) 391-1400  
Fax: +36 (1) 391-1410  
E-mail address: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

- 1.3. In case of infringement in the management of your personal data please consult a legal advisor.

I can confirm that, I have read the [privacy policy](#) regarding the management of my personal data, I understand my rights stipulated in the policy and I agree to the data management.