

## INFORMATION ON THE MANAGEMENT OF PERSONAL DATA WITH REGARDS TO CONTRACTORS

Dear Partner

BIOTECH Hungária Kft. informs you on the management of personal data recorded in terms of contractual performance.

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. By reading the document you agree to the data management.

### 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.

The purpose of data management is to identify and distinguish contractors, get in touch with them, prepare statistics, manage orders and purchases, perform contractual obligations from purchases, exercise rights and perform accounting obligations.

Should you not agree to the data management policy of this document, we will not be able to receive / issue accounting records and contracts.

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

The term of data management is the prescribed document retention period as per the prevailing regulations (**5, in case of accounting documents 8 years**), however, the information will be stored for a longer period to prepare sales support statistics. The business cards are managed for **2** years.

The data management concerns the data of the representatives (name, phone number, email address) required for the contractual performance, and the data required for accounting records (name, VAT number, address).

### 4. Addressees of personal data

The employees of the company have access to the recorded personal data to the extent necessary for their activities. 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. 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

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,
- 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.