

INFORMATION ON THE MANAGEMENT OF PERSONAL DATA WITH REGARDS TO PRELIMINARY BUSINESS REQUEST

Dear Addressee

BIOTECH Hungária Kft. informs you on the management of personal data recorded during preliminary business requests.

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 legal basis of subscription is your voluntary statement on the basis of your consent. All data provided during the registration will be processed for the purposes of preliminary business request.

3. The scope and term of managed data

The processed personal data are the name, email address and telephone number.

Your personal data was accessed from your webpage indicated under contacts.

Your personal data was accessed from a purchased database. The database was provided to us by:

- Name: xxx
- Seat: xxx
- VAT No.: xxx

Your personal data was accessed from (please elaborate).

We manage the data until cancellation or until concluding a contract.

You may revoke your consent at any time by contacting us on the contacts below. Please be informed that, the revocation of the consent does not consider the legitimacy of the data management for the period before the revocation.

4. Addressees of personal data

Only the employees of BIOTECH Hungária Kft. have access to the provided data. We do not disclose personal data to third parties.

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

- 6.1. 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 (please indicate data controlling in the subject of the letter)
- via phone: +36 (1) 219-0437

6.2. 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

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

I give consent to BIOTECH Hungária Kft. to contact me at my contact details regarding preliminary business request. 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 give my voluntary and express consent to the management of my personal data. „Checkbox”