

Processing of personal data

Information for the contact persons of the business partners of HEXUM Földgáz Zrt.

HEXUM Földgáz Company Limited by Shares (registered office: 2151 Fót, Fehérkő utca 7., availability of contact person: adatvedelem@hexum.hu, hereinafter referred to as the "**Data Controller**") during its activities pays special attention to the protection of personal data, in particular to comply with 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, as well as repealing Regulation No 95/46/EC (General Data Protection Regulation, **GDPR**), and at the same time to ensure secure and fair data processing.. This is exactly why it is important for the Data Controller to comply with the GDPR requirements also in relation to the personal data provided by the contact persons of its business partners.

1. The legal basis for data processing is the legitimate interest of the Data Controller, i.e. the Data Controller's employee can contact the business partner or its designated contact person in order to conclude a contract or to establish another business relationship or to perform a contract. Proper performance of the contract can also be considered as being in the interest of the business partner.
2. The performance of the contract requires the contracting parties to designate contact persons and employees to cooperate in the performance of the contract. This requires the disclosure of certain personal data, which is also a reasonable expectation in the contractual relations of business life and does not exercise a significant impact on the privacy of designated employees or contact persons.
3. The purpose of data processing is to establish a business relationship and to ensure the proper performance of contracts. For this purpose, the Data Controller processes the name, position, business e-mail address and business telephone number of the business partner's employee or contact person.
4. . The business partner or his contact person or other employee has the right to know who the Data Controller has registered as a contact person and may request the correction or deletion of the data. In addition, the business partner has the option to add a new contact person.
5. Personal data may only be disclosed to employees of the Data Controller performing customer service tasks, employees performing accounting and tax tasks, and data processors with whom the Data Controller has concluded an appropriate confidentiality agreement and, if necessary, a data processing contract in accordance with Article 28 of the GDPR.A
6. The Data Controller has implemented appropriate technical and organisational measures to ensure the security of personal data and undertakes to ensure the security of personal data as set out in Article 32 of the GDPR.
7. The business partner or his contact person or other employee may - when exercising his rights - contact the Data Protection Officer appointed by the Data Controller for further clarification and information.

8. The Data Controller will process the data during the term of the concluded contracts, until the purpose of the data processing is terminated, until the new contact person of the business partner is appointed, until the contractual relationship is terminated, and in case of enforceable legal claims, for the period of time specified in the general provisions of limitation of civil law (as a general rule, five years).
9. The Data Controller will ensure that the data subject's rights under the GDPR can be exercised:
 - **The right to request information:** You have the right to request information about the personal data processed by the Data Controller. In this case, the Data Controller will inform you about the personal data processed, the purposes of the processing, the duration of the processing, and the rights that you have in relation to the processing.
 - **The right to request a copy:** You may request a copy of the personal data processed by the Data Controller. In this case, the Data Controller will send you a copy of the personal data processed about you to the contact details (e-mail address, postal address) you have provided.
 - **The right to correction:** Upon your request, the Data Controller will correct or clarify your personal data in conformity with your request.
 - **The right to deletion:** you can request the deletion of your personal data by sending a letter to the availability of the Data Controller. The Data Controller will call your attention to the fact that if the retention period has not expired in relation to a personal data, or if the personal data are necessary for the protection, enforcement or presentation of any legal claim, the Data Controller may reject your request.
 - **The right to data portability:** you have the right to receive your personal data in a widely used format (e.g. file with .pdf, .doc extension) and to transfer it to another data controller.
 - **The right to restriction of processing:** you may request the restriction of processing of your data if
 - the data processing is unlawful and you object to the deletion of your personal data and instead request the restriction of their use;
 - the Data Controller no longer needs the personal data, but you request the blocking of the data for the purpose of submitting or enforcing legal claims.In the case of a right to restriction, you shall also specify the reason for requesting the restriction. The Data Controller will implement your request for restriction by storing the personal data separately.
 - **Right to object:** you have the right to object, on grounds relating to your particular situation, to the processing of your personal data by the Data Controller on the basis of a legal ground based on the balancing of interests. In this case, you shall specify in your request the personal grounds as the basis for the objection to the data processing.
10. Common rules for exercising the rights: the Data Controller will fulfil your request within a maximum of 1 (one) month, which time limit may be extended by a maximum of one month.

If the request is rejected, the Data Controller will, within 1 (one) month of receipt of the request, inform you of the reasons for the rejection and that you may submit a complaint to the NAIH (National Authority for Data Protection and Freedom of Information) or exercise your right to judicial remedy.

In the event that you experience an unlawful data processing, you may launch a civil action against the Storage Service Provider Company as the data controller. The tribunal will be competent to decide on the action. The lawsuit can also be brought before the court of the affected person's domicile (for a list of courts and their contact details, see: <http://birosag.hu/torvenyszekek>).

The data subject has the right to initiate proceedings before the National Authority for Data Protection and Freedom of Information ("NAIH", postal address: 1363 Budapest, Pf.: 9., e-mail address: ugyfelszolgalat@naih.hu) if he has the opinion that the data processing of the Storage Service Provider fails to comply with the legal requirements.