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|-----------------------------------------------------|-------------------------------------------------------------------------|
| <b>1. Name of data controller:</b>                  | CERTA Szerszámkészítő és Alkatrészgyártó Korlátolt Felelősségű Társaság |
| Abbreviated name of data controller:                | CERTA Kft.                                                              |
| Company registration number of the data controller: | 05-09-008469                                                            |
| Seat of the data controller:                        | H-3980 Sátoraljaújhely, Berecki u. 18-28.                               |
| Contact details of the data controller:             | info.certa.hu@festo.com                                                 |
| Representative of the data controller:              | János Farkas, Managing Director                                         |
| Data protection officer:                            | Gábor Rák                                                               |
| E-mail address:                                     | info.certa.hu@festo.com                                                 |
| Telephone number:                                   | +36-47/525-291                                                          |

## 2. Data processing rules

The period of effect of the present information on data protection is from May 24, 2018 until withdrawal.

As the operator of the website [www.certa.hu](http://www.certa.hu) (hereinafter as: website) CERTA Szerszámkészítő és Alkatrészgyártó Kft. informs the visitors that it manages personal data in relation to this website exclusively as regulated in the present information on data protection.

The present information document has been prepared on basis of the Data Protection and Data Safety Rules CERTA Szerszámkészítő és Alkatrészgyártó Kft. has in place, and the scope of subject hereof extends over all the processes carried out by CERTA Szerszámkészítő és Alkatrészgyártó Kft. when operating the website which embrace processing of personal data as defined in Regulation (EU) 2016/679 of the European Parliament and of the Council.

The terms used in this document shall have the same meanings as defined in the GDPR.

CERTA Szerszámkészítő és Alkatrészgyártó Kft. states to process personal data exclusively for the purposes of exercising rights or meeting obligations. It will not use processed personal data for private purposes and the processing of data will at all times meet the basic principle of targeting and as soon as the purpose of data processing has ceased or if processing of the data is otherwise illegal, such data will be erased.

CERTA Szerszámkészítő és Alkatrészgyártó Kft. will process personal data only in the possession of the preliminary consent given by the data subject or upon the stipulations of applicable provisions of law, in exceptional cases.

The objective of the present information document is that prior to recording the data CERTA Szerszámkészítő és Alkatrészgyártó Kft. should inform the data subject on the purpose of the data processing as well as the legal ground for and all the important information related to such data processing in each case.

The employees processing the data at the various organisational units of CERTA Szerszámkészítő és Alkatrészgyártó Kft. are liable to keep the personal data they become aware of as business secrets. To this end our employees processing and having access to personal data have made Secrecy Statements.

The senior officer holding position at all times at CERTA Szerszámkészítő és Alkatrészgyártó Kft. has determined the structure of data protection, the scope of tasks and powers related to data protection and the associated activities and has designated the person in charge of supervising data processing bearing in mind the peculiarities of CERTA Szerszámkészítő és Alkatrészgyártó Kft.

During their work the colleagues of CERTA Szerszámkészítő és Alkatrészgyártó Kft. will ensure that no unauthorised persons may have access to the personal data. The practice of storage and arrangement of personal data have been established in a manner that prevents any unauthorised person from having access to, becoming aware of or having the possibility for modifying or destroying those.

### **3. Enforcement of data subjects' rights**

Any data subject may request to be informed on the handling of his personal data, to correct his personal data or to erase or limit those – save data processing ordered by provisions of law -, using the Company's contact details indicated.

Any data subject is entitled to receive the personal data related to him and provided by him to the Data Controller in an articulated, widely used, machine-readable format, as well as to forward these data to another data controller.

The Company is obliged to forward the application or objection received to the head of the organisational unit having the related scope of tasks and powers from the aspect of data processing within 3 days after the receipt.

The head of the organisational unit having the scope tasks and powers will give a written answer in an easily recognisable form to the data subject's application regarding his personal data maximum within 25 days after the receipt of the application – or within 15 days when the right of objection is exercised.

Upon the data subject's request the data controller shall provide information on the data subject's data handled by it, or those processed either by it or by the data processor designated either by it or upon its order, on the source of those data, the purpose, legal ground, period of data processing, on the data controller's name, address and on its activity related to data processing, on the circumstances and effects of the data protection incident,

on the measures taken to prevent it, and – in the event of forwarding the data subject’s personal data – on the legal ground for forwarding such data as well as the addressee thereof.

As a general rule, provision of information is free of charge, if the party applying for information has not submitted application for information regarding the same scope of data to the Data Controller in the current year. In other cases reimbursement of costs may be ordered. The extent of costs reimbursement may also be determined in a contract concluded between the parties. The costs already reimbursed must be repaid if the data have been handled illegally, or if correction had to be made as a consequence of the application for providing information.

The head of the organisational unit processing false data will correct such false data – provided that the necessary data and the supporting public instruments are available – and if the grounds defined in Article 17 of GDPR prevail he will take steps to erasure the processed personal data.

The data subject has the right to access personal data and the following information:

- a) the purpose of the processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipients to whom or which the personal data have been or will be disclosed, including recipients in third countries, international organisations;
- d) the envisaged duration of the storage of the personal data or, where this is not possible, the criteria for determining that duration;
- e) the right of the data subject to obtain from the controller the rectification, erasure or restriction of the processing of personal data concerning him or her and to object to the processing of such personal data;
- f) the right to lodge a complaint with a supervisory authority;
- g) where the data have not been collected from the data subject, any available information concerning their source;
- h) the fact of automated decision-making, including profiling, and, at least in those cases, the logic used and clear information on the significance of such processing and its likely consequences for the data subject.

The data subject may object to the processing of his personal data

- if the processing or forwarding of the personal data are necessary exclusively for meeting the legal obligation related to the data controller or for the enforcement of the rightful interest of either the data controller, data importer or of a third party, save the case of compulsory data processing;
- if the personal data are either used or forwarded for the purposes of direct marketing, poll or scientific research; and
- in other cases as defined in the applicable provisions of law.

The data controller shall examine the objection within the shortest possible period of time after the submission of the application, but maximum within 15 days, and shall decide on the well-foundedness thereof, and shall inform the applicant in writing.

Should the data controller establish that the data subject's objection is well-founded, it will terminate the data processing – including also any further recording and forwarding of the data – it will block the data and will send information on the objection and the measures taken thereupon to all the parties to whom the personal data affected by the objection were forwarded earlier and who are obliged to take steps for enforcing the right of objection.

If the data subject does not agree on the data controller's decision, or if the data controller fails to meet the period open for giving answer, the data subject may turn to court – within 30 days after the communication of the decision, or from the last day of the said period.

If the data importer fails to receive the data necessary for enforcing its right because of the data subject's objection, the data importer may turn against the data controller at the court for the sake of obtaining such data within 15 days after the communication of the notice. The data controller may interplead even the data subject.

Should the data controller miss the notification, the data importer may request the data controller to give information on the circumstances associated with the failure to provide the data and the data controller will be obliged to provide such information within 8 days after the delivery of the relative application lodged by the data importer. In the event of requesting information the data importer may turn against the data controller in front of the court within 15 days after the date of giving such information, but after the end of the period open for giving such information the latest. The data controller may interplead even the data subject.

If the data processing was stipulated by applicable provisions of law, the data controller may not erase the data subject's data. However, such data may not be forwarded to the data importer if the data controller agreed with the objection, or if the court established the well-foundedness of the objection.

If it is not clear how to judge the case when the data subject exercises his rights, upon sending both the documents related to the case and his opinion on the case the head of the organisational unit processing the data may ask the data protection officer to express his relative opinion who will have to act accordingly within three days.

The Company will pay either the damages caused to anyone by illegal processing of the data subject's data or by violating the data security requirements by the Company or any recompense due for violation of personality rights committed either by the Company itself or by the data processor used by it. The data controller will be exempted from the liability for the damages caused as well as from the obligation to pay recompense should it certify that such damages or the violation of the data subject's personality rights were caused by unavoidable circumstances beyond the scope of data processing. Similarly, the Company will not pay the damages if those arose either from wilful or from seriously negligent conduct shown by the suffering party.

The data subject may apply to the National Authority for Data Protection and Freedom of Information (NAIH) (H-1125 Budapest, Szilágyi Erzsébet fasor 22/C.) or to the court competent at his place of residence or stay with his complaint for legal remedy.

#### **4. Data processing carried out during the use of the website of CERTA Szerszámkészítő és Alkatrészgyártó Kft.**

##### **Place of data processing:**

*H-3980 Sátoraljaújhely, Berecki u. 18-28.*

##### **4.1. Data processing at the website**

Anybody can have access to these websites without disclosing his identity and personal data, and may obtain information freely, without any limitation, using either the website or the related links there.

#### **5. Questions not regulated in the present information document**

For questions not regulated in the present information document the provisions of GDPR will be applicable.