

## Data Protection Notice

KUBIK coworking Korlátolt Felelősségű Társaság (registered seat: 1137 Budapest, Jászai Mari tér 5-6.; company registration number: 01-09-976421; tax number: 12898363-2-41; a hereinafter: „**Controller**”) in accordance 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, and repealing Directive 95/46/EC („**General Data Protection Regulation**”) we hereby notify the data subject regarding their personal data.

### 1. Name and contact details of the Controller:

KUBIK coworking Kft. is the data controller (registered seat: 1137 Budapest, Jászai Mari tér 5-6.; company registration number: 01-09-976421; tax number: 12898363-2-41)

### 2. Scope, legal basis, purpose and duration of the personal data processing:

Scope of personal data processing	Legal basis for data processing	Purpose of data processing	Duration of data processing
Last name, First name, Company name, Address, Phone number, e-mail address, location, other partner information (planned business activities, where did they learn about the service)	Consent of the inquiring party General Data Protection Regulation, Article 6 (1), point (a).  Consent to process the data may be withdrawn at any moment. Withdrawal of the consent does not affect the legality of the data processed before the withdrawal.	Contacting and providing necessary information for the inquiring parties	Upon the withdrawal of consent all personal data is deleted

### 4. Automated decision making (including profiling):

During the data processing no automated decision making or profiling take place.

### 5. Transmission of personal data, recipients of personal data and categories of recipients:

The Controller does not use any data processors when processing the personal data.

### 6. Duration of storage of personal data or the process of establishing the duration of personal data storage:

Data required for the performance of contracts shall be retained for 8 years following the performance of postal related services in accordance with Section 169 (2) Act C of 2000 on Accounting. Data processed for contact purposed shall be stored until consent is withdrawn.

### 7. Rights of data subjects related to data processing:

The data subject may request from the Controller:

- a) access to the personal data related to the data subject,
- b) rectification of the personal data and,

c) erasure – except for mandatory processing – or restriction of processing of personal data.

Right of access:

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data. The controller shall provide a copy of the personal data undergoing processing. For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form.

Right to rectification:

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning them.

Right to erasure:

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) the data subject withdraws consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;
- c) the data subject objects to the processing pursuant to Article 21 (1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21 (2);
- d) the personal data have been unlawfully processed;
- e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- f) the personal data have been collected in relation to the offer of information society services referred to in Article 8 (1).

Right to restriction of processing:

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defense of legal claims; or
- d) the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.

Where processing has been restricted, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

*Right to data portability:*

The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where: (i) the processing is based on consent pursuant to point (a) of Article 6 (1) or point (a) of Article 9 (2) or on a contract pursuant to point (b) of Article 6 (1); and (ii) the processing is carried out by automated means.

*Right to object:*

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of legal claims.

Where personal data are processed for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing.

*General rules of exercising rights as a data subject:*

The controller shall provide information on action taken on a request to the data subject without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. The controller shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay. Where the data subject makes the request by electronic form means, the information shall be provided by electronic means where possible, unless otherwise requested by the data subject.

Information provided and any communication and any actions taken by the controller shall be provided free of charge. Where requests from a data subject are manifestly unfounded or excessive, in particular because of their repetitive character, the controller may either:

- a) charge a reasonable fee, or
- b) refuse to act on the request.

The controller shall bear the burden of demonstrating the manifestly unfounded or excessive character of the request.

If the controller has reasonable doubts concerning the identity of the natural person making the request, the controller may request the provision of additional information necessary to confirm the identity of the data subject.

**8. Enforcement possibilities:**

In case of any infringement of the rights of the data subject, the data subject may initiate court proceedings against the Controller. The court shall conduct its proceedings in an expedited manner. The Controller shall bear the burden of demonstrating that the data was processed in accordance with the relevant legislations. The competent courts of authorities are the Regional Courts, in the capital the Budapest-Capital Regional Court. Proceedings may be initiated by the Regional Court of the permanent address or residence of the data subject.

The Controller shall compensate for any damages arising as a result of the unlawful processing of the data subject's personal data or as a result of breaches of data security provisions. The Controller shall be exempt from liability, only if it proves that it is not responsible for the event giving rise to the damages. The Controller shall also be exempt from liability, if the damages first arose due to the intentional or negligent behavior of the party that sustained the damages.

The data subject may submit their complaints to the [The National Authority for Data Protection and Freedom of Information](#) (dr. Attila Péterfalvi President of the National Authority for Data Protection and Freedom of Information, postal address: 1363 Budapest, Pf.: 9., address: 1055 Budapest, Falk Miksa utca 9-11., Phone number: +36 (1) 391-1400; Fax: +36 (1) 391-1410; E-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu); website: [www.naih.hu](http://www.naih.hu)).