

# **Data protection information**

## **for participants and attendees of events and conferences**

### **Data Controller:**

ALTAGRA Business Services and Travel Agency Ltd;

**Head office:** 1141 Budapest, 109 Cinkotai street, ground floor 4.

**Tax number:** 11886747-2-42;

**Company registration number:** Cg. 13-09-082901

**Name of data controller's representative:** Andrea Vándor, managing director

**Contact details of the data controller's representative:**

**E-mail:** andrea.vandor@altagra.hu;

**Telephone:** +36 30 4025 716

## **INTRODUCTION**

ALTAGRA Business Services and Travel Agency Ltd. (hereinafter referred to as the "Company"), as the Data Controller, has prepared this Privacy Notice (hereinafter referred to as the "Notice") in order to provide detailed information to persons participating in and contributing to events and conferences (hereinafter referred to as the "Subjects"). The Company, as Data Controller, shall provide information on the scope of its data processing, the method, purpose and legal basis of data processing, as well as on the safeguarding of the constitutional principles of data protection, the requirements of data security, the prevention of unauthorized access to the personal data of the Subjects, the prevention of alteration and unauthorized disclosure or use of the data. Among the aforementioned, the Company declares that the Prospectus is in compliance with the valid and applicable data protection legislation, in particular the Info. Act and the Regulation 2016/679 of the European Parliament and the Council of 27 April 2016. ) on the protection of the processing and free movement of personal data of natural persons, and repealing Directive 95/46/EC (General Data Protection Regulation; hereinafter "GDPR"), and will process personal data solely in accordance with the provisions of this Prospectus and the Company's Privacy and Data Security Policy (hereinafter "Privacy Policy"), which contains the details of the processing.

## **1. TYPE OF DATA PROCESSING**

### **1.1 Registration**

Scope of data subjects	Purpose of data processing	Legal basis	Consequence of not providing data
a) Participants of events, conferences	Registration serves the use of the conferences and events available on the website	Article 6(1)(b) GDPR, performance of contract	Prerequisite for the performance of the contract

b) Speakers at events, conferences	The Data Controller and the Contracting legal person to ensure the performance of the Data Subject's travel contract	Article 6(1)(b) GDPR, performance of the contract	Prerequisite for the performance of the contract
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### Source of data

- Directly from the Data Subject: where he/she contracts or entrusts the Data Controller directly
- Indirectly from the Data Subject: the Data Subject provides the data to the intermediary travel agency, legal entity (hereinafter referred to as the "Contracting Partner"), which transfers the data to the Company.

If the Company obtains the personal data from a Contracting Partner (data processing), the consent to process the data is obtained from the Contracting Partner. The Company is not responsible for the absence of consent.

The Company shall stipulate the following in the contract with the Contracting Partner:

- the contracting partner has obtained the consent and is therefore solely responsible;
- the thorough listing of the Data Subjects' data
- if the Company transfers data to other service providers in the framework of this contract, the authorisation for the transfer of data per group of service providers (accommodation, event venue, catering, travel agents, passenger transport companies, IT and technical companies, etc.)
- the duration of the processing, which will largely last until the invoice for the service is settled after the trip.

### Scope of data processed

Full name of the contracting party, telephone number, signature, personal data included in the scope of account information, personal data of individuals involved in the implementation, data relating to meals, travel document data, academic degree, date of birth, job title, medical seal number/operating licence number, workplace's name, address, email address, mother's name.

### Data retention period

Until the end of the 5th year after the conference/event has taken place.

### Data transmission

There will be no transfer of data in accordance with Articles 44-49 of the GDPR.

### Recipients

Information technology service provider: Akadémiai Kiadó Zrt, 1117 Budapest, 187-189 Budafoki st, Building A., III,  
Company registration number: 01-10-043151

If the Data Controller uses an additional data processor, the exact name of the data processor can be found in the individual data protection information for each conference.

### Method of providing data, consequences

Providing data is voluntary. If you do not provide the required data, you will not be able to use the service you registered for. If the registration process fails for any reason, the Data Controller will send a reminder e-mail to the e-mail address provided by the registrant or notify the registrant by telephone.

### 1.2 Photographs and videos taken at the event

Data subjects concerned	Purpose of processing	Legal basis
Event participants, speakers	Taking and further usage of photographs and videos during the event; documentation of the event	Article 6(1)(a) GDPR, consent of the data subject

### Scope of data processed

Photo and video recordings of the natural person.

### Data retention period

Until consent is withdrawn.

### Data transmission

There is no transfer of data under Articles 44-49 of the GDPR.

### Addressees

Information technology service provider:

Akadémiai Kiadó Zrt, 1117 Budapest, 187-189 Budafoki st, Building A III.

Company registration number: 01-10-043151

The photos will be displayed by the Data Controller on its own website, publications or social media platforms.

### Source of data

The source of personal data is the natural person.

### Method of data supply, consequences

The source of the data is voluntary. If you do not give your consent, you will not be shown on the photos taken at the event.

### 1.3 Signing the attendance sheet at the event

Data subjects concerned	Purpose of data processing	Legal basis
Event participants, speakers	Keeping of attendance sheets of participants of conferences and	Article 6(1)(b) GDPR, fulfilling of the contract.

	events, which form the basis for invoicing and other complaints.	
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### Scope of personal data

Title, first and last name, company name, signature, conference/event name, time, place.

### Data retention period

Until the end of the 5th year after the conference/event has taken place

### Data transmission

There will be no transfer of data in accordance with Articles 44-49 of the GDPR.

### Recipients

Information technology service provider: Akadémiai Kiadó Zrt, 1117 Budapest, 187-189 Budafoki st, Building A III

Company registration number: 01-10-043151

If the Data Controller uses an additional data processor, the exact name of the data processor can be found in the data protection information for each individual conference.

### Source of data

The source of personal data is the data registered.

### Method of providing data, consequences

Provision of data is voluntary. If you do not provide the required data, we will not be able to prove that you attended the event in the event of a complaint.

## 1.4 Processing of data of conference/event speakers

Data subjects concerned	Purpose of data processing	Legal basis
Event participants, speakers	Processing of the data of a person participating in the conference/event as a speaker during the organisation and duration of the conference.	Article 6(1)(b) GDPR, fulfilling of the contract.

### Scope of personal data

Title, first and last name, email address, telephone number, company name, position, photo and video recordings, name of author(s), workplace, email address.

Submission of presentations, abstracts and scientific articles will be done mainly through the registration interface or by e-mail. The author's data are provided voluntarily. The author may also provide details of co-authors with their prior consent. The presenter acknowledges that his/her data will be included in the programme booklet, the summary volume and the proceedings. Publication may happen in printed or electronic form.

### Data retention time

Until the end of the 5th year after the conference/event or until consent is withdrawn.

## Data transmission

There will be no transfer of data in accordance with Articles 44-49 of the GDPR.

## Recipients

Information technology service provider: Akadémiai Kiadó Zrt, 1117 Budapest, 187-189 Budafoki st, Building A III

Company registration number: 01-10-043151

If the Data Controller uses an additional data processor, the exact name of the data processor can be found in the data protection information for each conference.

## Source of data

The source of personal data is the speaker.

## Method and consequence of data provision

The provision of data is voluntary. If you do not provide the required data, you will not be able to participate in the event/conference as a speaker.

## 1.5 Billing

Data subjects concerned	Purpose of data processing	Legal basis
Event participants, speakers	Invoicing of the event/conference	Article 6(1)(c) GDPR, fulfilment of a legal obligation under the Act on Accounting of 2000. C. 2000, § 169 (1).

## Scope of personal data

Name, address, service ordered, fee, date of invoice, payment deadline

## Data retention period

Until the end of the 8th year after the invoice is issued

## Data transmission

No transfer of data pursuant to Articles 44-49 of the GDPR.

## Addressees

Accounting office: Kálvin Könyvelőiroda Kft., 1053. Budapest, Kálvin tér 5.

company registration number: 01 09 907282

Information technology service provider Akadémiai Kiadó Zrt, 1117 Budapest, Budafoki út 187-189, Building A III, Budapest, Hungary

Company registration number: 01-10-043151

If the Data Controller uses an additional data processor, the exact name of the data processor can be found in the data protection information for each conference.

## Source of data

The source of personal data is the participant and speaker of the event.

### Method and consequence of data supply

The provision of data is mandatory. If you do not provide the required data, we will not be able to issue an invoice.

#### 1.6 Call for conference

Data subjects concerned	Purpose of data processing	Legal basis
Parties interested in the conference	By electronic mail or other equivalent means of individual communication in connection with the conference	Article 6(1)(a) GDPR, consent of the data subject.

Being registered in the professional database may happen via e-mail, telephone or in person. The data are provided by the interested party on a voluntary basis. The data recorded include name, place of work and e-mail address. The legal basis for data processing is the consent of the interested party. The processing lasts for the period indicated by the interested party or until the consent is withdrawn.

#### Scope of personal data

Name, e-mail address, name and address of place of work

#### Data retention period

Until consent is withdrawn.

#### Data transmission

No transfer of data pursuant to Articles 44-49 GDPR.

#### Recipients

If the Data Controller uses an additional data processor, the exact name of the data processor can be found in the data protection information for each individual conference.

#### Source of data

The source of the personal data is the person interested in the conference.

### Method and consequence of data supply

The provision of data is voluntary. If you do not provide the necessary data to subscribe to the newsletter, we will not be able to send you a newsletter.

## 2. DATA TRANSMISSION

No data is transferred to countries outside the EU.

Data may be transferred:

- Data to a court, police, prosecutor's office, bailiff, public administration body necessary to decide on a specific case; and to a public tax authority.

- Data may also be transferred in order to exercise rights and fulfill obligations in connection with a contractual relationship in cases that cannot be specified in advance (e.g. to the tax authorities, for audits relating to the operation of the Company; to a law firm providing legal representation).
- For payment purposes, it is forwarded to the accountant by e-mail. In order to ensure the security of your data, we have established specific guarantees for personal data in the framework of the cooperation with the accounting firm.
- In order to organise an event, data may be transmitted to: accommodation, event venues, catering units, passenger transport companies, IT companies, professional groups. These data will be transmitted by e-mail.

### 3. DATA PROCESSORS

In addition to the foregoing, the Data Controller will transfer data only to its contractually related co-controllers and/or processors, including only to those who are contractually bound to the Data Subject; accordingly, the Data Controller will transfer data to third parties only for the purposes and to the extent necessary to fulfill the purposes set out in this Policy.

Data processors: accountants, accommodation, event venues, catering establishments, passenger transport companies, IT companies, professional organisations.

### 4. AUTOMATIC DATA MANAGEMENT (including profiling)

No profiling or automated decision making will take place during the processing. In the latter context, the Company informs the Data Subjects that it does not make decisions on the conclusion of contracts based solely on automated processing. The Company does not profile any Data Subject on the basis of the available personal data.

### 5. EXERCISE OF RIGHTS, REMEDIES

The Data Subject may exercise his/her rights under the GDPR and the Info law throughout the entire period of data processing. The rights may be exercised subject to the legal basis.

#### Details of the individual rights:

<b>Right to information:</b> the Data Subject has the right to be informed of the way in which personal data are processed before the processing starts (Articles 12-14 GDPR).
<b>Right to rectification:</b> the Data Subject has the right to request the rectification of his or her personal data if the personal data held by the controller are inaccurate and he or she can prove this. (Article 16 GDPR).
<b>Right of access:</b> the Data Subject has the right to obtain from the controller the personal data held about him or her (Article 15 GDPR) .
<b>Right to erasure, right to be forgotten:</b> the Data Subject has the right to obtain the erasure of his or her data once and for all, except where the processing is based on the performance of a contract, the fulfilment of a legal obligation or the exercise of official authority (Article 17 GDPR).

<p><b>Right to object:</b> where the legal basis is based on legitimate interest or on the exercise of official authority, the Data Subject may object to the processing of his or her personal data, but such objection does not imply the immediate erasure of his or her data (Article 21 GDPR).</p>
<p><b>Right to restriction:</b> if the Data Subject does not consider the Controller to be entitled to process his or her personal data, he or she may request the suspension of the processing of his or her personal data during the investigation (Article 18 GDPR).</p>
<p><b>Right to data portability:</b> the Data Subject has the right to obtain the personal data held about him or her in digital, tabular form (Article 20 GDPR).</p>
<p><b>Right to redress:</b> If the Data Subject considers that the Data Controller has infringed the applicable data protection legislation</p> <ul style="list-style-type: none"> <li>- he/she may submit a request to the Data Controller's postal address or to the e-mail address <a href="mailto:andrea.vandor@altagra.hu">andrea.vandor@altagra.hu</a>. The Data Controller will provide written information within the shortest possible time, up to a maximum of 25 days (15 days in the event of a protest).</li> <li>- If the Data Subject disagrees with the decision of the Data Controller, the Data Subject may lodge a complaint with the National Authority for Data Protection and Freedom of Information 1055 Budapest, Falk Miksa utca 9-11., 1363 Budapest, Pf.: 9., <a href="mailto:ugyfelszolgalat@naih.hu">ugyfelszolgalat@naih.hu</a>, +36 1 391-1400, <a href="http://www.naih.hu">www.naih.hu</a>). or</li> <li>- has the right to apply to a court, which will rule on the matter out of turn. In such a case, you are free to decide whether to bring your action before the competent court in the place of your domicile (permanent address) or residence (temporary address) or the court of the place where the Company has its registered office. You can find the court of the place of residence or domicile at <a href="http://birosag.hu/ugyfelkapcsolatiportal/birosag-kereso">http://birosag.hu/ugyfelkapcsolatiportal/birosag-kereso</a>.</li> </ul>
<p><b>Withdrawal of consent:</b> where processing is based on consent, the Data Subject may withdraw his or her consent at any time. Acceptance of a withdrawal request may imply the deletion of the data, but where processing is also carried out for other purposes, processing shall cease only in relation to that purpose.</p>
<p><b>Right to review of automated decision-making:</b> the Data Subject has the right to request a manual review of any processing operation where the controller has applied automated decision-making with legal effect on the Data Subject.</p>

## 6. ACCESS TO DATA

Personal data may be accessed by competent staff of the Controller and Processors to the necessary extent for the performance of their tasks.

## 7. PROTECTION OF DATA

The Company will take all reasonable steps to ensure that the data it processes is not accessible to unauthorised persons. The Data Controller shall take appropriate IT, technical and personnel measures to protect the personal data it processes against, inter alia, unauthorised access or unauthorised alteration.

Budapest, 2 July 2023