



KORTÁRS

ÉPÍTÉSZETI

KÖZPONT

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## PRIVACY STATEMENT

The public interest purposes and the activities falling within the scope of the activity of the Hungarian Contemporary Architecture Center (KÉK) laid down in the Community Law of the organisation, as well as the Data Protection Directives referring to the data processing of all the services owned and available in the registered domain of the organisation, are permanently accessible on our <http://kek.org.hu/en/> website and its subpages.

The Foundation of the Hungarian Contemporary Architecture Center (KÉK), hereinafter referred to as „**KÉK**” or “**Controller**” („**Adatkezelő**”) considers itself to be bound by those written in the statement but it also preserves the right to amend the content thereof with the notification of the public in due time.

KÉK deems of the utmost importance that the rights of its followers’, sponsors’, volunteers’, partners’ and clients’ on their right of informational self – determination to be respected.

The present Privacy statement applies to your personal data You made available, as well as to all the personal data referring to Your person, collected, stored and processed with Your personal consent via our websites, or via any of our online platforms and events, pursuant to the obligations laid down by the law.

Data protection legislation a) The Fundamental Law of Hungary, Article VI; b) Book 2 (Section 3 Act V. of 2013 on the Civil Code; c) Regulation (EU) 2016/679 (GDPR) of the European Parliament concerning the protection of individuals with regards to the processing of personal data and free movement of such data and repealing Directives 95/46/EK (General Data Protection Regulation); d) Act CXII. of 2013 on the right of informational self-determination and on freedom of information.

### Principles related to processing of personal data

Personal data can be processed under the following circumstances:

- a) with the prior consent of the data subject (volunteer), or
- b) if decreed by a local government regulation based on an Act or on the authorisation of an Act for public interest purposes (mandatory).

Personal data can be transferred and the different types of data processing can be linked up only with the prior consent of the data subject, or if linking is under the law and the conditions of the data processing of each personal data are met.

Personal data can be processed only for specified purposes, in order to exercise certain rights and to fulfil obligations.

Only personal data that is essential and suitable for achieving the purpose of processing can be processed, and only to the extent and for the duration necessary to achieve its purpose. Personal data of volunteers can be processed only prior to a consent based on appropriate information.

The data subject shall be provided with – explicit, plain and detailed – information referring to all evidences of the data processing, thereby particularly, on the scope and legal basis of the data processing, on the person of the controller and the processor entitled to data processing and data management, on the duration of data processing as well as the persons eligible to know these data. Communication must include the data subject’s rights and remedies related to data processing.

Application of a general and unified personal identification number without restriction is prohibited.

Personal data should meet the following requirements:

- a) recording and processing shall be fair and lawful;
- b) shall be accurate, complete and if necessary, up to date;
- c) storage shall be performed in a way that the identification of the data subject shall be possible for no longer than necessary for the purpose of the processing.

Data transfer to EEA states shall be regarded as a transfer within the territory of Hungary. Personal data can be transferred to a controller or processor in a third country with the the data subject's explicit consent, or if the transfer is under the law, and if, in the course of the data processing and data management, an adequate level of protection of the personal data transferred into the third country is ensured.

## **WHO WE ARE? KÉK AS A CONTROLLER**

The data subjects' personal data shall be processed by the Controller in each case.  
The Controller is a public benefit purpose entity registered in Hungary:

Kortárs Építészeti Központ Alapítvány (KÉK), (head office: Kortárs Építészeti Központ Alapítvány 1111 Budapest, Bartók Béla út 10-12., Magyarország (Hungary); registration number: 01-01-0009837) acting as Controller.

KÉK organises presentations, conferences, exhibitions, urban walks, many trainings and events. Our whole activity and program/project portfolio, our scope and mission as well as the activity of the Foundation is explicitly available on our website.

## **CONTACT**

### **KÉK (CONTROLLER) data and availability**

#### **The data of the Contemporary Architecture Center (hereinafter referred to as KÉK/Controller)**



Name: Kortárs Építészeti Központ Alapítvány  
Head office: 1111 Budapest, Bartók Béla út 10 -12.  
Tax number: 18189223-1-43  
Registration number: 01-01-0009837  
Website: [www.kek.org.hu](http://www.kek.org.hu)  
E-mail address: [info@kek.org.hu](mailto:info@kek.org.hu)  
Cell phone: +36 30 522 5994

As far as you prefer to exercise your to data processing related rights, or want to lodge a complaint, with KÉK having no dedicated data protection officer, please contact us by sending a mail to the below addresses:  
by post: Kortárs Építészeti Központ, 1111 Budapest, Bartók Béla út 10-12. Or by e  
- mail: [info@kek.org.hu](mailto:info@kek.org.hu)

### **YOUR PERSONAL DATA - WHAT DO THEY MEAN?**

Personal data belong to live persons who can be clearly identified based on these data, with special regards to the name, address, telephone number, e-mail address, bank account number, or potentially, to any other personal data necessary for signing off a contract.

### **HOW DO WE COLLECT YOUR PERSONAL DATA?**

Your personal data are collected solely with Your prior consent via our website, our newsletter subscription platform (GetResponse), or on a paper format on our events, via e-mails, or registration questionnaires.

## **WHY DO WE COLLECT PERSONAL DATA? (DATA PROCESSING PURPOSES)**

The personal data shall process by the Collector solely for clearly specified purposes, in order to exercise his rights and fulfil his obligations/perform an activity. The purpose of processing shall be met in all stages of processing. Data shall be collected and processed fairly and lawfully. KÉK as a Collector endeavours that only personal data that is essential and suitable for achieving the purpose of processing may be processed. Personal data can be processed only to the extent and for the duration necessary to achieve its purpose. The scope of the data processing is operation of KÉK, of the Projectgallery of KÉK, the Public Office, and operation of the Event venue as well as carrying out the activities with public interest purposes falling within the scope of the organisation and laid down in the Community Law of the Foundation.

Data processing is based on a voluntary contribution.

- data subjects' application to the events requiring registration, to presentations, conferences, trainings, guided "Urban Walks" (name, e-mail address)
- data subjects' information via newsletters (name, e-mail address) on the professional activity, events, services and trainings provided by KÉK
- in so far as the data subject applies for an internship/volunteer, in order to keep contact, to sign off a contract and to establish a legal relationship (name, e-mail address, data of birth, TIN and possibly telephone number)
- as far as data subject concludes a contract of employment (including volunteers, interns) in order to keep contact, to sign off a contract, to establish a legal relationship (name, e-mail address, data of birth, social security number and possibly telephone number)
- for instance calling the data subject voluntary, (name and contact, possibly the field of interest/expertise/education level)
- in case of requiring/delivering a service, invoicing, processing of payments, recovery of outstanding amounts (Data required for concluding a contract or invoicing: name, head office, tax number, trade register/registration number, payment and banc details such as name and title of representative and possibly, e-mail address and telephone number).

## **PROCESSING OF SENSITIVE PERSONAL DATA**

In certain cases, personal data falling in the special categories of personal data, shall be processed, such as data concerning health condition (special personal data), for instance when we and/or the airport operator are required to provide special help to You (eg. ensure oxygen) or when, for security reasons, we are informed about the aptitude for flying (eg. In case of pregnancy, or when suffering of an allergic disease).

For processing Your sensitive personal data we shall acquire Your explicit consent, otherwise, we may be unable to provide you with our services. Occasionally, we may apply your sensitive personal data for the submission of legal claims, for the purpose of bringing and protection of legal claims as well as to comply with the mandatory legal provisions. In the course of accomplishing our services, owing to the mandatory legal provisions, Your sensitive personal data might need to be transferred to external parties, even outside of the territory of the European Economic Area.

## **MISCELLANEOUS INFORMATION ON DATA PROCESSING**

All the information on data processing nonlisted in this handout is provided at data collection.

## **LEGAL BASE OF DATA PROCESSING**

We, as Controllers (KÉK), we shall process only personal data determined by law, or provided by the data subjects, on the below purposes and in accordance with the applicable laws concerning personal data:

The legal base of the abovementioned data processing activity of the present Privacy statement is laid down in Act CXII of 2011 on the right of informational self-determination and on freedom of information (referred to as hereinafter "**law on freedom of information**") section 5 point (1) a), meaning that data processing occurs only with Your prior consent, and this activity is necessary for the compliance of the legal obligations.

Starting from 25 May 2015, however Article 6. Point (1) b) on the General Data Privacy Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council) (**GDPR**"), was added to the law, saying that data processing is necessary for contracts in which one party is represented by the data subject, or is needed prior to concluding a contract in order to take measures according to the data subject's request, but will continue to occur only with Your given consent.

Data source/data subjects shall get into contact with KÉK/Controller voluntarily, they register and participate voluntarily on our events and trainings, and subscribe voluntarily to our newsletters.

## **HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

In conformity with the objectives specified in the current Privacy Statement Your personal data shall be stored for a requested time period, or according to the limitation period pursuant to the specific requirements imposed in the relevant legislation.

In compliance with Act C. section 169 (2) of 2000 on accounting, the expiry date of keeping the accounting documents is 8 (eight) years from the date of closing the fiscal year.

In case data processing is based on a given consent (including also the signing up for newsletters) personal data processing shall continue until its withdrawal.

In so far as, due to any different provision, we need to derogate from the aforesaid (eg. data processing and storing regulations of a domestic or an international tender), in each case you will be informed individually and in advance.

When a judicial or a disciplinary proceeding is initiated, personal data needs to be stored until the proceeding is terminated, including the time within which a possible appeal is to be lodged, and following to that, in case of commercial liabilities, these data must be erased in compliance with the civil law, when the limitation period expires.

## **Personal data storage, data processing security**

Personal data shall be treated confidentially and the Foundation shall take all the necessary measures in order to guarantee data safety.

The IT systems of KÉK and the various (paper based) locations of the data retention are found in the Controller's head office. KÉK shall choose and operate the IT tools utilised on personal data processing in the course of its activity in a way that processed data:

- a) shall be accessible for the persons eligible for that (availability)
- b) credibility and authentication shall be ensured (authenticity of data processing)
- c) integrity shall be confirmed (data integrity)
- d) shall be protected against any unauthorised access (data confidentiality)

The security of the data processing shall be ensured by technical and organizational measures in order to provide an appropriate level of protection against the risks involved in the data processing.

In the course of the data processing the Contemporary Architecture Center shall ensure as follows:

- a) privacy: shall protect this information against unauthorised persons
- b) integrity: shall protect the accuracy and the completeness of the information and of the method of the processing
- c) availability: shall ensure the availability of the information for the authorized user whenever the information is really required, and shall also ensure the availability of the related tools.

## **PROCESSING PERSONAL DATA FOR OTHER PURPOSES**

In case we prefer to apply Your personal data for a new purpose, which is different from the aforesaid purposes, then prior to the new data processing we shall send You a notification to inform you on all the conditions related to the new data processing.

Should it be necessary, before starting the new data processing, your consent will also be requested.

## **YOUR RIGHTS TO THE DATA PROTECTION**

According to data protection regulations You are eligible to:

1. apply for the availability of your personal data
2. ask for the rectification of your personal data
3. ask for the erasure of your personal data
4. ask for the limitation of processing your personal data
5. ask for the portability of your personal data
6. protest against processing your personal data (including protesting against setting up a profile; as well as any other rights related to taking automated decisions)
7. repeal your consent and lodge a complaint to the competent supervisory authority.

### **RIGHT TO ACCESSIBILITY**

You are entitled to get our feedback on whether your data are being processed or not yet, and if data processing is really in progress, to apply for the accessibility of your personal data.

You are also entitled to ask for a copy of your personal data representing the subject of the data processing. For identification purposes we are entitled to ask additional information from You.

### **RIGHT TO RECTIFICATION**

You are entitled to ask for the rectification of Your inaccurate personal data. Depending on the purpose of the data processing You are entitled to ask for the completion of the missing data – beside others by the means of writing a supplementary statement.

### **RIGHT TO ERASURE (“right to be forgotten”)**

Under certain circumstances You are entitled to ask the erasure of your personal data and we are obliged to erase these personal data. In this case, as a result, we will be out of the position to provide You with any further service.

### **RIGHT TO LIMITATION ON DATA PROCESSING**

Under certain circumstances You are entitled to ask for the limitation of your personal data processing. In such case we shall mark the subjected data which can be processed for specific puposes only.

### **RIGHT TO OBJECTION** and rights relating to automated decisions.

Under certain circumstances, owing to your current situation, You are eligible to object anytime against processing your personal data, and you can ask to stop processing your personal data anytime.

We inform you hereby that KÉK avoids the application of decision-making mechanisms.

### **RIGHT TO DATA PORTABILITY**

Under certain circumstances You are eligible to receive your personal data which we were provided with, in a segmented, widely used machine readable format (digital format), furthermore you are entitled – as far as forwarding the data is technically possible – to ask for a data transfer to another controller without any interference from our side.

### **RIGHT TO CONSENT WITHRDAWAL**

In case Your personal data processing is based on your given consent, you can make a withdrawal without any argumentation by clicking on the following e-mail address [info@kek.org.hu](mailto:info@kek.org.hu) in our newsletter and send us your application. This will not affect the lawfulness of the data processing based on your given consent prior to the withdrawal.

### **Right to submit a claim to the supervisory authority**

If You believe that an abuse of your personal data has taken place, you can also turn to the local Data Protection Authority of your normal habitual residence, or of your workplace, or of the state where the presumed infringement took place, by submitting a complaint.

More detailed, see "**legal remedies**".

### **HOW DO WE PROTECT YOUR PERSONAL DATA?**

KÉK shall meet its obligation under the data protection legislation by:

- keeping your personal data up to date;
- ensuring a safe storage and a safe destruction of the data;
- not collecting or keeping huge amount of data;
- protecting personal data from losing, abuse, unauthorized availability and disclosure, as well as ensures adequate technical provisions to protect your personal data.

We shall take the appropriate technical and organizational measures to protect your personal data from accidental or unlawful destruction, accidental loss and alteration, or from ineligible onward transfer or availability – in particular when the networking data transfer is part of the processing - , as well as from any unlawful form of data processing.

According to that, KÉK shall apply, inter alia, different levels of rights to data accessibility which ensures the availability only for the persons with appropriate authorization, who must know these data in order to meet their obligations arising from their job or related to it.

### **DISCLOSURE OF YOUR PERSONAL DATA**

In the course of its activity KÉK can use different controllers' and outside service providers' services, so that on behalf of KÉK and according to its instructions, Your personal data can be treated and processed for a certain purpose.

Personal data can be processed by the Controllers until being in the possession of a valid and permissible data processing contract, or until Your data need to be kept according to the legislation in force.

Your personal data can be disclosed to the following external parties (addressees) belonging to the below groups, with the following purposes:

- external parties such as law firms, courts, other bodies or service providers for the validation or application of your contracts;
- if requested by governmental authorities and law enforcement bodies (eg. police and supervisory authorities), and solely complying with the applicable legal provisions to ensure the safety of our rights, of our clients, our colleagues and our instruments.

### **ALTERATIONS OF THE PRIVACY STATEMENT**

In case of a modification of the present Privacy statement we shall disclose the valid version on our webpage [www.kek.org.hu](http://www.kek.org.hu).

### **LIMITS OF LIABILITY**

KÉK is not liable for the way in which authorized external parties may use Your personal data for their own purposes. In such cases the external party is considered as Controller in the same time. For further information please read the Privacy statement of the related third party.

### **Current Privacy statement will take effect on 23 May, 2018.**

### **Appeal procedures:**

Data subject may require information on the processing of his/her personal data, as well as he/she can request the rectification of his/her personal data, as well as the erasure of them – excepting the data processing imposed under legislation - on the way this was explained at the data collection.

At the data subject's request, Controller shall provide information on the processed data as well as on the data managed by another processor charged with this activity, as well as on the purpose of the processing, on its legal basis, on the duration of it, on the name, the address (head office) and the activity of the

processor carried out related to the data processing, as well as on who and for what purpose are or were provided with these data. Controller shall provide the information within the shortest time but no later than within 30 days from the date of submitting the application, using a clear and plain language.

The information is free in case the requesting party has not submitted any other request for information in the same subject to the Controller within the current year. Otherwise, KÉK will decide to proceed with a reimbursement of costs.

KÉK shall erase the personal data, in case of illegal processing, or on data subject's request, or in case the purpose of the data processing has ceased, or the storing period determined by the law has expired, or the erasure was ordered by the National Authority of Data Protection and Freedom of Information.

KÉK shall notify the data subjects about the rectification and the erasure of the data and shall also notify everyone whom these data were conveyed to for processing purposes. Notification can be avoided if this does not infringe data subject's legal interests with regards to the purpose of the data processing.

Data subject may object to the processing of his/her personal data if:

- a) processing of the personal data (transferring) is solely necessary to fulfil the Controller's and recipient's rights or legitimate interests, unless data processing was ordered by the law;
- b) the application of the personal data or the transferring of data is performed directly for of business, for surveys or for scientific research purposes;
- c) the exercise of the right to objection is otherwise permitted by the law.

With the simultaneous suspension of the data processing, KÉK shall investigate the objection at its earliest convenience, but within 15 days from the date of the submission the latest, and shall inform the applicant in a written form upon the outcome. As far as the objection is justified, Controller shall cease the data processing – including further data recording and data transfer – also shall block the data, and notify all parties involved to whom the objected personal data were transferred earlier, about the objection and the measures taken, parties which are bound to also take measures for the enforcement of their rights to object.

In case of data subject's disagreement on Controller's decision, he/she can appeal to the court within 30 days from the date of the communication of the decision.

KÉK must not erase data subject's data, if data processing was ordered by the law. Data, however, must not be transferred to the data recipient if the Controller/data subject agreed on the objection, or if the court acknowledged the eligibility of the objection.

In the event of the violation of Data subject's rights, he/she can appeal to the court. In such cases the court will act with priority.

KÉK shall make good any damage caused to any party by the unlawful processing of data subjects' data or by the infringement of the technical data privacy regulations. Data subject may be exempted from liability if the damage has occurred due to a cause unrelated to the data processing which could not have been avoided.

Will not make good any damage if this is arising from intentional or gross negligence of the injured party.

*Legal remedy or complaints can be lodged to the National Authority of Data privacy and Freedom of Information*

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