PRIVACY POLICY WITH REGARDS TO PERSONAL DATA COLLECTED DURING THE COURSE OF JOB OR CONSULTANCY APPLICATIONS

1. INTRODUCTION

This privacy policy (hereinafter: '**Notification**') sets out the basis upon which the **Tom Lantos Institute**, (registered office: 1062 Budapest, Bajza utca 44, hereinafter: the '**Controller**') collects, uses, or otherwise processes personal data of applicants for employment or consultancy (hereinafter: '**Data Subject**') as well as the related rights and legal remedies thereof.

2. NAME AND AVAILABILITY OF THE CONTROLLER

Name: **Tom Lantos Institute**
Registered office: 1062 Budapest, Bajza utca 44.

Data protection supervisor (contact point) of the Controller and their contact details
Mr. Máté Fischer, postal address: 1062 Budapest, Bajza utca 44, email: m.fischer@tomlantosinstitute.hu

The name and contact details of the appointed joint data protection officer in the Controller's corporate group
(currently not applicable)

3. SIGNIFICANT LAWS, REGULATIONS AND FUNDAMENTAL NOTIONS SERVING AS BASIS FOR PROCESSING DATA

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 (hereinafter: **'GDPR**')
- Hungarian Act CXII of 2011 on Informational Self-determination and Freedom of Information (hereinafter: '**Infotv'**);
- Hungarian Act V of 2013 on the Civil Code (hereinafter: '**Ptk.**')

4. THE PURPOSES OF THE DATA PROCESSING

The purpose of data management is assessing and evaluating the applicant's suitability for employment or consultancy with the Controller; and verifying the applicant's identity and the accuracy of his/her personal details and other information provided.

5. LEGAL BASIS OF DATA PROCESSING

The legal basis for data processing is **point (a) of Article 6 (1) of GDPR**, that is the Data Subject's consent for one or more of the exact purposes of data processing, or **point (b) of Article 6 (1) of GDPR** where processing of data is necessary for the preparation or performance of a contractual relationship between the Data Subject and the Controller concerning the contribution of the Data Subject.

6. SCOPE OF PROCESSED DATA AND THE SPECIFIC PURPOSE OF PROCESSING

Processed personal data and its categories	Purpose of data processing	Legal basis for data processing	Period of data processing (intended deadline for deletion)	Name of joint data controller, and contact details of their representative and data protection officer (if such exists).

Personal data of natural person s/he knowingly and voluntarily provides in the course of or in connection with his/her job/consultancy application with the Tom Lantos Institute. This could include: (a) name, gender, ID number, date of birth, nationality, and country and city of birth; (b) mailing address, telephone numbers, email address and other contact details; (c) resume, educational qualifications, professional qualifications and certifications and employment and/or character references; (d) employment and training history;	(a) assessing and evaluating the applicant's suitability for employment or consultancy in any current or prospective position within the organisation; and (b) verifying the applicant's identity and the accuracy of his/her personal details and other information provided.	Point (a) of Article 6 (1) of GDPR	Until the consent is revoked, or 30 (thirty) days after the end of the application process (whichever is later).	-

7. MANNER OF DATA PROCESSING

The manners of physically keeping data may include: printed documents, electronic data
The following people may have access to the data at the Controller: executive officers programme staff involved in the selection of applicants
The data is stored in the Controller's main office and on its own servers.

8. PROCESSING OF DATA, TRANSFER OF DATA

The Controller informs the Data Subjects that only those individuals will have access to and can process the personal data whose functions within the Controller's organisation make such access and processing necessary. The transfer of personal data between the Controller's individual departments is indispensable for ensuring the legal, financial and technical conditions enabling the Controller to carry out is public functions in the most efficient manner. However, any transfer of the Data Subjects' personal data within the Controller's organisation must comply with the purpose limitation principle.

9. THE DATA SUBJECT'S RIGHTS

The Data Subject may request information related to the processing of their personal data, and may require access to their personal data, the rectification of their personal data, the erasure of their data on the Controller's online or offline storage, or the restriction of the processing of their data. The Controller must bring to the Data Subject's attention their decision regarding such requests within 30 (thirty) days of receiving the request.

Right of access
The Data Subject shall have the right to obtain from the Controller confirmation as to whether or not their personal data is being processed, and, where that is the case, access to the personal data.

Right to rectification
The Data Subject shall have the right to request the rectification or supplementation of processed personal data concerning him or her.

Right to erasure ('right to be forgotten')
The Data Subject shall have the right to request the erasure of his or her processed data. The request concerning the erasure shall be denied in case the Controller has an obligation to store the data.

Right to restriction
The Data Subject shall have the right to obtain from the Controller restriction of processing under certain circumstances. Controller shall use methods of restriction that are appropriate for the type of processing being carried out. This could include appropriately noting in the system that processing of this data is restricted or temporarily moving the data to another processing system.. Any data processing restriction measure shall last as long as the reasons for restriction make it necessary.

Right to object
The Data Subject has the right to object, on grounds relating to his or her particular situation, at any time, to the processing of personal data concerning him or her in connection to a task carried out in the public interest or in the exercise of official authority vested in the Controller, or to the processing of their data in connection with the purposes of legitimate interests pursued by the Controller or by a third party.

Right to withdraw consent
If the data processing is based on the consent of the Data Subject, the Data Subject has the right to withdraw his or her consent with a written declaration addressed to the Controller at any time, but this shall not affect the lawfulness of processing based on consent before its withdrawal or based on another legal basis.

Complaint and remedy
The Data Subject has the right to lodge a complaint with the supervisory authority, to initiate proceedings, or to seek judicial remedy, if he or she considers that their rights were infringed in connection with the data processing.

Contact details of the supervisory authority:
Nemzeti Adatvédelmi és Információszabadság Hatóság
address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c,
e-mail address: ugyfelszolgalat@naih.hu

In cases where judicial remedy is sought, the court where the Controller's head office is located is deemed competent to consider the lawsuit, but the lawsuit – based on the choice of the Data Subject – can be initiated at the court located in the location or residence of the concerned person.

While respecting the aforementioned rights we ask that, before turning to the supervisory authority or the court with their complaints, the Data Subjects contact our Institute in order to reconcile and to resolve the problem as fast as possible.

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