

Privacy Policy of MeOut Association for Peace and Development

MeOut Association for Peace and Development (hereinafter referred to as the "Company") shall process personal data obtained or recorded by it in the course of its activities following the provisions of Regulation (EU) 2016/679 of the European Parliament and 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 (hereinafter referred to as the "GDPR") and Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (hereinafter referred to as the "Infotv.") as follows.

1. Purpose and scope of the prospectus:

- 1.1. The purpose of this notice is to set out the data protection and processing principles and the data protection and processing policy applied by the Company, which the Company as data controller acknowledges as binding on itself, and to provide information on the processing carried out by the Company, the rights associated with the processing and the legal remedies available.

2. Data Controller:

MeOut Association for Peace and Development
Head office: 1061 Budapest, Paulay Ede utca 39 I. em. 7/A.
E-mail: info@meout.org

3. Principles of the Company's data management:

- 3.1. the processing must be lawful, fair, and transparent to the data subject ("lawfulness, fairness and transparency");
- 3.2. be collected only for specified, explicit, and legitimate purposes and not processed in a way incompatible with those purposes ("purpose limitation");
- 3.3. be adequate, relevant, and limited to what is necessary for the purposes for which the data are processed ("data minimisation");
- 3.4. be accurate and, where necessary, kept up to date; all reasonable steps must be taken to ensure that personal data which are inaccurate for the the processing are erased or rectified without undue delay ("accuracy");
- 3.5. be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ("limited storage");
- 3.6. be processed in such a way as to ensure adequate security of personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage ("integrity and confidentiality"), by implementing appropriate technical or organisational measures; and
- 3.7. taking necessary measures to demonstrate compliance with the principles of data management ("accountability").

4. Scope of personal data processed, duration, purpose, and legal basis of processing

- 4.1. **The purpose of data processing:** identification and selection of participants (hereinafter referred to as Participants or Data Subjects) in projects implemented by the Company, verification of the data and documents provided, organisation of participation in the project, and contact with the Participants. The processing also includes the processing of photos and videos of the Participants for promotional and dissemination purposes, in particular on the Controller's social media platforms.
- 4.2. **Scope of the data processed:** personal data provided during the data request:
 - 4.2.1. name, name at birth, sex, place of birth, date, mother's maiden name, nationality,
 - 4.2.2. tax identification number, social security number, number and expiry date of identity document,
 - 4.2.3. notification address, address, e-mail address, telephone number,
 - 4.2.4. education, training, profession, period of professional experience,
 - 4.2.5. contact person, contact person's telephone number, e-mail address,
 - 4.2.6. details of allergies, regular medication,
 - 4.2.7. previous employment and employment details, previous professional experience,

- 4.2.8. mother tongue, language skills,
- 4.2.9. computer skills.

4.3. **Duration of data processing:** 2 years from the date of application for the project.

4.4. **Legal basis for processing:** The Company processes data based on the unambiguous consent of the Participants given during their application for the project, according to Article 6(1)(a) of the GDPR.

4.5. **Data transfer:** none.

5. Rights related to data management:

5.1. Right to information and access:

5.1.1. The Data Subject has the right to receive feedback from the controller as to whether or not his or her data are being processed and, if such processing is ongoing, the right to access the personal data. The controller shall provide the Data Subject with a copy of the personal data which are the subject of the processing. If the Data Subject has requested by electronic means, the information shall be provided in a commonly used electronic format, unless the Data Subject requests otherwise.

5.2. Right to rectification:

5.2.1. The Data Subject shall have the right to obtain from the Controller, upon his or her request and without undue delay, the rectification of inaccurate personal data relating to him or her.

5.3. Right to erasure:

5.3.1. The Data Subject shall have the right to obtain, upon his or her request, the erasure of personal data relating to him or her by the Controller without undue delay and shall be obliged to obtain the erasure of personal data relating to him or her without undue delay if any of the following grounds apply

- 5.3.1.1. the personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
- 5.3.1.2. the data subject withdraws the consent based on which the processing was carried out according to Article 6(1)(a) GDPR and there is no other legal basis for the processing;
- 5.3.1.3. the personal data have been unlawfully processed;
- 5.3.1.4. the personal data must be erased to comply with a legal obligation under Union or Member State law to which the controller is subject.

5.4. Limitation of the data processed:

5.4.1. The Data Subject has the right to have the controller restrict the processing of his or her data at his or her request if one of the following conditions is met:

- 5.4.1.1. the Data Subject contests the accuracy of the personal data, in which case the restriction shall apply for the period of time necessary to allow the Controller to verify the accuracy of the personal data;
- 5.4.1.2. the processing is unlawful and the Data Subject opposes the erasure of the data and instead requests the restriction of their use;
- 5.4.1.3. the controller no longer needs the personal data for the purposes of the processing, but the Data Subject requires them for the establishment, exercise, or defence of legal claims.

5.4.2. Where the processing is subject to restriction, such personal data may be processed, except for storage, only with the consent of the Data Subject or for the establishment, exercise, or defence of legal claims or for the protection of the rights of another natural or legal person or for important public interests of the Union or of a Member State.

5.5. The right to data portability

5.5.1. The Data Subject also has the right to receive the personal data concerning him or her that he or she has provided to the controller in a structured, commonly used, machine-readable format and the right to transmit such data to another controller without hindrance from the controller to whom he or she has provided the personal data, if:

- 5.5.1.1. the processing is based on consent pursuant to Article 6(1)(a) or Article 9(2)(a) of the GDPR or on a contract pursuant to Article 6(1)(b) of the GDPR; and
- 5.5.1.2. the processing is carried out by automated means.

6. General rules on the exercise of rights of access:

- 6.1. The Data Controller shall inform the Data Subject of the measures taken in response to his or her request without undue delay, but no later than one month from the date of receipt of the request.
- 6.2. If the Data Subject has submitted the request by electronic means, the information shall be provided by electronic means where possible, unless the Data Subject requests otherwise.
- 6.3. The Data Controller shall provide the information and take action to the Data Subject free of charge.
- 6.4. If the controller has reasonable doubts as to the identity of the natural person who has made the request, it may request additional information necessary to confirm the identity of the Data Subject.

7. Legal remedy:

- 7.1. If the Data Subject considers that the processing does not comply with the legal requirements, he or she may initiate proceedings against the Company or take legal action.
- 7.2. In addition, any person may file a complaint with the National Authority for Data Protection and Freedom of Information to initiate an investigation on the grounds that there has been or is an imminent threat of a breach of rights in relation to the processing of personal data.
- 7.3. Contact details of the National Authority for Data Protection and Freedom of Information:
 - 7.3.1. contact details: 1363 Budapest, Pf.9.
 - 7.3.2. address: 1055 Budapest, Falk Miksa utca 9-11.
 - 7.3.3. telephone: +36 (1) 391-1400
 - 7.3.4. fax: +36 (1) 391-1410
 - 7.3.5. E-mail: ugyfelszolgalat@naih.hu