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## DATA PROTECTION GUIDE

### on the processing of personal data of individuals transferring/depositing personal documents with permanent value received by the Hungarian National Archives authorized by statute

*(1) Please be informed that the personal data of the transferor recorded in the course of the delivery of documents to the Hungarian National Archives for the purposes of evaluation / gift/ purchase / deposit will be recorded and processed in compliance with this guide.*

(i) **Data controller:** The data controller of your personal data is the Hungarian National Archives (registered seat: 2–4 Bécsi kapu tér, Budapest, 1014 Phone: +36 1 225 2883; e-mail: [adatvedelem@mnl.gov.hu](mailto:adatvedelem@mnl.gov.hu) – „Data Controller”)

(ii) **Data protection officer:** The Data Controller has a data protection officer, who can be directly contacted regarding data protection issues in compliance with the respective legislation. The data protection officer is Antal Horváth, dr. (address: 16. IV. 2 Hattyú utca, Budapest, 1015, e-mail: [adatvedelem@mnl.gov.hu](mailto:adatvedelem@mnl.gov.hu), phone: +36 20 9119098).

(iii) **The purpose of data processing:** The verification of the origin and the title of transfer in relation to the documents received for the purposes of purchase, gift, deposit, evaluation by the Data Controller, furthermore, the fulfilment of the obligations in the escrow agreement or deed of gift.

(iv) **The legal basis of data processing:** Compliance with the legal obligation as per Article 6 (1)\_c, which is based upon section s3, s13 b) and s33 (3) of the Act no LXVI of 1995 on authentic instruments, public archives and the protection of private archives and the professional requirements regarding the activities of public and private archives based on ss13-15 of the EMMI (Ministry of Human Resources) regulation no 27/2015 (V.27.);

furthermore, in case of deeds of gift or escrow agreements, the performance of the agreements as per Article 6 (1) b) of the Regulation,

The processing of third party personal data provided within the framework of the limitative provisions regarding research necessary for the performance of a task carried out in the public interest as per Article 6 (1) e).

(v) **The recipients of (the forwarding of ) the personal data:** The Data Controller shall not forward personal data to any third parties.

(vi) **Data export outside the EU:** Data Controller may not export any recorded personal data to any third country or international organisation.

*(2) Additional information under Article 13 (2) of the 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 (“Regulation”).*

(i) **The length of time personal data can be stored:** Data Controller shall store the recorded personal data for the period of 15 years in its own register, thereafter they will be archived for the purposes of archiving in the public interest as the part of the archival documents.

(ii) **The rights of the data subject related to data processing:** You as the data subject of the processed personal data, have the right to request access to your personal data, or have them rectified, furthermore, you have the right to request their erasure and the restriction of their processing in the events and with the exceptions as specified in Article 17 of the Regulation, furthermore, you have the right to object to the processing of your personal data and additionally, you have right to data portability under Article 20 of the Regulation.

(iii) **The right to lodge a complaint with the supervisory authority:** You have the right to lodge a complaint about the handling of your personal data with the competent supervisory authority:

The name of the supervisory authority: Hungarian National Authority for Data Protection and Freedom of Information  
Address: 22/c Szilágyi Erzsébet fasor, Budapest, 1125  
Phone: +36/1-391-1400

(iv) **The source of personal data:** The personal data processed by the Data Controller are the data you have provided prior to the commencement of your research. The Data Controller does not handle any data available from public data sources with relation to your research activities.

(v) **Profiling and decision based on automated data processing:** Data Controller shall not make any decisions that are exclusively based on automated data processing, also including profiling, with a scope extending to the data subject or which would have any legal effects on the Data Subject in conjunction with the transfer of documents.

(3) The personal data processed by the Data Controller

- Transferor's address, ID document no., other contact details (phone/e-mail).
- Any data concerning the Transferor's ownership or mandate.
- The name of the document or the overall name of the documents, their data concerning their dimension.
- The purpose of filing the document with the archives (which may be gift, purchase or deposit).
- Third party contact details provided within the framework of the limitative provisions regarding the research.

I, the undersigned

name: .....

birth place and date: .....

mother's maiden name:  
.....

***declare that I have read the above guide and I have noted the information regarding the processing of my personal data.***

.....(day) ..... (month) 20.....(year)

.....  
signature