

# NATIONAL ARCHIVES OF HUNGARY

## RESEARCH POLICY

THE ENGLISH VERSION OF RESEARCH POLICY IS FOR INFORMATION ONLY, THE HUNGARIAN VERSION IS AUTHORITATIVE.

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## 1. Introduction

The Hungarian National Archives (hereinafter: the Archives)

- Act LXVI of 1995 on public records, public archives and the protection of private archival material (hereinafter: Ltv.),
- the EMMI Decree 27/2015 (V. 27) on the professional requirements related to the activities of public archives and public private archives (hereinafter: the Decree),
- Act I of 2010 on civil status proceedings (hereinafter: Atv.),
- and Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (hereinafter: Infotv.),
- Act CLV of 2009 on the Protection of Classified Data,
- Act LXXVI of 1999 on Copyright (hereinafter: the Copyright Act),
- 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")

the use of the documents held in its custody for research purposes and the operation of its research rooms are determined as follows.

## 2. Scope of the Code of Conduct

- 2.1 The personal scope of this policy applies to persons conducting research on archival material held by the archives, including material made available online (researchers), employees with employment contracts and voluntary contracts in the archives, and students on archival internships in higher education.
- 2.2 The scope of this Code covers the statutory records described in the Code, which must be recorded in the Archives' electronic records system in accordance with the process descriptions published in the Archives' quality management system.

## 3. Researching the archives

Pursuant to Article 22 of the Archives Act, any Hungarian or foreign citizen may search free of charge archival material older than thirty years from the calendar year of its creation, and archival material which has been lawfully disclosed or the content of which is free of charge for anyone to search pursuant to the provisions of data protection legislation, on the basis of a request containing the designation of the subject to be searched, the personal identification data of the natural person and the address of the person.

### 3.1. Possible ways of research

#### 3.1.1. Online research

The content published online by the archives can be searched by anyone without registering or logging in.

The online research portals are:

- **Electronic Archives Portal (hereinafter ELP)**

A common search engine containing the records of the Ecclesiastical and Higher Education Archives, the Hungarian National Archives and the Budapest City Archives, as well as the published electronic documents of the latter two archives. It is also the online enrolment and request submission interface for the Hungarian National Archives and the Budapest Capital Archives.

**Available at:** [www.eleveltar.hu](http://www.eleveltar.hu)

An itemised list of services available on the ELP:

- a. services available without portal registration:
    - browse published digital content,
    - searching in registers and guides.
  - b. for users with a portal registration (ELP research account):
    - save searches,
    - workbook function,
    - Submit a researcher profile,
    - Renewal of researcher profile.
  - c. for researchers who have submitted a Researcher Registration Form to the Archives (i.e. registered), in addition to the above:
    - requesting documents and digital copies for on-site (research room) research,
    - search for digital documents or digital copies already archived and archived, i.e. available for retrieval through ELP, in the ELP research account repository (see chapter 3.3.4 for more details).
- **Databases Online (hereinafter referred to as AOL)**

A service of the Hungarian National Archives, providing access to structured help files and digital copies of archival material.

Available at: <https://adatbazisokonline.mnl.gov.hu/>

- **Hungaricana**

The publication interface for digitised copies of public collection documents.

Available at: [www.hungaricana.hu](http://www.hungaricana.hu)

### 3.1.2. Research in the research area

The archives' research rooms are open to registered researchers during opening hours. Minors may be enrolled only with the consent and responsibility of a legal guardian (Annex 7).

The Archives informs researchers about the main information about the research rooms on its website, which can be found at [https://mnl.gov.hu/kutatotermek\\_adatai](https://mnl.gov.hu/kutatotermek_adatai).

## 3.2. Enrol

- 3.2.1. Researchers who do not have a portal registration on ELP must first register on the portal before enrolling and must use this registration in all future cases. When enrolling, a researcher with portal registration must submit a Researcher Data Sheet (Annex 16) per research topic (i.e. as many Researcher Data Sheets as there are topics) or renew the previously submitted Researcher Data Sheet.
- 3.2.2. In addition to the personal identification and contact details, the Researcher Information Form must include the subject of the research, the time period to be researched and the nature of the research (scientific/private). The subject of the research is a precise definition of the topic to be researched, not the purpose of the research. In the case of incomplete or inaccurate completion, the archives may request that the form be resubmitted for the purpose of completing the form. In addition, the researcher must choose the member institution in which he/she will start the research and must declare his/her acceptance of the Research Regulations and the accessibility of his/her data.
- 3.2.3. The Researcher Data Sheet submitted by the researcher will be processed by the archives no later than the working day following its submission.

- 3.2.4. The registration is valid until the end of the year in question, in all research rooms of the archives, regardless of the member institution indicated on the form as the initial place of research.
- 3.2.5. The archives will issue the researcher with a valid visitor's ticket for the current year in the electronic archives registration system, which will contain the researcher's natural identity data and address, and will also register these data. If the researcher requests it, the archives will send the visitor's pass to him/her by e-mail.
- 3.2.6. The visitor's ticket certifies that the researcher is entitled to research the archives material until the end of the year. The visitor's ticket is personal and non-transferable.
- 3.2.7. The Director General of the Archives may revoke the visitor's ticket in the cases listed in paragraphs (4) and (5) of Article 43 of the Regulation, and shall notify the researcher in writing of his/her decision and the reasons for it.
- 3.2.8. Before the first research in the year in question, which includes a personal appearance, the archives will check that the researcher's personal data matches the data on the submitted Researcher Data Sheet. If the check is refused, the visitor's ticket will be revoked. According to § 22 (3) of the Researcher Act and the following regulations, the researcher must provide the following data on the Researcher Data Sheet:
- Name,
  - Name at birth,
  - Mother's maiden name,
  - Place of birth,
  - Date of birth,
  - Your nationality,
  - Permanent place of residence, domicile
  - E-mail address,
  - Phone number
- 3.2.9. If the data provided on the form is incomplete or incorrect, the Archives will invite the researcher to submit a new Researcher Data Form within 15 calendar days.
- 3.2.10. Researchers registered via the client portal (KAÜ) are exempt from data verification.
- 3.2.11. The archives will provide the data subject with detailed information on how the researcher's personal data will be processed at the time of collection, and the researcher must declare this when filling in the form.
- 3.2.12. During the registration process, the researcher declares that he/she has read and accepts the Research Rules of the Archives.
- 3.2.13. The researcher can request the assistance of the archives staff during the online registration process.
- 3.2.14. In cases of special merit, employees of the Archives may apply a specific procedure for enrolment. The decision to approve the individual procedure is taken by the director of the county archives on his own authority in the case of the county archives and by the competent deputy director-general in the case of the National Archives.

### **3.3. The research process**

#### **3.3.1. Consult the archives**

- 3.3.1.1. The archives will make available to the researcher all original or copy archival material, the research of which is not restricted by law, contract or depositor's provision, or is not prevented by the protection of the archives.

- 3.3.1.2. The researcher can find out about the archival material in the archives' custody and the research procedures through the archives' website and the ELP, and can ask for further information from an employee of the archives if necessary.
- 3.3.1.3. The researcher shall make available to the researcher all public aids that help the researcher to understand the researched subject and that are not available online or otherwise. In individual cases, the researcher may be referred by the researcher to the archivist in charge of the records to be researched.
- 3.3.1.4. Requests for archival records can be submitted online via the researcher's ELP account, for which the researcher can request the assistance of the archives staff.
- 3.3.1.5. In the electronic archives system, each description unit has a weight, which can be an integer. The total number of descriptive units per research room that can be requested at any one time must not exceed the maximum value assigned to the research room. The maximum value may vary from research room to research room. The value of the weights is automatically displayed in the basket of the researcher and summed up.
- 3.3.1.6. The researcher can submit a request after orientation:
- for a total unit of account,
  - for a part of a unit of description.
- 3.3.1.7. In the case of full description units, requests may be submitted up to the maximum total weight of the research room in question.
- 3.3.1.8. In addition to the weight, the maximum amount of material that can be requested for a part of the description unit must also be taken into account, which may vary from one research room to another. Each research room may maximise the amount of archival material that can be requested or released at any one time:
- per storage unit per material per request:
    - for boxes/packages in 1 box/package,
    - in 5 volumes,
    - for microfilms in 5 rolls.

For simultaneous requests, the maximum quantity of requested documents is four boxes or bundles, 20 volumes, 10 microfilm reels.
  - by request for material requested by archival reference (archival unit):
    - in the case of materials divided into batches, in 5 batches, provided that the total quantity does not exceed the quantity that may be issued per storage unit,
    - in the case of a case file/single document, in quantities of up to 10 items, provided that the total volume does not exceed the quantity that may be issued per storage unit;
      - for conservation reasons, 5 physical units (e.g. pages, volumes and booklets in the case of atlases) of diplomas or plans, together with their accompanying documents.

The total quantity of documents requested in a simultaneous request may not exceed 20 items (or the 4 storage units), 40 files/individual documents (or the 4 boxes/packages, 20 volumes), 20 certificates or plans.
- 3.3.1.9. The Archives are not responsible for requests made by the researcher on the basis of an incomplete, inaccurate or incorrectly provided indication.
- 3.3.1.10. The ELP will automatically set the expected delivery time of the material requested for the search according to the opening days to the third opening day after the request is sent at the latest. The researcher will be informed of a different service time when the request is submitted. In research rooms where space constraints require a reservation, the ELP takes into account the number of free places when calculating the service time, so that an appointment may be made later than three days due to lack of space.

A list of research rooms that require reservations due to limited space is available at [https://mnl.gov.hu/kutatotermekek\\_adatai](https://mnl.gov.hu/kutatotermekek_adatai).

- 3.3.1.11. When submitting a request, the researcher can use the calendar function that appears to specify a longer preparation time than the default, indicating when he or she would like to research the requested unit of description.
- 3.3.1.12. The researcher may request the service of microfilms and digital copies in another research room of the archives instead of the research room indicated on the data sheet of the description unit, if the technical conditions are available in that research room. In the case of microfilms, if the archives does not already have a digital copy of the microfilm(s) requested for research, the preparation time is limited to 10 working days.
- 3.3.1.13. In the case of records that are subject to research restrictions or that need to be disposed of before research, the processing time may be longer than that indicated in point 3.3.1.10.
- 3.3.1.14. The researcher can track changes in the status of his/her request(s) and the expected date of release in the Submitted Requests section of his/her ELP account.
- 3.3.1.15. The archives will inform the researcher by e-mail of the steps to be taken to clarify the request or to exceed the volume limit, and of the reasons for the longer than expected service time.
- 3.3.1.16. In the National Archives, the head of the competent department, in county archives the director, may restrict or suspend research if the records in question are undergoing archival processing or conservation work (e.g. preparation for digitisation, sorting, preparation of auxiliary material, restoration, placement in a new storage unit) or scientific processing (publication). In this case, the archives will inform the researcher of the expected date of completion of the work.
- 3.3.1.17. If more than one researcher wishes to research the same document, the archives employee will inform the researcher who submits a request at a later date that his/her request will be placed on a waiting list. If another request is received for a file held by a researcher, the research period for that file may not be extended beyond 30 calendar days (see points 3.3.3.2 and 3.3.3.3).
- 3.3.1.18. In the case of a request for archival material, the deposit slip (Annex 18), bearing the name of the researcher and the identification number of the request, is always issued and deposited at the deposit place by an employee of the archives.
- 3.3.1.19. In cases of special merit, the Archives' staff may apply a specific procedure for the transmission of requests. Approval of the individual procedure is given by the director of the county archives on his own authority in the case of county archives and by the competent deputy director-general in the case of the National Archives.

### **3.3.2. Search the archives**

- 3.3.2.1. Before starting the research, the employee of the archives may ask the researcher to provide a photo identification (identity card or driving licence or passport). If the employee refuses to provide this, the archives is not obliged to hand over the requested documents to the researcher for research.
- 3.3.2.2. Research cases in the research room are recorded by the archives in the electronic archival record system. The researcher is required to notify the research room employee of the start and end of the research.
- 3.3.2.3. The researcher confirms receipt of the archival material by signing the dated accompanying slip (Annex 18).
- 3.3.2.4. Only one storage unit or other retrieval unit (e.g. item, case file) can be open on the research room desk.
- 3.3.2.5. There is a time limit for receiving requests for archives material.

- 3.3.2.5.1. If the requested material has been prepared and placed in the research room by the archives' staff, the researcher has 10 working days for paper and digital material and 5 working days for microfilms to start the research. After the deadline, the archival material is returned to its place of storage or deleted from the repository.
- 3.3.2.5.2. In the event that the online request is incomplete (e.g.: incomplete or incorrect indication or reservation of a date, submission of a supporting statement required), the archives will invite the researcher to submit a request for a correction, which will be sent to the researcher by e-mail, and will place the request on a waiting list until the correction is completed.
- The deadline for submitting a complete application is 30 calendar days. In case of failure to meet the deadline or in case of a repeated incomplete submission, the submitted application(s) will be cancelled. The application may be resubmitted.
  - The request is successful if the researcher has provided the information requested by the archives.

### **3.3.3. Return of archival material**

- 3.3.3.1. The researcher must return the archived material to the research room employee at least 15 minutes before the research room closes. All archival material requested in one request must be returned at the same time.
- 3.3.3.2. The research period for archival material is 30 calendar days from the date of receipt. At the end of this period, the employee of the archives will take back the archival material and return it to its place of custody.
- 3.3.3.3. If the researcher does not complete his/her research in the archival material provided to him/her, the employee of the Archives may, upon request and on the basis of an individual assessment, retain the archival material and provide him/her with a specific, lockable part of the research room for the archival material to be further researched. Failing this, the employee shall ensure that the archival material is stored in a locked place in the research room.
- 3.3.3.4. The archives may temporarily take back the records set aside for the researcher without the researcher's consent for institutional reasons. The archives must inform the researcher of this without delay.
- 3.3.3.5. During the winter and summer closures, all archives are returned to their place of storage, and digitally searchable content is deleted from the storage space delegated for research. In order to continue research, the archives must therefore be requested again after the closure.
- 3.3.3.6. At the end of the research, the research room employee will check the integrity and order of the archival material and record the fact of its return.
- 3.3.3.7. If the employees of the archives discover any damage or deficiency in the integrity or order of the records during the period of research, they must notify the manager responsible for the operation of the research room.
- 3.3.3.8. In the event of damage to the archival material and/or the discovery of a shortage in the returned material, the researcher or the manager responsible for the operation of the research room must take a record (in duplicate), signed by him/herself and the researcher or, if the researcher refuses to sign, by the archival staff present. A copy of the minutes shall be submitted, preferably within 24 hours but not more than five working days, to the competent deputy director-general or, in the case of a county archives, to

the director of the county archives concerned, together with the necessary proposal for action.

- 3.3.3.9. When the archival material is returned, the employee responsible for returning the material cancels the deposit slip by crossing out the data on the request and destroys the accompanying slip.

#### **3.3.4. Researching digitally copied or electronically created archival material**

- 3.3.4.1. The same rules apply to the search of digital copies and electronically created documents as to the search of archival material on paper or on microfilm/other media. However, the way in which they are processed differs. There is no size limit for the processing of digital content, but the maximum amount of material that can be retrieved must not exceed the maximum amount of original material.
- 3.3.4.2. The archival material registered as a description unit, i.e. stored in a specialised system for archiving and publishing digital content, is made available by the archives to the researcher's ELP account after a request has been sent, if it has not been published online. When serving a researcher's request, the researcher:
  - 3.3.4.2.1. receive free of charge, in a non-downloadable format, the files that may be released to him/her in any research room of the Archives with appropriate technical and IT equipment, on the internal storage space available on the research room computer (subject to a Sponsor's approval in the case of research restrictions),
  - 3.3.4.2.2. for a fee, you can download the files you want to share on an external (also accessible from home) storage site (subject to a Sponsor's approval in case of research restrictions). You must indicate your request for external storage in the Comment field when submitting your request. The files may be used by the researcher for research or teaching purposes only, with a precise indication of the location and the reference. Publication in any form, printed or electronic, is only allowed with permission. It may not be disclosed to third parties.
  - 3.3.4.2.3. receive an e-mail notification of the digitised document in the repository, which is automatically deleted after a certain period of time.
- 3.3.4.3. The archives will make available digital copies of archival material not archived in the specialised system, but available in digital format, for research purposes in any research room of the archives with appropriate technical and IT equipment, in order to protect the archival material (see chapter 3.3.5.1 for details). The digital archives material thus supplied will be deleted from the storage space delegated to the research after the research has been completed.
- 3.3.4.4. The copyright of databases published on public platforms (ELP, the archives' website, AOL, Hungaricana) is held by the archives and other archives participating as producers of the database, unless otherwise stated. The archives producing public interfaces shall have the exclusive right to authorise the reproduction by copying and the making available to the public and the communication to the public of all or a substantial part of the published content.

- 3.3.4.5. If used, the reference and location of the document must be indicated. Any exception to this must be authorised by the archives.
- 3.3.4.6. The Archives shall not be liable for any use of the data content of archival records or of content published on the public interfaces of the Archives that affects the rights of third parties outside the Archives. In this case, the user is obliged to seek permission from all right holders to use the content.
- 3.3.4.7. Links to the portal may be placed in other online services, but the archives reserves the right to object to the link and to request its removal.
- 3.3.4.8. Unauthorised use will lead to criminal and civil penalties. In the event of unauthorised downloading, copying or unauthorised use of digital material, the archives will cancel the visitor's ticket for the year in question and will take the necessary legal action.

### **3.3.5. Research on restricted archival material**

If some or all of the records requested by the researcher fall within the research restrictions listed below, the archivist responsible for the records or the researcher's researcher will inform the researcher immediately, indicating the steps to be taken to gain access.

#### **3.3.5.1. Restrictions on the protection of stocks**

- 3.3.5.1.1. For reasons of preservation, it is not possible to release archival material in its original form, even if it is available in copy form (microfilm, flat film, photocopy, digital recording). If the researcher wishes to research archival material in the original, which is also available in copy, he may submit a request with a substantive justification, indicating the exact reference, on the form provided for this purpose (Annex 6). The authorisation may be granted by the head of the relevant department in the case of material held in the National Archives, or by the director of the relevant county archives in the case of material held in county archives.
- 3.3.5.1.2. If the archival material cannot be made available to the researcher due to its physical condition, the archives will comply with the request by making a copy, provided that the copy does not risk further damage or destruction of the original archival material or does not cost more than five times the normal copying fee. In the latter case, if the applicant pays the additional cost, the archives will make the copy.

#### **3.3.5.2. Search for documents containing personal data**

- 3.3.5.2.1. Documents containing personal data may be searched if:
  - 3.3.5.2.1.1. the data subject or, after his or her death, any of his or her heirs, relatives within the meaning of the Civil Code or registered partner requests a search.
  - 3.3.5.2.1.2. the purpose of the research is scientific. In this case, the researcher must submit to the public body carrying out the scientific research as intended the statement of the Sponsor (Annex 1) and its annexes, as well as a declaration on the processing and use of personal data (Annex 2) signed by the researcher (see Section 24 (3) of the Act on the Processing and Use of Personal Data).
  - 3.3.5.2.1.3. the research can be carried out with an anonymised copy. The anonymised copy must exclude all personal data from which the identity of the data subject can be inferred. Research cannot be carried out with an anonymised copy if the researcher requests access to archival material containing the data of a living natural

person. The researcher may request the anonymisation of the document using the form (Annex 10), and the costs incurred, including the fee for the provision of data from the personal data and address register, shall be reimbursed to the researcher, who must declare his/her commitment in advance (see Section 24 (2) a) of the Act on the Protection of Personal Data and Addresses).

- 3.3.5.2.1.4. the person concerned or, after his or her death, any heir, relative within the meaning of the Civil Code or registered partner gives his or her written consent (see Section 24 (2) (b) of the Act).

The written declaration (Annex 13) must include the following information:

- the identity of the declarant as a data subject (i.e. the declarant is the data subject personally or, after the death of the data subject, his or her heir, relative or registered partner);
- the aim of the research;
- unambiguous consent to the use of personal data obtained by the researcher for the purposes of the research.

If the data subject has given his or her consent to the copying or publication of documents containing personal data, the consent must also be included in the declaration. The consent may be given in the form of a private deed signed in the presence of two witnesses or countersigned by a lawyer, or in the form of a public deed, which is fully authentic.

- 3.3.5.2.1.5. thirty years after the year of death of the person concerned or, if this is not known, ninety years after the date of birth of the person concerned. In cases where the year of birth or death is not known and could only be ascertained with disproportionate effort, the document may be released for research after sixty years from the date of its creation (see Section 24 (1) (a) to (b) of the Law on the Archives).

- 3.3.5.2.2. The duplicate civil status records (hereinafter: civil status records) kept by the Archives until 31 December 1980 may be searched in accordance with § 93/A of the Civil Status Act and archival practice as follows:

Data entered in the register

- thirty years after the year of death of the person concerned,
- if the year of death is not known, one hundred years from the date of birth of the person concerned or, if later, seventy-five years from the date of the entry,
- if neither the date of birth nor the date of death is known, after seventy-five years from the date of the last entry

become searchable by anyone.

- 3.3.5.2.3. The archives can make this research possible by making available complete volumes of civil status records, whereby it is not possible to examine individual entries separately. Therefore, only those registers can be made accessible to the public which, even without an individual examination of the entries, are certain to be released only if the protection period has expired. On this basis:

- death registers 30 years from the date of their creation,

- birth registers, taking into account subsequent death entries, after 130 years from the date of their creation,
- marriage registers, taking into account the year of birth (which must not be less than 14 years) of the persons married, after 86 years from the date of their birth become searchable by anyone.

3.3.5.2.4. If the researcher carries out the research for scientific purposes, the research may be carried out within the statutory period of protection after thirty years from the date of the birth certificate registration, provided that the research complies with the provisions of the Act on the Research Plan and the statement of the institution entitled to do so, the resolution of the Sponsor, the handling of personal data and the provisions of Article 93/A (4) of the Act.

3.3.5.2.5. A researcher from a country ensuring an adequate level of protection of personal data (Annex 14) may be allowed to conduct scientific research pursuant to Section 24 (3) of the Act on the Protection of Personal Data if the researcher, before the research commences, undertakes in a written declaration as a condition of the research to process and use the personal data obtained and collected in the manner specified in the GDPR and the Infotv. The researcher must also declare that the data are necessary for the purposes of scientific research.

3.3.5.2.6. An academic researcher with a Supporter's Statement accepted by the Archives may have a non-anonymised copy made before the expiry of the protection period (except for birth records). If a researcher has not previously researched the restricted records, but only orders a copy, a valid visitor's ticket for the year in question and the Sponsor's Statement (Annex 1) or Researcher's Declaration (Annex 2) are still required.

3.3.5.2.7. Special data under the Infotv. may not be recorded or used in a way that can be used for personal identification in the course of searching civil status records, regardless of the period of protection, unless the person concerned or his or her descendant after the death of the person concerned has consented or the person concerned carries out the search himself or herself. No copies of the birth certificates issued for research may be published, nor may copies be made by the researcher. Nor may photographic tickets or passes be purchased for such copying.

### **3.3.5.3. Other restrictions laid down by law**

3.3.5.3.1. Research may be carried out before the expiry of thirty years from the calendar year of the origin of the records if the transferring body or its competent successor consents thereto (Annex 3). Research in the archival material of a body which has ceased to exist without successor is authorised by the competent deputy director-general in the case of the National Archives, or by the director of the county archives. In this case, no resolution in support is required.

3.3.5.3.2. Until the expiry of the period of validity specified by the classifier, research in archival material containing classified information or other secrets specified by law may be carried out only with the written consent of the classifier.

3.3.5.3.3. Research may not be authorised on documents generated in the context of an international commitment or transferred by a foreign body or person for the period specified in the international treaty or by the transferor.

- 3.3.5.3.4. Research may not be authorised in archival material which is not a public document and which is not yet searchable under the conditions laid down by the body or natural person which supplied it.
- 3.3.5.3.5. For a period of sixty years after the dissolution of a credit institution without legal successor, only with the exceptions listed in the Act or on the basis of the authorisation of the financial institution or the client, may the business or banking secret documents held by the credit institution be searched (see Section 165 (1)-(4) of Act CCXXXVII of 2013).
- 3.3.5.3.6. In the event of the dissolution of an investment fund manager, venture capital fund manager, stock exchange, central securities depository or central counterparty without legal succession, the documents containing business secrets or securities secrets held by the dissolved entity may be searched after sixty years have elapsed from the date of their creation (see Section 371 (1)-(5) of Act CXX of 2001).
- 3.3.5.3.7. In the event of the dissolution of an insurer and a reinsurer without legal succession, the document containing business secrets handled by the insurer and the reinsurer may be searched after sixty years from the date of its creation (see Section 147 of Act LXXXVIII of 2014).
- 3.3.5.3.8. Data created or recorded in the course of a procedure for the adoption of a decision falling within the scope of the tasks and powers of a public authority and serving as a basis for the decision shall not be made public for ten years from the date on which it was created. Access to such data may be authorised by the head of the body administering the data, having regard to the weight of the public interest served by disclosure and the public interest served by the exclusion of disclosure.

#### **3.4. Procedure for the submission of statements of support**

- 3.4.1. The Supporter's Statement pursuant to Section 24 (3) of the Act may only be submitted using the form published by the Archives (Annex 1).
- 3.4.2. The archives will accept the Sponsor's statement if the issuer of the statement, upon request, certifies in writing to the archives that it is entitled to issue the statement.
- 3.4.3. If the Sponsor's statement is issued by an organisation established outside the European Economic Area, the statement will be accepted if it is submitted using the form published by the Archives and the sponsoring organisation provides credible evidence of its compliance with the data management requirements of the General Data Protection Regulation.
- 3.4.4. The Sponsor's Resolution is valid if it has been signed by a representative of the sponsoring body or an authorised member of its staff. If the draftsman is not a representative of the body, a copy of the relevant section of the internal rules certifying entitlement is also required for validity.
- 3.4.5. The archives will accept Sponsor Resolutions and their annexes in English as well as in Hungarian. The Archives shall request authentic copies in Hungarian of Supporting Resolutions and their annexes issued in other foreign languages.
- 3.4.6. The Supporter's Statement can be sent to the archives in a certified electronic format or submitted in person on paper. In the latter case, the archives will make a copy, which will be certified by the person who made the copy and the original will be returned to the researcher.
- 3.4.7. The archives will consider a request for scientific research within fifteen calendar days of receipt of the research request.

- 3.4.8. If the supporting resolution does not meet the formal and substantive requirements, the archives will reject it. In its decision on rejection, the archives shall state the exact reason for the rejection and inform the researcher of the legal remedies available to him/her under the Act.
- 3.4.9. Prior to the actual start of the scientific research, the archives will inform the researcher that the personal data obtained in the course of the research must be processed in accordance with the provisions of the legislation on the protection of personal data, and the researcher will provide a written declaration of consent (Annex 2).
- 3.4.10. The archives shall keep a certified copy of the Sponsor's statement and the researcher's declaration on the protection of personal data together with the Researcher's file.

#### **4. Making copies of archived material**

The researcher may make a copy of the archival material released for research at his/her own expense or have the archives make a copy. The copying of documents may be affected, or even prevented, by their physical condition and by restrictions placed on their copying.

##### **4.1. Making copies with the researcher's own device**

- 4.1.1. Researchers enrolled in the archives can make copies with their own digital camera, mobile phone or tablet, after purchasing a photo ticket or pass.
- 4.1.2. The photocopy must be made in such a way that the copying device cannot come into physical contact with the document to be copied. In special cases, at the written request of the researcher, the competent deputy director-general of the National Archives or, in the case of county archives, the director of the member institution may authorise in writing the use of other copying equipment (e.g. video camera, film recorder) owned by the researcher.
- 4.1.3. The use of special lighting (e.g. flash) or other special photographic equipment or methods is prohibited. The use of a tripod may be authorised by the researcher, but only if it does not obstruct the free movement of other researchers or archives staff or restrict designated escape routes.
- 4.1.4. A record may be made of any archival material released, except for documents released in the course of research authorised in the original. Copies of such documents may be ordered only from the archives, subject to payment of the fees for archival services in force.
- 4.1.5. The archival material held by the archives may only be copied for research and data collection purposes. When making copies of such documents, the researcher is required to fill in the declaration on the use of archival material held in copy by the Hungarian National Archives (Annex 12).
- 4.1.6. Researchers are not allowed to make copies of duplicate copies of public birth records.
- 4.1.7. The current rates for photo tickets and passes are published on the Archives' website. The redemption of photo tickets or passes is free of charge for employees of the Archives, for members of the Association of Hungarian Archivists upon presentation of a valid membership card, and for employees of institutions exempted by special agreement.
- 4.1.8. Photo tickets or passes can be requested on the form available in the research rooms or downloaded from the website (Annex 9), which the researcher can obtain after issuing an invoice confirming payment. Half-day tickets are valid for four hours and must be valid to the nearest hour and minute. Half-year passes are valid for 183 calendar days and annual passes for 365 calendar days.
- 4.1.9. Recordings made by the researcher using his/her own equipment may not be used for publication purposes. Publication authorisation may be granted only for recordings made

by the archives, except with the permission of the Director-General after notification of the member institution or department concerned.

- 4.1.10. The photo ticket and photo pass are valid in any member institution and research room of the Archives, regardless of the place of issue, and are not transferable or alienable.
- 4.1.11. In case of loss, a replacement of the half-year/annual photo pass can be requested by re-completing Annex 9. Multiple eligible photo tickets cannot be replaced.
- 4.1.12. When making the recording, it is forbidden to fold the document in such a way as to cause physical damage. If it is necessary to fix the document in order to take the photograph, the researcher shall be provided with a suitable weight by the researcher. The researcher shall provide information on how to fix the document. Any other means or method of fixing the document is prohibited.
- 4.1.13. Violation of the rules on digital photography may result in the revocation of your photo ticket or pass.

## **4.2. Copying done by the archives**

- 4.2.1. The researcher may request a copy of the archival material at his/her own expense, using only the form provided for this purpose (Annex 8). If the researcher requests a copy by clicking on the Contact Us button on the Hungaricana site, the archives will contact him/her by e-mail and ask him/her to fill in the form.
- 4.2.2. Copies are always made by the archives with due regard for the preservation of the archives, using only techniques that do not damage the material.
- 4.2.3. The archives may refuse to make a copy if the reproduction process or the frequency of the reproduction process damages the physical condition of the archival material or endangers its preservation. The archives must give written reasons for refusing a request for reproduction within 14 working days.
- 4.2.4. In all cases, the copy(s) will be delivered after payment of the copying fee. Copies may be paid for by invoice by bank transfer or in cash. If the archives post the invoice on paper, the postage is charged to the customer and must be settled at the same time as the transfer.
- 4.2.5. The digital images are delivered via the archives' cloud service, and the link to the folder containing the ordered images is sent to the customer by the archives.
- 4.2.6. The photocopies can be picked up in the research room or mailed to the customer. In the latter case, the cost of postage is to be borne by the customer and must be settled at the same time as the payment of the copying fee.
- 4.2.7. If the researcher fails to pay for the services ordered, the employee in charge will send the researcher a payment reminder, no more than twice, with a deadline of 8-8 calendar days. In the event of non-payment, the competent Deputy Director-General in the case of the National Archives and the Director in the case of the county archives will suspend the right to order further copies until the amount has been paid.
- 4.2.8. If the researcher requests an anonymised copy of the archival material containing personal data, the procedure in this case shall be in accordance with section 3.3.5.2.1.3. of this Code.
- 4.2.9. Researchers are not allowed to make copies of duplicate copies of public birth records.
- 4.2.10. Copies may be made of archival material held by the archives solely for the purpose of research or data collection. When ordering a copy of such documents, the researcher is required to fill in the declaration on the use of archival material held in copy by the Hungarian National Archives (Annex 12).

### **4.3. Use of copies**

- 4.3.1. Copies of material held in the archives, by whatever means and whatever technique, may be used by the researcher for research or educational purposes only, with an indication of the location and the reference. The use of digitally accessible content that can be searched online is subject to the provisions of the relevant legislation and these regulations.
- 4.3.2. The copy may be published in any form, printed or electronically, only with a publication authorisation.
- 4.3.3. Authorisation for publication may only be requested using the standard form (Annex 11).
- 4.3.4. In all cases, in order to obtain permission to disclose archival material held by the archives in copy form only, the archival institution holding the original material must be contacted.
- 4.3.5. In the case of publications that do not enter into commercial circulation, the head of the Research Services and Specialised Library Department of the National Archives - in consultation with the head of the department holding the document, if necessary - or the director of the county archives may issue the permission for publication. In the case of publications for commercial circulation, the Deputy Director General for Collections is responsible for issuing the permission to publish.
- 4.3.6. In each case, the compensation for the authorisation to publish is determined on a case-by-case basis, taking into account the nature of the publication, the number of copies and the number and quality of the copies to be published, and is valid for a single use only.
- 4.3.7. In the case of a paper publication, a minimum of one copy must be requested for the archives library as compensation for the permission to publish. It is the responsibility of the issuer of the publication authorisation to check that the requested copy has been received by the library.

### **5. Operating arrangements for the research rooms**

- 5.1. During the opening hours of the research room, the archives are obliged to ensure that the research room is supervised at all times, that the archival material can be researched in safe and undamaged conditions, that researchers are provided with archival material and that they are given appropriate professional information.
- 5.2. The researcher is obliged to familiarise himself/herself with and comply with the provisions of these regulations, and the researcher is entitled and obliged to monitor compliance with the regulations on the use of archival material.
- 5.3. The researcher must preserve the order and physical condition of the archival material released to him/her for research. The use of any mark, inscription or correction on the archival documents, the disturbance of the order of the documents, or the making of notes on the documents is prohibited.
- 5.4. If the researcher disturbs the order of the research room in any way or endangers the condition of the researched documents and does not stop this activity when requested to do so by the research room employee, the research room employee will take back the documents, and informs the competent deputy director-general in the case of the National Archives and the director of the relevant institution in the case of the county archives, who may cancel the researcher's visitor's ticket issued for the calendar year in question and refuse to issue a new visitor's ticket for the year. The archives must inform the researcher in writing and give reasons for its decision.
- 5.5. In addition to the necessary criminal sanctions, the visitor's ticket will be cancelled if the researcher steals archival material from the archives, damages the archival material intentionally or negligently, arbitrarily changes the order of the archival material issued to him/her, removes or changes the location of markers (e.g. the guard's ticket) placed

between the documents, and refuses to restore the original storage order of the documents despite a warning .

- 5.6. Researchers may only bring pencils, their own notes, writing pads, portable computers, cameras, mobile phones and tablets into the research room, other luggage is kept safe by the archives.
- 5.7. It is forbidden to bring bags, food, drinks, pens, objects dangerous to persons or documents into the research room, to talk loudly, to use the telephone, or to disturb other researchers or research service staff in any way.
- 5.8. Priority for the use of the computers in the research room is given to researchers who are researching copies of the archives' records or archival hungarica and the databases containing them. Therefore, in the event of a lack of space, space should be made available to researchers who are researching other content that is freely available on the archives' network (e.g. Arcanum Digital Library, National Audiovisual Archive).
- 5.9. The Archives reserve the right to issue or cancel a visitor's ticket and to suspend research in the event of inappropriate behaviour (rude, aggressive, offensive) towards research staff or any other persistent circumstances that interfere with the peace and quiet of the Archives staff and other researchers and their right to normal work (e.g. unclean clothing, lack of personal hygiene in public areas, loud talking, use of prohibited tools).
- 5.10. If the researcher wishes to enlist the help of another person (e.g. an interpreter) to study the documentary material, the assistant must be registered with the archives under the same conditions as the researcher requesting the help (e.g. in the case of scientific research, a supporting statement must be provided not only for the researcher but also for the assistant)
- 5.11. The researcher may use the reference library material in the research room while keeping it in order.
- 5.12. If there is an archival scientific library in the building, the researcher can also use its services with a valid visitor's pass for the year. Details of the operation and use of the archives library are set out in the library's rules of use, which are available at the link below:  
[https://mnl.gov.hu/mnl/ol/hasznalati\\_szabalyzat](https://mnl.gov.hu/mnl/ol/hasznalati_szabalyzat)
- 5.13. If the researcher damages the library and reference library volumes and publications in the research room through improper use or intentional damage, he/she is obliged to replace the damaged volumes or to reimburse their market value.

## 6. Final provisions

- 6.1. In matters not or not fully regulated in these Rules, the relevant provisions of Act V of 2013 on the Civil Code, Act C of 2012 on the Criminal Code and the relevant provisions of the legislation listed in the introduction to these Rules shall apply.

These Rules shall enter into force on 1 March 2024. At the same time, the Research Regulations No MNL/FOIG-T/45844-1/2022 will be repealed.

The Department of Research Services and Specialised Libraries of MNL is responsible for the technical aspects of the Code.

The annexes that form part of the Code are kept up to date by the Archives.

Budapest, as per the date on the electronic signature.

Dr. Csaba Szabó  
Director General

## Annexes to these Rules:

### Forms

1. Annex No: Supporting resolution
2. Annex No: Researcher's declaration on the processing and use of personal data
3. Annex No: Declaration issued by the transferring body
4. Annex No: Declaration issued by the person transferring the file
5. Annex No: Declaration issued by a certification body
6. Annex No: Request for a search of documents in the original
7. Annex No: Declaration of liability
8. Annex No: Order a copy
9. Annex No: Photo ticket/rental
10. Annex No: Form requiring anonymisation
11. Annex No: Request for permission to use copies of documents from the Hungarian National Archives
12. Annex No: Declaration on the use of archival material held in copy by the Hungarian National Archives
13. Annex No: Consent to search for a document containing personal data

### Factsheets

14. Annex No: Privacy notice
15. Annex No: Information on data protection requirements for researchers from foreign countries
16. Annex No: Sample researcher profile sheet
17. Annex No: Visitor ticket sample
18. Annex No: Sample accompanying ticket/special ticket

## **ANNEXEK**

## PUBLICATIONS

**SUPPORTING RESOLUTION**

Date of receipt by the archives: 20

Name of the body issuing the declaration

Address of the body issuing the declaration

By signing this supporting resolution, the representative of the body issuing the declaration declares, under his or her responsibility under criminal law, that the body issuing the declaration is a body with a public-service mission carrying out scientific research for its intended purpose.

Pursuant to Paragraph (3) of Article 24 of Act LXVI of 1995 on Public Records, Public Archives and the Protection of Private Archival Material (name),

(place and date of birth),

(permanent residence)

asked for my support for his research at the Hungarian National Archives.

The subject of the research :

The time frame of the documentary material to be searched:

On the basis of the detailed research plan submitted, I have determined that the research is for scientific purposes; I support the authorisation of research in archival material.

Dated: /20 year month day

the handwritten signature of the person making the declaration

P. H.

name and position of the person issuing the declaration

A statement of support may be issued by the head of a public body carrying out scientific research for its intended purpose.

For example:

- Heads of the research institutes of the Eötvös Loránd Research Network,
- Heads of accredited higher education institutions and heads of education departments,
- heads of research institutes established by law or government decision,
- the directors of public foundations established by law or government decision to carry out scientific research as a statutory task,
- the heads of national, county, city and capital museums and libraries that also carry out scientific research,
- managers of public archives.

By issuing a Statement of Support, the issuing body also certifies that it is a public body carrying out scientific research for its intended purpose. The archives may request that the researcher submit one of the following documents as an annex to the Statement of Support:

- a copy of the articles of association,
- a copy of the public service delegation contract,
- a copy of the articles of association in the case of a public benefit activity.

The archives may request a certified copy in Hungarian of the Supporting Resolutions and their annexes issued in a language other than Hungarian.

For countries outside the European Economic Area, the Supporting Resolution must be accompanied by a certificate of compliance with the GDPR data management standards.

The Sponsor's Statement is valid only if signed by the head of the body sponsoring the research, with his/her name and position legibly indicated, and bearing the official stamp of the body. In the case of delegated authority, a copy of the relevant regulations must also be submitted.

The researcher may send the Supporting Statement in its authentic electronic form or present it in person at the archives on paper. In the latter case, the archives will make a digital copy, which will be authenticated by the person who made the copy and the original will be returned to the researcher.

The Supporting Resolution will be processed by the Archives within 15 calendar days. The Archives are obliged to reject the scientific research application in case of an inappropriate content or form of the statement. In the written notification of rejection, the archives shall state the exact reasons for the rejection and inform the researcher of the legal remedies available to him/her under the Act.

**RESEARCHER'S DECLARATION ON THE PROCESSING AND USE OF PERSONAL DATA**

for the scientific research of documents containing personal data before the expiry of the protection period provided for in Act LXVI of 1995

I, the undersigned, undertake to process and use the personal data collected from the archival material of the Hungarian National Archives received for research purposes in the manner specified in the General Data Protection Regulation 2016/679 of the European Parliament and of the Council and Act CXII of 2011 on the Right to Information Self-Determination and Freedom of Information.

Dated: /20    year    month    day

signature

legible name

**DECLARATION ISSUED BY THE TRANSFERRING BODY**

Date of receipt by the archives: 20

Based on § 23 of Act LXVI of 1995 on public records, public archives and the protection of private archival material

(name),

(place and date of birth),

(permanent residence)

for research at the Hungarian National Archives in the(z)

(name of transferring body)

(address of the transmitting agency)

I agree on behalf of.

The expiry date of the consent:

Name and archival reference of the document to be researched:

In the file

o carry out research.

o conduct research and make and have made copies.

Dated:     /20    year    month    day

the handwritten signature of the person making the declaration

P. H.

name and position of the person issuing the declaration

**DECLARATION ISSUED BY THE PERSON TRANSFERRING THE FILE**

Date of receipt by the archives: 20

Pursuant to Section 24 (2) b) of Act LXVI of 1995 on public records, public archives and the protection of private archival material ( name),  
(name at birth)  
(place and date of birth),  
(permanent residence),

as a transferor/heir/relative/registered partner <sup>1</sup>I consent to the research  
..... to be carried out in the Hungarian National  
Archives.

The expiry date of the consent:

Name and archival reference of the document to be researched:

I declare to be the researcher on the file:

- can conduct research.
- conduct research and make and have made copies.
- use the personal data obtained for the purposes of the research, or
- use the document containing the personal data for the purpose of the research and may make and have made copies of such documents.<sup>2</sup>

Dated: /20years

the handwritten signature of the person making the declaration

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<sup>1</sup> Underline where appropriate.

<sup>2</sup> Please tick the appropriate categories.

**DECLARATION ISSUED BY A CERTIFICATION BODY**

Date of receipt by the archives: 20

Based on paragraph (1) of Article 25 of Act LXVI of 1995 on public records, public archives and the protection of private archival material

(name),

(place and date of birth),

(permanent residence)

for research at the Hungarian National Archives in the(z)

(name of transferring  
body)

(address of the  
transmitting agency)

I agree on behalf of.

The expiry date of the consent:

Name and archival reference of the document to be researched:

In the file

conduct research.

conduct research and make and have made copies.

Dated: /20    year    month    day

the handwritten signature of the person making the declaration

P. H.

name and position of the person issuing the declaration



**REQUEST FOR A SEARCH OF DOCUMENTS IN THE ORIGINAL**

Please fill in the form legibly and in the appropriate format.

**Name of the researcher:**

**Your email address:**

**Your visitor's ticket number:**

I request that the material of the Hungarian National Archives

to receive the originals of the documents marked.

**Justification of the request:**

Dated: /20    year    month    day

signature

\*

**Proposal:**

Date:

signature of the archivist responsible for the archives

I authorise/not authorise,<sup>3</sup> to

(name)

from the Hungarian National Archives in the  
documents in their original form.

to receive the marked

The licence is valid until .

member institution/department

signature of the head of

---

<sup>3</sup> The correct answer should be underlined.

### DECLARATION OF CONSENT AND LIABILITY

Please fill in the form legibly and in the appropriate format.

I, the undersigned, as the legal representative of a minor who has submitted a research form to the Hungarian National Archives, consent to the minor's enrolment in the Archives, and declare that I have read the Archives' data management information on the processing of personal data processed in connection with enrolment, and that I assume full criminal and financial liability in the event of any damage caused by the minor's failure to comply with the Research Regulations of the institution.

Dated: /20    year    month    day

signature

Details of the legal representative:

Name:

Place and date of birth:

Address:

Details of the minor:

Name:

Place and date of birth:

Address:

**ORDER A COPY**

File number: ..... /20.....

Request ID: ..... /20.....

Name of the customer .....

Mailing address: .....

Billing name, address: .....

Tax number (required for non-individuals): .....

Type of copy:  DIGITAL  PHOTOCOPY

When the copies are ready, please send me an e-mail to:.....

Payment method (tick the appropriate box):  Cash  BANK TRANSFER

The tariffs for Archives services are available on the Archives website.

	FILE ARCHIVES REFERENCE	PAGES / FOLIOS SERIAL NUMBER	PAGES / FOLIOS ITEM NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Comment:

.....  
 .....

I, the undersigned, have read the Research Rules of the Hungarian National Archives and acknowledge the contents thereof. The records may only be published in print, electronic publications or on the Internet with the prior permission of the MNL, for which the institution may charge a publication fee.

....., 20 .....

Signature of the customer\*

\* We recommend that you fill in the form electronically. In this case, an AVDH signature is also accepted.

## MNL Photo ticket/pass


Serial No: ..... /20 .....MNL.....

Name of the researcher: .....

number of visitor tickets: ..... /20 .....

Signature of the person issuing the photocard: .....

The 10 valid photo tickets can be used within one year of the exhibition, the half-year pass within 6 months, on any working day of your choice. Photo tickets are non-transferable, non-alienable and, in the event of loss, can only be replaced by the half-year/annual photo pass.

Duration		Validity (start)	
	Half day / One day		
	10 suitable	1.	6.
 P.H.		2.	7.
		3.	8.
		4.	9.
		5.	10.
		Half-year pass	
	Annual season ticket		

---

## MNL Photo ticket/pass


Serial No: ..... /20 .....MNL.....

Name of the researcher: .....

number of visitor tickets: ..... /20 .....

Signature of the person issuing the photocard: .....

The 10 valid photo tickets can be used within one year of the exhibition, the half-year pass within 6 months, on any working day of your choice. Photo tickets are non-transferable, non-alienable and, in the event of loss, can only be replaced by the half-year/annual photo pass.

Duration		Validity (start)	
	Half day / one day		
	10 suitable	1.	6.
 P.H.		2.	7.
		3.	8.
		4.	9.
		5.	10.
		Half-year pass	
	Annual season ticket		

## **CONDITIONS FOR USING YOUR OWN DIGITAL CAMERA IN THE HUNGARIAN NATIONAL ARCHIVES**

- Photo tickets and passes can only be purchased and used with a valid visitor's pass.
  - A valid photo ticket or pass for a specific occasion or period of time must be purchased before the photo can be taken.
  - You can take photos with a camera, mobile phone or tablet. Scanners are not allowed in the research room.
  - Please make sure that the documents you wish to photograph are available in the research room before you buy your photo ticket or photo pass.
  - A valid photographic ticket or pass and the material to be photographed must be presented to an employee of the archives in the research room at all times.
  - It is the right and duty of the employee of the archives to monitor the recording. The head of the research room or his/her delegated employee(s) is/are entitled to control and prohibit the photographing of records in accordance with the restrictions of the archives.
  - In general, the volumes in the library's collection, and the volumes and microfilms of birth records after 1895, are not photographed.
  - Flashlights and other illuminating devices must not be used!
  - Research copies of documents held by the Hungarian National Archives, regardless of type or medium, may only be used for research purposes and may not be published, disclosed or made publicly available, in whole or in part, in any way. The archives will only grant a publication licence for records made by archival reprography.
- 

## **CONDITIONS FOR USING YOUR OWN DIGITAL CAMERA IN THE HUNGARIAN NATIONAL ARCHIVES**

- Photo tickets and passes can only be purchased and used with a valid visitor's pass.
- A valid photo ticket or pass for a specific occasion or period of time must be purchased before the photo can be taken.
- You can take photos with a camera, mobile phone or tablet. Scanners are not allowed in the research room.
- Please make sure that the documents you wish to photograph are available in the research room before you buy your photo ticket or photo pass.
- A valid photographic ticket or pass and the material to be photographed must be presented to an employee of the archives in the research room at all times.
- It is the right and duty of the employee of the archives to monitor the recording. The head of the research room or his/her delegated employee(s) is/are entitled to control and prohibit the photographing of records in accordance with the restrictions of the archives.
- In general, the volumes in the library's collection, and the volumes and microfilms of birth records after 1895, are not photographed.
- Flashlights and other illuminating devices must not be used!
- Research copies of documents held by the Hungarian National Archives, regardless of type or medium, may only be used for research purposes and may not be published, disclosed or made publicly available, in whole or in part, in any way. The archives will only grant a publication licence for records made by archival reprography.

**FORM REQUIRING ANONYMISATION**

File number: .....

Request ID: .....

Please fill in the form **legibly / in block letters!**

**Name of the customer:** .....

**Mailing address:** .....

**Billing name, address:** .....

**Tax number (for non-individuals):** .....

**Payment method** (tick the appropriate box):  Cash

BANK TRANSFER

	STOCK NUMBER OF THE STOCK	ADDITIONAL INFORMATION <i>(e.g.: item, source, file number, etc.)</i>	PAGE NUMBER / FOLIO
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

The cost of anonymisation is HUF 300 per page and the cost of digitisation is determined on the basis of the tariff for archival services.

<p>I will bear the costs of anonymisation.</p> <p>Dated:..... /20years</p> <p style="text-align: right;">..... Signature of the customer</p>
--

**REQUEST FOR A PUBLICATION PERMIT FROM THE HUNGARIAN NATIONAL ARCHIVES  
USE COPIES OF YOUR DOCUMENTS**

We recommend that you fill in the form electronically. In this case, AVDH signature is also accepted.

<b>Name of applicant</b>				
<b>Your e-mail address</b>				
<b>Your mailing address</b>				
<b>Name and address of the sponsor</b> (sponsor can be an institution, publisher, editorial office)				
<b>Billing name, address</b>				
<b>Tax number</b> (for non-individuals)				
<b>Exact archival reference of the documents to be communicated</b> (please fill in on the supplementary sheet if there is not enough space)				
<b>Purpose of publication</b> (check the appropriate grey box)	<input type="checkbox"/>	scientific	<input type="checkbox"/>	publicist
	<input type="checkbox"/>	Education	<input type="checkbox"/>	private
<b>Form of publication</b> (tick the appropriate box)	<input type="checkbox"/>	book	<input type="checkbox"/>	TV/film
	<input type="checkbox"/>	newspaper, magazine	<input type="checkbox"/>	digital publication (DVD, CD)
	<input type="checkbox"/>	scientific journal	<input type="checkbox"/>	internet/online content services
	<input type="checkbox"/>	exhibition catalogue	<input type="checkbox"/>	other:
<b>Planned place of publication</b>				
<b>Intended title of publication</b>				
<b>Planned date of publication</b>				
<b>Planned circulation</b>				
<b>Nature of broadcasting for TV, radio</b> (tick the appropriate box)	<input type="checkbox"/>	local	<input type="checkbox"/>	Europe-wide
	<input type="checkbox"/>	regional	<input type="checkbox"/>	worldwide
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....., 20 ..years .....month .....day

.....

signature

\* Based on the instructions of the Director General of the Hungarian National Archives, the publication fee is determined on an individual basis. The publication permit is valid for one occasion.

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**ANNEXEK**

**SUPPORT**



**PRIVACY NOTICE**  
**THE TREATMENT OF PERSONAL DATA OF PERSONS CONDUCTING RESEARCH IN ARCHIVES**  
**IN THE HUNGARIAN NATIONAL ARCHIVES**

- (1) Please note that the personal data collected when issuing a visitor ticket will be registered by the Hungarian National Archives and processed in accordance with the provisions of this information.
- (i) **The Controller:** The Controller of your personal data is the Hungarian National Archives (Headquarters: 1014. Budapest, Bécsi kapu tér 2-4., Tel: +36 1 225 2883; e-mail: [info@mnl.gov.hu](mailto:info@mnl.gov.hu) - "**Controller**")
  - (ii) **Data Protection Officer:** the Data Controller has a Data Protection Officer, who may be contacted directly by the Data Controller on data protection matters under applicable law. The Data Protection Officer is Dr. Antal Horváth (address: 16 Hattyú utca IV. 2, 1015 Budapest, Hungary, e-mail: [adatvedelem@mnl.gov.hu](mailto:adatvedelem@mnl.gov.hu), tel.)
  - (iii) **Purpose of data processing:** issuing a visitor's ticket, publication permit and registering the researcher in accordance with the provisions of Act LXVI of 1995 on public records, public archives and the protection of private archival material ("Ltv."), fulfilling the registration obligation set out in the Ltv and checking/certifying the existence of the research conditions set out in the Ltv, and, in the case of a copy orderer, fulfilling the service.
  - (iv) **Legal basis of data processing:** Article 22 (2) - (4) of Act LXVI of 1995 on public records, public archives and the protection of private archival material ("**Ltv.**"), **which** obliges the Data Controller to process the data.
  - (v) The Hungarian National Archives operates a CCTV camera in its research rooms. The processing of personal data in this context is carried out in order to protect the assets of the Data Controller and indirectly to fulfil the obligations of the Data Controller regarding the preservation and protection of archival material as defined in Article 13 of Act LXVI of 1995 on public records, public archives and the protection of private archival material.
  - (vi) **Recipients (of the transfer) of personal data:** the Data Controller may transfer personal data only to the body carrying out a lawfulness check or exercising lawfulness supervision within the scope of its functions; to the court in connection with labour, civil or administrative proceedings; to the court, the prosecution service and the investigating authority in criminal proceedings.
  - (vii) **Transfers outside the EU:** the Data Controller will not transfer personal data collected in the context of research to a third country or international organisation.
- (2) Supplementary information pursuant to Article 13(2) of Regulation (EU) No 2016/679 of the EUROPEAN PARLIAMENT AND OF THE COUNCIL on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Regulation (EC) No 95/46/EC (the "**Regulation**")
- (i) **Duration of storage of personal data:**  
The Data Controller shall keep personal data collected in the course of, or generated in connection with, research activities in accordance with the rules applicable to the instrument containing the data:

- keeps documents containing personal data relating to the authorisation of research (research applications and data sheets and their annexes, records of researchers and visitor's tickets), complaints about research and the withdrawal of visitor's tickets for 15 years, after which the documents are archived,
  - paper application form filing book, researcher's logbook; 15 years for copy application filing book,
  - 10 years for paper application forms, paper documents relating to the exemption from the prohibition on the use of original documents and paper documents relating to publicity and royalty cases concerning the archives' records,
  - the retention period for paper order forms for the production and issue of copies for researchers is 15 years.
- (ii) **Information on the data subject's rights in relation to data processing:** You, as the controller of personal data processed by the Data Controller, may request from the Data Controller access to your personal data, rectification, erasure or restriction of processing, subject to the cases and exceptions set out in Article 17 of the Regulation, and object to the processing of your personal data.
- (iii) **Consent-based processing:** where the legal basis for processing your personal data is your consent, you have the right to withdraw your consent at any time. The right to withdraw consent does not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal;
- (iv) **Right to lodge a complaint with a supervisory authority:** you may lodge a complaint about the processing of your personal data with the competent supervisory authority:  
 Supervisory Authority name: National Authority for Data Protection and Freedom of Information  
 Address: 1055 Budapest, Falk Miksa utca 9-11.  
 Phone number: +36/1-391-1400  
 E-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)  
 Postal address: 1363 Budapest, PO Box 9.
- (v) **Source of personal data:** the personal data processed by the Data Controller are the data you have provided before the start of the research. The Data Controller does not process data from publicly available sources in connection with your research activities.
- (3) Personal data processed by the Data Controller in connection with its research activities

Researcher's Name, Birth Name, Mother's Name, Date and Place of Birth, Address, Mailing Address, Nationality,

Contact details (telephone/e-mail), subject to separate consent:

Other data generated indirectly in connection with the registration of research activity - the content of the documents listed in (2)(i) that may be related to the data subject.

**INFORMATION ON DATA PROTECTION REQUIREMENTS FOR RESEARCHERS FROM FOREIGN COUNTRIES**

Nationals of a Member State of the European Economic Area may search archival records containing personal data within the protection period if they have a valid Supporter's Statement.

Austria	Latvia
Belgium	Liechtenstein
Bulgaria	Lithuania
Cyprus	Luxembourg
Czech Republic	Hungary
Denmark	Malta
Estonia	Germany
Finland	Norway
France	Italy
Greece	Portugal
Netherlands	Romania
Croatia	Spain
Ireland	Sweden
Iceland	Slovakia
Poland	Slovenia

When authorising research by a national of a non-European Economic Area Member State, the existence of an adequacy decision pursuant to Article 45(1) of the General Data Protection Regulation shall be taken into account. According to the relevant provision, a transfer of personal data to a third country or an international organisation may take place if the Commission has determined that the third country, a territory or one or more specific sectors of the third country or the international organisation in question ensures an adequate level of protection. Currently, the following countries have an adequacy decision: Andorra, Argentina, Canada (business entities), Faroe Islands, Guernsey, Israel, Isle of Man, Japan, Jersey, New Zealand, South Korea, Switzerland, United Kingdom, United States (for entities participating in the EU-US Data Privacy Framework - a list of entities is available at <https://www.dataprivacyframework.gov/s/participant-search>) and Uruguay.

Nationals of other countries may search archival documents containing personal data within the protection period only with anonymised copies or with a declaration of consent from the data subject.

## RESEARCHER PROFILE SAMPLE

Name of the researcher:  
E-mail address:  
Authenticated through a client portal:  
Date:  
The researcher's birth surname:  
Birth surname(s) of the researcher:  
Mother's maiden surname:  
Mother's maiden name(s):  
The researcher's place of birth:  
Date of birth of the researcher (year-month-day):

### Researcher's permanent residence

Citizenship:  
Researcher's permanent residence  
Country:  
City:  
Road/street/space, etc.:  
House number, floor, door, etc.:  
Postal code:  
**The researcher's mailing address, if different from the permanent address**  
Country (mailing address):  
City (mailing address):  
Road/street/space, etc. (mailing address):  
House number, floor, door, etc. (mailing address):  
Postal code (mailing address):  
Phone number:  
Mobile number:  
The place to start the research is the following member institution of the Hungarian National Archives (MNL):  
The subject of the research:  
Time frame of the research topic (exact year or century):  
Nature of the research:

### Acceptance of a researcher's declaration

#### Statement

Accept: Yes/No

#### Declaration on the accessibility of information on consultation of archival documents

Can my mailing address be published: yes/no  
Can my e-mail address be published: yes/no  
Can my phone number/mobile number be given out: yes/no  
I would like to be notified of the release of my data to my mailing address: Yes/No  
Please notify me of the release of my data to my e-mail address: yes/no

I do not want to be informed about the release of my data: yes/no

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A kutatóterembe tászkát vagy az iratok épségét veszélyeztető anyagokat (étel, ital) bevinni tilos. Jegyzeteléshez csak ceruza használható, a nyomtatványok kitöltése pedig tollal történik.


Elveszett vagy rongálódott látogatói jegyet díjmentesen egyszer pótolunk, a továbbiakban ezért díj számolható fel.

A kutatási kérelem és a látogatói jegy használatának engedélyét évente meg kell újítani.

A látogatói jegyet az épületbe való belépéssel és távozással be kell mutatni.

A látogatói jegy birtokosa jogosult a Magyar Nemzeti Levéltár kutatótermében a hatályos jogszabályok és előírások keretein belüli kutatások végzésére.

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Kérés azonosítója <b>«Azonosító»</b>	Kérés azonosítója <b>«Azonosító»</b>
Kutató neve <b>«Kutató»</b>	Kutató neve <b>«Kutató»</b>
Leírási egység azonosítója <b>«Leírási_egység»</b>	Leírási egység azonosítója <b>«Leírási_egység»</b>
További jelzetelemek «Levéltári egység/jelzet»	További jelzetelemek «Levéltári egység/jelzet»
Kérés leadásának ideje <b>«Létrehozás_ideje»</b>	Kérés leadásának ideje <b>«Létrehozás_ideje»</b>
Kiadás tervezett ideje <b>«Kiadás_tervezett_időpontja»</b>	Kiadás tervezett ideje <b>«Kiadás_tervezett_időpontja»</b>
Megjegyzés «Jegyzetek»	Megjegyzés «Jegyzetek»
Raktári jelzet <b>«Raktári jelzet» «Raktári egység típusa»</b>	Raktári jelzet <b>«Raktári jelzet» «Raktári egység típusa»</b>
	Átvétel időpontja: .....
	Kutató aláírása: .....