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Natural Immune Control System Zrt.



## Data Protection and Data Processing Regulations

The foremost goal of Natural Immune Control System Zrt. is to fully conform to all legal regulations of Hungary and the European Union regarding the protection of its committed customers' personal data. Moreover, it respects, in all cases, their fundamental rights to be provided information about the use of their personal data.

Natural Immune Control System Zrt. processes personal data confidentially, and it takes all security, technical and administrative measures that guarantee the security of data.

Natural Immune Control System Zrt. processes all personal data of its Customers according to the regulations of Act CXII of 2011 on Informational Self-determination and Freedom of Information, as well as to the specifications of the GDPR (Regulation 2016/679 of the European Parliament and of the Council).

## GENERAL INFORMATION

### 1. Processor of data and personal data

Hereby the processor of data ("Processor of Data") is Natural Immune Control System Zrt. (6720, Szege, Kárász utca 16. II. emelet 20. ajtó).

### 2. Contact in case of questions and problems

Should you have any questions or comments, any objection or query with regard to the processing of your data, do not hesitate to write to us to the following email address: [info@nics.hu](mailto:info@nics.hu). After receiving your email we will contact you forthwith.

### 3. Source of data

By selling and advertising our products and services, as well as by other business contact we can obtain your personal data in many different ways, especially as listed below:

Directly from you

- by creating contact via signing a contract
- by making inquiries or contacting us personally, via phone or electronically (eg. email)
- by contacting you personally, via phone, email or post with any other aim.

From other sources

- from any other person, administrator acting on behalf of you
- from electronic or offline intermediary platforms or through service providers
- from publicly available databases or other sources (eg. company register data)
- By surfing websites run by us we can also obtain personal data via log files and cookies regarding the use of the websites and certain technical features.

### 4. Place of data storage

Your personal data in electronic form is basically stored on our own servers or on servers run on behalf of us, and in paper form at our headquarters or on our premises.

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## Data Protection and Data Processing Regulations

### 5. Purpose of and claim for processing data

You will find information about the purpose of and claim for processing data at the section on certain data processing below. Please pay attention that the processing of certain data can have several purposes and claims simultaneously. In these cases we process the data for as long as there is one single established claim for it.

### 6. Duration of processing data

It is the standard guideline for each data processing item that the duration of processing and retaining data is determined by the purpose of processing data. If there are several purposes for one data then in every case the longer retention period prevails. If data processing is needed for the fulfilment of a contract in which you are one of the parties, or prior concluding the contract it is necessary for some measures to be taken on your request, then we process your data during the standing customer relations, or for the general limitation period, i.e. 5 years after the termination of customer relations. If processing of data is based on your approval we process your data until you withdraw your approval, or if the purpose of data processing is achieved earlier and there is no other purpose for processing your data, then until the achievement of the purpose. In any of the cases where we are obliged by legal regulations to retain certain documents, we store the personal data included in them for the retention period legally prescribed. In these cases the fulfillment of our legal obligation serves as the claim for processing of data, regardless whether there is any other established claim for processing of data.

Such legal regulations are included, among others, in:

- the Act on Accounting (i.e. Act C of 2000) for the accounting documents (e.g. invoice, contract, agreement, statement, credit institution record, bank statement, etc.), which we are obliged to retain for 8 years, as well as
- the act on the Rules of Taxation (i.e. Act CL of 2017) for tax documents, which we are obliged to retain until the termination of right for tax assessment.

In any other cases, for example if the claim for data processing is our legal interest or for other reason we act differently from the above, we will inform you about the duration of data processing below.

### 7. The addressees of data

The data cannot be accessed by everybody. On the one hand, we use data processors for certain reasons, and on the other hand, we regulate who can access the data inside and outside the Data Processing organization. Supplying of personal data is strictly restricted to a reasonable degree necessary for meeting the above mentioned objectives.

Within its own organization of the Data Processor your personal data can be solely accessed by employees occupying the prevailing fields of activity and the decision makers controlling or supervising them – or the employees occupying certain jobs on the preparatory levels, whose work is necessary for meeting the objective of data processing. These colleagues, complying with the principle of least privilege, access data solely to the minimal necessary degree. Through our internal procedures and organizational measures we intend to make sure that the protection of your data consistently prevails in all our business processes.

### 8. Your rights

With regard to the processing of data you are entitled to the rights listed here.



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You are provided with these rights since 25 May 2018 by the GDPR (i.e. Regulation (EU) 2016/679 of the European Parliament and the European Council) and the Hungarian Data Protection Act (i.e. Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information).

### Right of access

Basically, this means providing information as to what data, for what purpose and in what way we process about you. You have the right to obtain feedback from us as to whether your personal data are being processed, and if that is the case, you are entitled to obtaining access to the personal data themselves and all the relevant information related to their processing. Such information is, for example, the purposes of the processing, the categories of personal data concerned and your rights. Furthermore, you have the right to be provided a copy of the personal data being processed. The copy provided for the first time is free of charge, for any further copies we may charge you a reasonable fee based on administrative costs if the size of the requested data justifies this. If you have made a request by electronic means, you have the right to receive the information in a commonly used electronic form (e.g. as PDF or Word document).

### Right of rectification

You have the right to request us to provide you, without undue delay, the rectification of any inaccurate personal data concerning you. If necessary, you can also request incomplete personal data to be completed.

### Right to withdrawing consent / right to erasure

If the data processing in question is based on your consent, you have the right to withdraw it at any time and to request from us to erase the personal data concerning you without undue delay. This right does not apply to such data processing that is not based on your consent. We indicate, in all cases, the claim for data processing below.

### Right to restriction of data processing

You have the right to request from us the restriction of data processing. This implies that we can only store the restricted data and in any other ways we can only use it with your consent or in certain legal cases. You may request the restriction of data processing if, among others, you contest the accuracy of the data and you ask from us to verify them, or if you find our data processing unlawful but you oppose the erasure of the data and request the restriction of their processing instead.

### Right to data portability

If the data processing in question is based on your consent, or it is connected to the fulfilment of the contract, you have the right to obtain the data in a structured, commonly used and machine-readable format (e.g. PDF or Word) and transmit them to another data processor. Furthermore, you have the right to have your personal data directly transmitted from one data processor to another, if it is technically feasible.

### Right to objection

Please read this paragraph about the right to objection very attentively. If the processing of data is needed to vindicate the legitimate interests of the Data Processor or a third party, you have the right to object at any time, on grounds related to your particular situation, to processing of data. In this case we can no longer process data, unless we demonstrate compelling legitimate reasons for processing that have priority over your interests, rights and freedom, or that are connected to the establishment, vindication and defence of legal claims.

### Right to lodging a complaint

Should in your opinion the processing of personal data infringe the GDPR or any other legal regulations, we recommend that you contact us first in order to provide an answer to your question as quickly and effectively as possible.

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## Data Protection and Data Processing Regulations

If you do not wish to contact us, in case of an offense, you may lodge a complaint with the National Authority for Data Protection and Freedom of Information.

The Authority's contact:

Office: 1125 Budapest, Szilágyi Erzsébet fasor 22/C.

Postal address: 1530 Budapest, Pf.: 5.

Phone: (06-1) 391-1400

E-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

Website: <http://www.naih.hu>

### 9. The modifications and accessibility of the information

This information is refreshed at any time it needs some specifications or amendments for a certain reason. The date of the information is determined by the date appearing at the of this document. The amendments and modifications take immediate effect at the announcement of the refreshed information. The announcement takes place on our website. You are recommended to carefully read through the information every so often in order to be informed about the changes concerning you.

Valid as of: 25 May, 2018

## CONTRACTUAL CONTACTS (CONTRACTS WITH DISTRIBUTORS, SUPPLIERS, ETC.)

### 1. Categories of processed data

Depending on the type of the given product/service and the contract:

#### Contact / identification data

Name, data of birth, mother's name, ID number, address, email address, phone number, invoicing information, any other personal data given in the contract (especially tax number, social security number), and business data (company registration number, name, registered location, tax number, bank account number).

### 2. Consequences of failing to provide data

If you do not provide the necessary data, we cannot sell our products to you, or provide you with our services, or we are not able, in a given situation, purchase and use the products or services you offer. It might also occur that you, as a contact person fail to provide data in the case of a business-to-business (B2B), which can result in failing to sign or fulfil the contract.

### 3. Purpose of and claim for processing data

The purpose of our data processing is to sell our products and provide services to you, including, among others, the sales of moveable property, and the services matching our profile. Furthermore, the purpose of data processing is to fulfil our legal obligations for warranty or guarantee with regard to products or services, as well as any other obligations prescribed in contract or legal regulation. If you offer products or services for us, the purpose of data processing is to make us able to utilize them. If you are not the contracting party but act on behalf of a company or another entity, as the representative or proxy of the contracting party, or their contact person indicated in the contract, the purpose of data processing is to fulfil the contract signed with the contracting party connected to you.

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During the processing of personal data Natural Immune Control System Zrt. ensures the security of data, observance of regulations concerning data processing, and provides the protection of private sphere of those concerned. The protection of personal information is served by the different degree of rights of access to different databases within the company.

As a result, only our own colleagues designated for this have the right to access personal data for the sole purpose of completing their tasks, as well as to carry out the service used or wanting to be used by the Customer, and to respond to their possibly arising questions and observations.

If the Customer wishes to purchase the product within the instalment scheme, the Consultant is bound to verify the validity of their data, and in case of no payment they have the right to contact the Customer.

### Claim for data processing

Data processing is needed for the fulfilment of the contract in which you are one of the parties, or prior concluding the contract it is necessary for some measures to be taken on your request. If you are not the contracting party but the representative or the contact person in the case of a business-to-business (B2B) contract, the processing of data is based on our legitimate interests. This means that on the grounds of realizing or fulfilling the contract we have concluded with the organization which employs or contracts you, our interest necessary for data processing have priority and basically it does not restrict your interests or fundamental rights and freedoms.

Furthermore, the claim for processing data is meeting our obligations regarding demands for warranty and/or guarantee.

A further claim for data processing can be a legitimate interest after the termination of a contract, if there is still a settlement dispute between the parties.

### **4. Addressees of data**

Certain services (e.g.. shipping, accounting service) are provided by external partners that can be considered to be separate data processors in the given case. In connection to these services we transmit data to our partners.

If you are in a contractual relation with Natural Immune Control System Zrt., your data connected to accounting services is processed by eutax.hu Bt (company registration number: 06-06-016410, address: 6724 Szeged, Árvíz utca 4. A. ép. 1. em. 2.), and the data connected to courier service activity is processed by GLS General Logistics Systems Hungary Csomag-Logisztikai Kft (company registration number: 13-09-111755, address: 2351 Alsónémedi, GLS Európa utca 2.).

In case of a legal dispute we transmit the data to our legal representative.

## APPLICANTS FOR JOB OFFERS

### **1. Categories of data processed**

Contact data

- your surname and first name
- your postal address
- your email address
- your phone number





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## Data Protection and Data Processing Regulations

CV data

- qualifications, previous workplaces, experience
- data related to their present or previous pay
- any other information regarded as personal data announced in the CV, motivational letter or other way during recruitment

### 2. Consequences of failing to provide data

In case of failing to provide data we are not able to process your application and give feedback with regard to that.

### 3. Purpose of and claim for processing data

The purpose of data processing is to be able to carry out the recruitment process, to make sure you are suitable for the advertised position and to decide to whom we will offer to conclude a contract. The processing of your personal data is necessary to enforce our legitimate interest. This means that our interest related to the recruitment process have priority and basically it does not restrict your interests or fundamental rights and freedoms.

### 4. Duration of data processing

In case of an unsuccessful application your data are processed for four months after closing the recruitment process so that we can reconsider your application if the employment of the recruited applicant ends during the probation period. In case of a successful application your data are processed from the date of concluding the work contract according to the separate data processing information for employees.

## WEB PAGE VISITORS (COOKIE REGULATION)

During your visit to our website the system places so-called cookies to the internet browser of your computer. We process the user's personal data collected with the help of cookies. Cookies are small text files containing letters and numbers, placed on the user's terminal equipment (computer, mobile phone, other tools) by the web server of the website visited by the user. They store information about the user, as well as the connection between the user and the web server. They enable to track the efficiency, user mode, operation, malfunction and number of visitors of the website, as well as to enhance user experience; all these serve also as the purpose of data processing.

The following types of cookies can be placed by our web server on your equipment:

#### *Anonym analytical cookies*

Analytical cookies collect information about the visitors needed for analyzing the statistical frequency of visits of the website. Such information is, for example, the number of visitors of the web page, the duration of visit spent on the website, navigation related questions, i.e. how the visitor found the web page (by clicking on an advert or another way). Thus analytical cookies transmit information about your internet browsing habits that provide help to develop our web page through analyzing visitor's satisfaction and the popularity of our website.



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### *Profile processing (authentication) cookies*

Our website enables the user to register there by providing their personal data and then to sign in. Thus authentication cookies enable the processing of user identifiers and saved information, thus the user's personal identification and access to any permitted content during visiting our web page consecutively.

### *Third-party cookies, used for advertisements*

These cookies are installed on our website by third-parties for the sake of behaviour-based advertisement through which the third-parties can, for example, track how many visitors have seen and how many times the given advertisement. Regarding third-party cookies, the data processing regulation of the third-party is governing and we do not have any influence on its content, therefore we recommend you to study it separately.

### *Other third-party cookies*

The website can track, with the help of third-party cookies, the internet surfing habits of visitors, thus it can offer them different services, such as requesting a catalogue or applying for test driving. Through the operation of these cookies neither us or the third-party have access to the information stored in cookies used by the other party.

### *Flash cookies (local shared objects)*

It is possible that we place multimedia content on our website, which can be viewed by using the Adobe Flash Player program. Flash cookies, or so-called local shared objects, store technical data (picture quality, web link, speed) necessary for playing video or audio content on the web page. They are capable of providing certain services (e.g. so-called „auto-resume”) and saving user preferences regarding media content.

The processing of data through cookies is based on your consent. Without your consent, or after withdrawing your previously given consent, our website does not place any cookies on your equipment.

### **Handling cookies by the users**

Cookies – except flash cookies - can be removed at any time by the users in the Settings menu of their internet browser. Here the users can also set to accept or to refuse using cookies. The way of doing so is contained in detail in the operational document of the browser you use. Flash cookies are also stored on the terminal equipments of the user but their handling is not feasible in the browser. These types of cookies can be manually deleted or their settings modified according to the prevailing information found on the Adobe website.