

Information on Data Management relating to Client Services

On data management of personal data within the framework of client services of the **Budapest City Archives** (hereinafter "Archives") relating to the disclosure of individual data.

The Archives as controller of personal data (hereinafter "Controller") hereby informs those concerned on the general practice of data management in the course of client service activities, the measures taken in favour of protection of the personal data and the parties concerned shall be informed of their right of appeal.

This data management declaration is based on Article 20(2) of Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information (hereinafter "Privacy Act"), according to which it is necessary for all those concerned to be provided with clear and comprehensive information prior to the data management, especially its purpose, legal basis and duration, the name of the data controller and the data processor, whether the respective personal data is being processed under the Article 6(5) of the Privacy Act, or who may have access to the data. The information shall include the rights and legal remedies of those concerned.

Under Article 4(1) of the Privacy Act personal data may only be managed for specific purposes, exclusively for the performance of specific obligations and the exercise of specific rights. The purpose of data management must be complied with in all stages of data management; recording and management of personal data shall be done under the principle of lawfulness and fairness. Under 4(2) of the Privacy Act the personal data processed must be essential for the purpose for which they were recorded, and it must be suitable to achieve that purpose. Personal data may only be processed to the extent and for the duration necessary to achieve its purpose.

1. Data of the Controller

Budapest City Archives
(abbreviated name: BCA, seat: H-1139 Budapest, Teve utca 3-5., represented by Dr. István Kenyeres,
Director General)
Contact information:

Phone: +36 1 298 7500

E-Mail: bfi@bparchiv.hu

Website: www.bparchiv.hu

2. Purpose of data processing

Purpose of present data management is to identify the persons requesting individual data from the Archives in the course of client services pursuant to Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives.

3. Legal basis of data processing

Data management will be done on the basis of the consent of the concerned person with reference to point (a) of paragraph 5(1) of the Privacy Act. Those concerned as persons seeking for information shall give their written consent to the management of their personal data.

4. Scope of data collected by the Controller

In case of appearance in person, the following data are required in case of general affairs: the client's name, mother's maiden name, place and date of birth, address, number of identity card or any other documentary proof of identity. Name, place and date of birth, mother's maiden name, address, number of identity card or any other documentary proof of identity of the person to be researched.

Client service forms to be filled in

In case of term of study certification: name, mother's maiden name, place and date of birth, permanent address, number of identity card or any other documentary proof of identity, phone number of the person to be researched; when acting on behalf of a third party, personal data of the proxy (name, number of identity card or any other documentary proof of identity)

In case of term of employment certification: name, mother's maiden name, place and date of birth, permanent address, number of identity card or any other documentary proof of identity, phone number of the person to be researched; when acting on behalf of a third party, personal data of the proxy (name, number of identity card or any other documentary proof of identity)

In case of divorce (judicial document in civil matters): name, mother's maiden name, place and date of birth, permanent address, number of identity card or any other documentary proof of identity, phone number of the applicant; name, mother's maiden name, place and date of birth of the wife; name, mother's maiden name, place and date of birth of the husband, address at the time of the divorce, supplemented by the name of the court and the year of the divorce.

In case of inheritance cases: name, family relationship to the person in question, permanent address, phone number, number of identity card or any other documentary proof of identity of the applicant; when acting on behalf of a third party, personal data of the agent (name, number of identity card or any other documentary proof of identity). As stated by the applicant: name of the deceased, mother's maiden name of the deceased, the exact date of the death, last permanent address of the deceased, in case of last will names of persons involved in the testament.

In case of building permit decision (building- and occupancy permit): name, permanent address, postal address, phone number, email address of the applicant, address of the real estate at the given time, land registry number, name of the developer, type of the building.

In case of military care procedure: name, mother's maiden name, place and date of birth, permanent address, number of identity card or any other documentary proof of identity, phone number of the applicant, when acting on behalf of a third party, personal data of the agent (name, number of identity card or any other documentary proof of identity) supplemented by the data of the person killed in action or becoming a POW or crippled.

5. Duration of the data management

Duration of the data management is linked to the purpose of data management under the current Record Management Regulation and Record Office Schedule of the BCA, documents shall be kept for at least ten years.

6. Information on engaging another processor

Controller does not engage another processor.

7. Persons entitled to apprise data

Data provided by the concerned persons can be accessed solely by authorised staff members within the same Controller.

8. Information on data security measures

Controller is a municipal budgetary entity, the functioning of which is regulated, internal rules apply for filing documents and the operations of the IT system(s).

Controller ensures the protection of the received personal data and takes technical and organisational measures and lays down the rules of procedures to comply with Privacy Act and GDPR¹, as well as other regulations on data protection and rules on confidentiality.

Controller implements suitable protection measures on both server and application level to ensure its IT system and network safety against cyber fraud, espionage, sabotage, vandalism, fire, flood, as well as against computer viruses, hacker attacks, attacks that lead to service outages.

9. Information on data management based on Article 6(5) of the Privacy Act

Under Article 6(5) where personal data are recorded under the concerned person's consent, the Controller shall – unless otherwise provided for by law– be able to process the data recorded where this is necessary for compliance with a legal obligation pertaining to the Controller, or for the purposes of legitimate interests pursued by the Controller or by a third party if enforcing these interests is considered proportionate to the limitation of the right for the protection of personal data, without the data subject's further consent, or after the data subject having withdrawn his consent.

Controller shall inform the concerned persons that it applies the above-mentioned provision in line with the applicable rules on data management of the GDPR, where this is necessary for compliance with a legal obligation pertaining to the Controller, or for the purposes of legitimate interests pursued by the controller or by a third party.

10. Data subject rights and legal remedies

We kindly ask those concerned that if they feel that Controller has violated the right to the protection of personal data, please feel free to contact us so we could rectify any infringement. Hereby we inform those concerned that they can bring an action to assert their rights before a civil court or they can ask for the help of the Hungarian National Authority for Data Protection and Freedom of Information. Legal remedies and Controller's responsibilities are described by the Privacy Act (Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information) in detail.

In the event of any infringement of his rights, the person concerned may turn to court against the Controller. The court shall hear such cases in priority proceedings. If so requested by the person concerned, the action may be brought before the tribunal in whose jurisdiction the data subject's home address or temporary residence is located.

Requests for legal remedies and complaints can be filed with the Hungarian National Authority for Data Protection and Freedom of Information.

Name: Hungarian National Authority for Data Protection and Freedom of Information

Seat: H-1125 Budapest, Szilágyi Erzsébet fasor 22/C.

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

¹ 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 (General Data Protection Regulation)

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Controller reserves the right to make changes in the present information on data management. Changes in data management may not result in management of personal data for different purposes. Related information will be published in the client service office and on the website of the BCA.