

## PRIVACY POLICY

1. December 2025

Version 4

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### INFORMATION REGARDING THE DATA PROTECTION OF THE LAW FIRM RÖDL ÜGYVÉDI IRODA

Personal data: any information relating to an identified or identifiable natural person (hereinafter: **“data subject”**); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

The Law Firm Rödl Ügyvédi Iroda (hereinafter: **“Law Firm”**) as member of RÖDL Hungary (hereinafter: **“RÖDL”**) carrying out attorney work and legal advisory service comes into contact with personal data in the course of its procurement, service and marketing activities and in the course of the filling of vacant positions. The Law Firm acts in the course of the processing of the personal data of the natural persons according to the Regulation (EU) No. 2016/679 of the European Parliament and of the Council (of 27. April 2016) (English abbreviation: **“GDPR”**) and according to the related national legal provisions.

The Law Firm regularly controls whether its practice regarding the data protection complies with the applicable law and responsibly responds to the fulfilment of these obligations with particular regard to secure the privacy of the data subject and to the protection of the data. The Law Firm ensures the necessary protection also at the third persons who cooperate with the Law Firm.

The present information sheet includes the information in connection with the data protection regarding the services of the Law Firm.

#### Rödl International

Austria, Azerbaijan, Belarus, Brazil, Bulgaria, People's Republic of China, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Georgia, Germany, Hong Kong S.A.R., Hungary, India, Indonesia, Italy, Kazakhstan, Kenya, Latvia, Lithuania, Malaysia, Mexico, Myanmar, Norway, Philippines, Poland, Portugal, Romania, Saudi Arabia, Serbia, Singapore, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Thailand, Turkey, Ukraine, United Arab Emirates, United Kingdom, United States of America, Uzbekistan, Vietnam

#### Head Office

H-1062 Budapest, Andrássy út 121.

## **I. NAME AND CONTACT DATA OF THE CONTROLLER OF THE PERSONAL DATA AND OF ITS REPRESENTATIVES**

### **Rödl Ügyvédi Iroda (hereinafter: Law Firm)**

Seat: HU-1062 Budapest, Andrássy út 121.

Members, leaders and representatives: Dr. Christian Rödl European Community lawyer, KASZ (Bar Association No.): 36067910; Stefan Sieferer European Community lawyer, KASZ (Bar Association No.): 36068296; Dr. Sárközy Sándor Attorney at law, KASZ (Bar Association No.);, Reg.No.: Ü-15251

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Website: [www.roedl.hu](http://www.roedl.hu) (hereinafter: „Website”)

E-Mail: [budapest@roedl.com](mailto:budapest@roedl.com)

## **II. CONTACT DATA OF THE DATA PROTECTION OFFICER, IF ANY**

The Law Firm has examined the necessity of the appointment of a Data protection officer and has stated that the conditions referred to in Article 37. Subsection 1 GDPR are not relevant. Therefore, no data protection officer has been appointed. Regardless of the above, if you have questions regarding the processing of your data, please contact us under our above mentioned contact data and our colleagues provide you information and would gladly be at your disposal.

If the Law Firm decided to appoint a data protection officer later it will inform you about it in due course.

## **III. THE DATA PROCESSING ACTIVITY OF THE LAW FIRM REGARDING THE PROCESSING OF THE DATA OF THE SUPPLIERS**

### **1. The purpose of the processing of the personal data and the legal basis of the data processing**

The Law Firm processes the personal data regarding its future and current suppliers for the purpose of ensuring equipments necessary for its activity.

The purpose of the data processing carried out prior to the conclusion of the Contract (hereinafter: “**Supply Contract**”) is the carry out of the

measures requested by the supplier prior to the conclusion of the assignment according to Article 6. Subsection 2 lit. b) GDPR.

After the conclusion of the Supply Contract, the purposes of the data processing are the fulfilment of the Supply Contract and the legal obligations regarding the Data Controller and its legal basis is the fulfilment of the agreement and the legal obligation according to Article 6. Subsection 1 lit. b) and c).

The legal basis of the data processing regarding the Supply Contract is the legitimate interest of the Law Firm and of the Supplier according to Article 6. Subsection 1 lit. f) GDPR regarding the representative and contact person acting in the name of the supplier.

It is the legitimate interest of the Law Firm and of the Supplier that the contract will be carried out smoothly. It is necessary in this regard that the possibility to keep continuous contact and to submit questions will be ensured both regarding the representative and the contact person of the supplier.

The Law Firm processes the personal data set out in the taxation and accounting documents regarding the Supply Contract under the legal title of legal obligations and for the purpose of the fulfilment of the legally determined taxation and accounting obligations (accounting, taxation).

In case of the non-fulfilment of the Supplier, the legal basis of the data processing regarding the Supply Contract is the legitimate interest of the Law Firm in recovering the fulfilment and enforcing the claims.

## **2. Data subjects**

The future and current supplier of the Law Firm, the representatives and contact persons of the suppliers.

## **3. Scope of the processed data**

The name, address or contact address (including the seat and branch of the supplier), telephone number, E-Mail address, Fax number of the Data subjects and the personal data necessary for the conclusion and fulfilment of the Supply Contract and provided by the Data subject and other personal data (for example: tax number) set out in the documents necessary for the fulfilment of the taxation and accounting obligations.

#### **4. The recipients of the personal data and the categories of the recipients**

Representatives of the Law Firm and its Employees carrying out procurement tasks.

The personal data may be forwarded to the acting authorities, courts, opposing parties and third persons according to the purpose of the Supply Contract and of the data processing.

The recipients of the personal data set out in the documents serving the fulfilment of the taxation and accounting obligations are the employees and data processors of the Law Firm carrying out its taxation and accounting tasks.

The data will be handed over to the persons providing archiving, accounting and – in case of electronic communications – IT services to the Law Firm. In case of postal dispatches, the address data will be handed over to the Hungarian Post and to the assigned courier service provider.

For further recipients/data processors see attachment.

#### **5. The storage period of the personal data or if it is not possible, the specification of the determination of this period**

In case of the non-conclusion of the Procurement Contract, the storage period of the personal data is 1 year after the last date of contact and 5 years after the termination of the contract in case of the conclusion of the Procurement Contract.

The duration of the storage period of the data processed in the interest of the fulfilment of the taxation and accounting obligations is 8 years after the termination of the Procurement Contract.

If more periods refer to the storage of the data the longer period shall prevail.

#### **6. Information regarding the fact whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data**

The provision of data to the Law Firm is not a statutory or contractual requirement; the provision of the data regarding the conclusion of the Procurement Contract is a requirement for the conclusion of the Procurement Contract. The Data subject is not obliged to provide the personal data but the non-provision of the data may lead to the failure of the conclusion and fulfilment of the Procurement Contract.

#### **IV. THE DATA PROCESSING ACTIVITY OF THE LAW FIRM REGARDING THE DRAFTING OF OFFERS, THE CONCLUSION AND FULFILMENT OF THE AGENCY CONTRACTS, THE FULFILMENT OF THE TAXATION AND ACCOUNTING OBLIGATIONS, THE SENDING OF NEWSLETTERS AND INVITATIONS TO EVENTS AND REGARDING THE ESTABLISHMENT OF CONTACT ON THE WEBSITE**

##### **1. The purpose of the processing of the personal data and the legal basis of the data processing**

The Agency given for practicing the legal profession is the subject of a free agreement (Section 28. Subsection 1 Üt.); the agency contract (hereinafter: “**Agency Contract**”) shall be put in writing except when it is only aimed at providing legal advice (Section 29 Subsection 1 Üt.).

The contact may be established via telephone, fax, E-Mail or on our website under “Contact person” prior to the conclusion of the Agency Contract. Prior to the conclusion of the Agency Contract, the purpose of the data processing is the carry out of the measures requested by the Client prior to the conclusion of the assignment (including the provisions of a proposal) according to Article 6? Subsection 2 lit. b) GDPR.

After the conclusion of the Agency Contract, the purpose of the data processing related to the assignment is the fulfilment of the assignment and of the legal obligation related to the data controller and its legal basis is the fulfilment of the agreement and of the legal obligation according to Article 6. Subsection 1 lit. b) and c).

The legal basis of the data processing regarding the Agency Contract is the legitimate interest of the Law Firm and of the legal person as client regarding the representative and contact person providing the assignment in the name of the legal person as client according to Article 6. Subsection 1 lit. f) GDPR.

The Law Firm processes the data of the third persons – such as witnesses, experts – necessary for the fulfilment of the Agency Contract under the legal title of legitimate interest.

It is the legitimate interest of the Law Firm, the legal person as client that the Agency Contract is carried out smoothly. It is necessary in this regard that the possibility to keep continuous contact and to submit questions will be ensured both regarding the representative and the contact person of the legal person as client and regarding any third persons necessary for the fulfilment of the assignment.

The Law Firm processes the personal data set out in the taxation and accounting documents related to the Agency Contract under the legal title of the fulfilment of the legal obligation and for the purpose of the fulfilment of the legally determined taxation and accounting obligations (accounting, taxation).

In case of the non-fulfilment of the Client, the legal basis of the data processing regarding the Agency Contract is the legitimate interest of the Law Firm in recovering the fulfilment and enforcing the claims.

The sending of newsletters and invitations to event to the representative and contact person of the client and of the legal person as client may be related to the Agency Contract since it is the legitimate interest of the Law Firm to promote its services among its clients. In this case, the legal basis of the data processing is the legitimate interest of the Law Firm and of the legal person as client according to Article 6 Subsection 1 lit. f).

## **2. Data subjects**

Natural persons interested in the services of the Law Firm and concluding an Agency Contract with the Law Firm, representatives and contact persons of the legal persons and also any third persons necessary for the fulfilment of the assignment – such as witnesses, experts etc.

## **3. Scope of the processed data**

The name, address or contact address (including the seat and branch of the legal person employing the representative and the contact person), telephone number, E-Mail address, Fax number of the Data subjects and the personal data necessary for the conclusion and fulfilment of the Agency Contract and provided by the Data subject and other personal

data (for example: tax number) set out in the documents necessary for the fulfilment of the taxation and accounting obligations.

#### **4. The recipients of the personal data and the categories of the recipients**

The members of the Law Firm, attorneys at law cooperating with the Law Firm, employees (including the employed attorneys at law, trainee lawyers and assistants) of the Law Firm carrying out the tasks regarding the service of the principals and clients of the Law Firm.

The personal data may be handed over to the persons participating in the fulfilment of the Agency Contract and to those persons used regarding the fulfilment of the assignment whose participation and use was accepted by the client.

The personal data may be forwarded to the acting authorities, courts, opposing parties and third persons according to the purpose of the assignment and of the data processing.

The strength of the Law Firm lies in the interdisciplinary cooperation with the employees of the different activity fields of the Rödl and in carrying out the abroad-related issues promptly and appropriately by involving the foreign colleagues of the Rödl. Therefore, it is the legitimate interest of the Law Firm to involve the experts of the Rödl experienced in different fields and the foreign colleagues of the Rödl if it is necessary for the fulfilment of the Agency Contract.

If the regional Bar Association appoints an administrator for a law firm according to Section 85 Üt. the administrator shall be entitled to represent the attorney at law and to have an insight into the documents.

The recipients of the personal data set out in the documents serving the fulfilment of the taxation and accounting obligations are the employees and data processors of the Law Firm carrying out its taxation and accounting tasks.

The data will be handed over to the persons providing archiving, accounting and – in case of electronic communications – IT services to the Law Firm. In case of postal dispatches, the address data will be handed over to the Hungarian Post and to the assigned courier service provider.

For further recipients/data processors see attachment.

**5. The storage period of the personal data or if it is not possible, the specification of the determination of this period**

In case of the non-conclusion of the Agency Contract, the storage period of the personal data is 1 year after the last date of contact and 5 years after the termination of the contract in case of the conclusion of the Agency Contract.

The duration of the storage period of the data processed in the interest of the fulfilment of the taxation and accounting obligations is 8 years after the termination of the Agency Contract.

In the case of countersigning documents, the attorney at law shall retain the document countersigned by him and other documents treated in the matter entailed in the countersigning the document – if law does not stipulate any longer period of safeguarding or the parties did not agree in safeguarding for any longer period – for ten years from countersigning (Section 53 Subsection 5 Üt.). The Law Firm shall retain the documents in the cases concerning registration of rights applying to real property in certified public records for ten years following the registration of the right (Section 53 Üt.).

If more periods refer to the storage of the data the longer period shall prevail.

**6. Information regarding the fact whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data**

The provision of data to the Law Firm is not a statutory or contractual requirement; the provision of the data regarding the conclusion of the Agency Contract is a requirement for the conclusion of the Agency Contract. The Data subject is not obliged to provide the personal data but the non-provision of the data may lead to the failure of the establishment of the contact, to the non-provision of the proposal and to the failure of the conclusion of the Agency Contract and of the sending of the newsletters and invitations to events.

**V. THE DATA PROCESSING ACTIVITY OF THE LAW FIRM ACCORDING TO THE ACT ON THE PREVENTION AND COMBATING OF MONEY LAUNDERING AND TERRORIST FINANCING**



## **1. The purpose of the processing of the personal data and the legal basis of the data processing**

The fulfilment of the task falling within the scope of the obligations determined in the Act No. LIII of 2017 on the prevention and combating of money laundering and terrorist financing (hereinafter: **"Pmt."**).

The legal basis of the data processing related to the Pmt. is the fulfilment of the legal obligation regarding the data controller according to Article 6 Subsection 1 lit. c) GDPR.

## **2. Data subjects**

Natural persons concluding an Agency Contract with the Law Firm he representatives, beneficial owners of the legal person, in case of the issue set out in Clause V.6.

## **3. Scope of the processed data**

Data of the data subjects determined according to Pmt.:

- a) the first and last name, the first and last name at birth, the nationality, the date and place of birth, the mother's maiden name, the address – in the absence of this – the place of stay, the type and number of the identification document of the representatives;
- b) the position of the representatives, the data of its delivery agent suitable for identification;
- c) the first and last name, the first and last name at birth, the nationality, the date and place of birth, the address – in the absence of this – the place of stay of the beneficial owner, the type and extent of the ownership interest and whether the beneficial owner shall be considered as politically exposed person;
- d) the copies of the submitted documents;
- e) any other data determined in the Pmt..

## **4. The recipients of the personal data and the categories of the recipients**

The members of the Law Firm, attorneys at law cooperating with the Law Firm, employees (including the employed attorneys at law, trainee

lawyers and assistants) of the Law Firm carrying out the tasks regarding the service of the principals and clients of the Law Firm.

The personal data may be handed over to the persons participating in the fulfilment of the Agency Contract and to those persons used regarding the fulfilment of the assignment whose participation and use was accepted by the client.

The personal data may be forwarded to the acting authorities, courts, opposing parties and third persons according to the purpose of the assignment and of the data processing.

The data will be handed over to the persons providing archiving, accounting and – in case of electronic communications – IT services to the Law Firm. In case of postal dispatches, the address data will be handed over to the Hungarian Post and to the assigned courier service provider.

For further recipients/data processors see attachment.

**5. The storage period of the personal data or if it is not possible, the specification of the determination of this period**

The Law Firm is obliged to generally retain the data prepared in the course of the client due diligence carried out according to the Pmt. and the register kept about the data become known for 8 years after the termination of the Agency Contract and – in case of individual assignments – after the fulfilment of the assignment.

**6. Information regarding the fact whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data**

The provision of data to the Law Firm is based on the Pmt.. However, it is not a contractual requirement. the provision of the data regarding the conclusion of the Agency Contract is a requirement for the conclusion of the Agency Contract in case of the assignment to be concluded regarding the below activities:

- a) management of deposited cash and valuables,
- b) transfer of the ownership of the asset shares (shares) in a company or other economic organizations,
- c) transfer of the ownership of a property,

- d) establishment, operation and dissolution of a company or other economic organizations,
- e) trust agreement or an unilateral declaration regarding the establishment of trusts
- f) transfer of movable assets, especially cash equivalents and financial assets without any compensation.

The data subject is not obliged to provide the personal data but the non-provision of the data may lead to the failure of the conclusion of the Agency Contract.

## **VI. DATA PROCESSING ACTIVITY OF THE LAW FIRM REGARDING THE CLIENT IDENTIFICATION**

### **1. The purpose of the processing of the personal data and the legal basis of the data processing**

Fulfillment of the tasks falling within the scope of the obligations set out in the Üt. Based on Section 32 Subsection 1 Üt. – with the exception for the assignment granted for legal consultancy services – the Principal shall identify the client and the person acting on his behalf before concluding the Consultancy and Fee Agreement.

The legal basis of the data processing is the fulfillment of the legal obligation regarding the data controller (Article 6 Subsection 1 lit. c) and Sections 32-33 Üt.).

### **2. Data subjects**

Natural persons concluding a Consultancy and Fee Agreement with the Law Firm, the legal persons and their representatives..

### **3. Scope of the processed data**

Data set out in Section 32 Subsections 2-3 and 7 and Section 33 Subsection 2 Üt.

### **4. The recipients of the personal data and the categories of the recipients**

Members of the Law Firm, attorneys at law cooperating with the Law firm, Principals of the Law Firm and the employees of the Law Firm performing tasks related to the service of its clients.

The personal data may be handed over to persons participating in the fulfillment of the Consultancy and Fee Agreement and to any other persons used related to the fulfillment of the assignment whose participation and use have been approved by the client. Besides this, the personal data may be forwarded to the proceeding authorities, courts and third persons according to the assignment and to the purpose of the data processing.

The data will be transferred to the person providing archiving and – in case of electronic communication – IT services to the Law Firm for data processing purposes.

For further recipients/data processors see attachment.

**5. The storage period of the personal data or if it is not possible, the specification of the determination of this period**

The Law firm is obliged to store the documents created in the course of the identification and also the register kept about the known data generally for 8 years from the termination of the Consultancy and Fee Agreement and in case of individual assignments for 8 years after its fulfillment (Section 33 Subsection 7 Üt., Section 56 Subsection 2 and Section 57 Subsection 2 Pmt.).

**6. Information regarding the fact whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data**

The provision of data to the Law Firm is based on the Üt., however it is not based on any contractual obligation. The provision of the data is a prerequisite for the conclusion of the Consultancy and Fee Agreement with the exception of the assignment provided regarding legal consultancy services. The data subject is not obliged to provide any personal data but the non-provision of the data may lead to the fact that the Consultancy and Fee Agreement will not be concluded.

## **VII. DATA PROCESSING ACTIVITY OF THE LAW FIRM REGARDING THE CLIENT REGISTER**

### **1. The purpose of the processing of the personal data and the legal basis of the data processing**

Fulfillment of the tasks falling within the scope of the obligations set out in Üt.. Based on Section 53 Subsection 1 Üt., the Law Firm keeps a register about the cases carried out based on the assignment - to ensure that the compliance with the rules governing the practice of the activities of the attorneys at law can be monitored and to protect the rights of the clients in case of the termination of the entitlement to any lawyer activities.

The legal basis of the data processing is the fulfillment of the legal obligation regarding the data controller (Article 6 Subsection 1 lit. c) and Sections 32-33 Üt.).

### **2. Data subjects**

Natural persons concluding a Consultancy and Fee Agreement with the Law Firm, the legal persons and their representatives..

### **3. Scope of the processed data**

Data set out in Section 53 Subsection 2 Üt.

### **4. The recipients of the personal data and the categories of the recipients**

Members of the Law Firm, attorneys at law cooperating with the Law firm, Principals of the Law Firm and the employees of the Law Firm performing tasks related to the service of its clients.

The personal data may be handed over to persons participating in the fulfillment of the Consultancy and Fee Agreement and to any other persons used related to the fulfillment of the assignment whose participation and use have been approved by the client. Besides this, the personal data may be forwarded to the proceeding authorities, courts and third persons according to the assignment and to the purpose of the data processing.

The data will be transferred to the person providing archiving and – in case of electronic communication – IT services to the Law Firm for data processing purposes.

For further recipients/data processors see attachment.

**5. The storage period of the personal data or if it is not possible, the specification of the determination of this period**

The storage period of the personal data is 5 years after the termination of the assignment (Section 53 Subsection 3 Üt.).

The Law firm keeps the documents countersigned by him or any other documents created in the issue resulting in the countersignature of the document for 10 year from the countersigning – unless a longer retention period is determined by the legal provisions or the parties agree to a longer retention period (Section 53 Subsection 5 Üt.). In cases concerning the registration of a right to immovable property in the public registry, the Law Firm keeps the documents for 10 years from the date of registration of the respective right (Section 53 Üt.).

**6. Information regarding the fact whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data**

The provision of data to the Law Firm is based on the Üt., however it is not based on any contractual obligation. The provision of the data is a prerequisite for the conclusion of the Agreement. The data subject is not obliged to provide any personal data but the non-provision of the data may lead to the fact that the Agreement will not be concluded.

**VIII. THE DATA PROCESSING ACTIVITY OF THE LAW FIRM REGARDING THE PROCESSING OF THE DATA OF THE APPLICANTS**

**1. The purpose of the processing of the personal data and the legal basis of the data processing**

Selection of the employees having appropriate qualification and practical experiences for the member of the Law Firm having open positions, filling vacant positions, conclusion of employment agreements with the selected persons.

Prior to the conclusion of the employment agreement, the legal basis of the data processing is the carry out of the measures taken on request of the data subject according to Article 6. Subsection 2 lit. b) GDPR.

## **2. Data subjects**

Persons applying for the open positions of the Law Firm.

## **3. Scope of the processed data**

The name, data and place of birth, mother's maiden name, address, qualification data, photo, telephone number, E-Mail address of the data subject and any other provided by the applicant in his CV, records of the employer about the applicant (if any).

## **4. The recipients of the personal data and the categories of the recipients**

Representatives of the Law Firm, leaders of the Law Firm entitled to exercise the employers' rights, employees of the Law Firm carrying out work-related tasks.

The data will be handed over to the persons providing– in case of electronic communications – IT services to the Law Firm. In case of postal dispatches, the address data will be handed over to the Hungarian Post and to the assigned courier service provider.

For further recipients/data processors see attachment.

## **5. The storage period of the personal data or if it is not possible, the specification of the determination of this period**

The Law Firm retain the personal data until the evaluation of the application and will delete the data of the not selected applicants and of those applicants who have withdrawn their application.

The Law Firm may retain the applications only on the basis of the explicit, clear and voluntary consent of the data subject provided that their retention is necessary in the interest of the fulfilment of the data processing purpose complying with the legal provisions. The Law Firm may request this consent from the applicants after the closure of the recruitment procedure.

**6. Information regarding the fact whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data**

The provision of data to the Law Firm is not a statutory or contractual requirement; the provision of the data is a requirement for the conclusion of the Employment Agreement to be concluded with the applicant. The Data subject is not obliged to provide the personal data but the non-provision of the data may lead to the fact that the applicant will not be selected for filling the vacant posts.

**IX. DATA PROCESSING ACTIVITIES OF THE LAW FIRM IN RELATION TO THE HANDLING OF CANDIDATES' DATA WITHIN THE FRAMEWORK OF ITS RECRUITMENT SERVICES**

**1. The purpose of processing personal data and the legal basis of the data processing**

For the Law Firm, the purpose is to select the future employee from among the candidates deemed suitable for the position by the recruitment agencies (Grafton Kft., Hays Hungary Szolgáltató Kft.) on the basis of the job description and any additional requirements, and to conclude an employment contract with the selected candidate.

The legal basis for the data processing is the data subject's consent to the processing of their personal data pursuant to Article 6(1)(a) of the GDPR, as well as the taking of steps at the data subject's request prior to the conclusion of an employment contract pursuant to Article 6(1)(b) of the GDPR.

**2. Scope of data subjects**

Candidates deemed suitable to fill the position by the recruitment agency on the basis of the job description and any additional requirements.

**3. Scope of processed data**

The data subject's surname, first name, title, date and place of birth, mother's name, address, qualification data, photograph, telephone



number, e-mail address, CV, foreign-language CV, motivation letter, salary expectation, any other information included by the applicant in the CV, and any written assessment or report prepared about the candidate.

The source of the data subject's personal data is the recruitment service providers contracted by the Law Firm (Grafton Kft., Hays Hungary Szolgáltató Kft.).

#### **4. Recipients of the personal data and categories of recipients**

The personal data may be accessed by the managers of the Law Firm who are authorized to exercise employer rights, its employees responsible for HR tasks, and – depending on the position applied for – the group leader of the relevant team.

For the purpose of data processing, the data may be transferred to the individual providing IT services to the Law Firm in the case of electronic communication. In the case of postal delivery, address data may be transferred to Magyar Posta or the contracted courier service.

For additional recipients/data processors, please see the annex.

#### **5. Retention period of personal data or, if this is not possible, the criteria used to determine such period**

The Law Firm stores personal data until the evaluation of the application is completed. It deletes the personal data of applicants who are not selected, as well as those who withdraw their application.

The Law Firm may retain the applications for a maximum of one year from the conclusion of the recruitment process only on the basis of the data subject's explicit, clear, and voluntary consent, provided that their retention is necessary to achieve a data processing purpose that complies with legal requirements (informing the data subject about any potentially suitable future positions). This consent is requested by the Law Firm from applicants after the recruitment process has been completed.

#### **6. Information on whether the provision of personal data is based on a legal or contractual obligation, or whether it is a prerequisite for entering into a contract; whether the data subject is required to provide the personal data; and the possible legal consequences of failing to provide the data**

Providing data to The Law Firm is not based on a legal or contractual obligation; however, supplying the data is a prerequisite for entering into an employment contract with the applicant. The data subject is not obliged to provide personal data, but failure to do so may result in the applicant not being selected for the open position.

## **7. The Law Firm as an independent data controller**

The Law Firm processes the data subject's personal data independently and does not engage in joint data processing activities with the recruitment service provider.

## **X. DATA PROCESSING ACTIVITIES OF THE LAW FIRM WITHIN THE INTERNAL WHISTLEBLOWING SYSTEM IN RELATION TO THE PROCESSING OF WHISTLEBLOWERS' DATA**

According to § 194/A of Act LXXVIII/2017 on Legal Practice and in compliance with Act XXV of 2023 on complaints, public-interest disclosures, and rules related to whistleblowing (hereinafter: Whistleblowing Act), the Hungarian Bar Association shall operate the internal whistleblowing reporting system with regard to attorneys, European Community jurists, law firms or European Community jurist law firms. When reporting a case of abuse, the data processor of the personal data provided by the whistleblower is the Hungarian Bar Association.

For more information please visit the following website: [www.mük.hu/panaszbejelentes](http://www.mük.hu/panaszbejelentes).

## **XI. OTHER INFORMATION**

### **1. Transfer of data to a third country or to an international organisation**

The Law Firm does not transfer data to any third country or to an international organisation. If the personal data were transferred to a third country or to an international organisation the Law Firm ensures the compliance with the guarantee regulations set out in Chapter V GDPR.

## **2. The right of the Data subject**

The Data subject may contact the Law Firm in the interest of exercising of his below rights using the contact data set out in Clause I.

### **2.1. Right of access by the data subject**

The data subject shall have the right to obtain information from the Law Firm confirmation as to whether or not personal data concerning him are being processed, and, where that is the case, access to the personal data and the information set out in Article 15 GDPR.

### **2.2. Right to rectification**

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

### **2.3. Right to erasure**

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) the data subject withdraws consent on which the processing is based and there is no other legal ground for the processing;
- c) the data subject objects to the processing based on legitimate interest and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing regarding the sending of newsletters and invitations to events;
- d) the personal data have been unlawfully processed;
- e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

## **2.4. Right to restriction of processing**

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- d) the data subject has objected to the processing – with the exception of the objection to the processing regarding the sending of newsletters and invitations to events – pending the verification whether the legitimate grounds of the controller override those of the data subject.

## **2.5. Right to data portability**

The data subject shall have the right to receive the personal data concerning him which he has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where the processing is based on a consent or on a contract and the processing is carried out by automated means.

## **3. Information regarding the consent-based data processing**

The Law Firm processes the data of the applicants applied for the position on the basis of the consent according to Clause VI. The data subject shall have the right to withdraw his consent at any time. However, the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The right to withdrawal of consent may be exercised by using our contact data set out in Clause I.

## **4. The right to lodge a complaint with a supervisory authority**

The data subject is entitled to lodge a complaint with the supervisory authority (Hungarian National Authority for Data Protection and Freedom of Information, address: HU-1363

Budapest, Pf.: 9.; E-Mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu); Telephone: +36-1-391-1400) if the data subject considers that the processing of his personal data is unlawful and breaches the provisions of the GDPR.

We kindly ask you to contact us regarding your question and problem by using our contact data set out in Clause I prior to the lodging of the claimant and our colleagues would gladly provide you with information and would gladly be at your disposal.

## **5. Information regarding the automated decision making**

No automated decision making is carried out at the Law Firm.

## **6. Ensuring the data security**

The Law Firm complies with the principles set out in Article 5 GDPR during the processing of the personal data.

The activities of the Law Firm shall be covered by serious obligation of professional secrecy. Therefore, with regard to the above, the personal data are under increased protection.

Budapest, 01.12.2025

## Attachment

### Further recipients/data processors

#### Technical Services:

For our consulting activities, we use diverse technical services which, however, are mainly performed within the Rödl Group: All digital data that you entrust to us is processed in our data center in Frankfurt by the "Service Unit Global Digital Services", by Rödl Global Digital Services GmbH (Äußere Sulzbacher Straße 100, DE-90491 Nürnberg, Germany), an internal unit of Rödl.

#### External recipients:

The mailbox migration to Microsoft Exchange Online is performed by the data processor Rödl Global Digital Services GmbH. Microsoft Exchange is a service of Microsoft Ireland Operations, Ltd. (Microsoft Ireland Operations, Ltd., One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland), which company is a subcontractor of Rödl Global Digital Services GmbH.

For individual tasks, however, we are forced to rely on specialist support, furthermore Rödl Global Digital Services GmbH has a number of other (sub)contractors who perform data processing on their behalf. Therefore, it cannot be excluded that your data is also transferred to subcontractors as part of repairs and maintenance activities. In individual cases, we also use cloud or hosting services. In these cases, we ensure by means of contractual regulations and careful selection of service providers that our high security standards are also adhered to by the service providers.

#### Other assistance services:

Internal recipients: Individual companies of the Rödl Group perform central services for the entire group. In addition to IT services, these are, for example, central service providers for HR, legal and IT matters.