

APPENDIX – DATA MANAGEMENT ON THE DATA CONTROLLER’S WEBSITE

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I.

INTRODUCTION

1. The provisions of this Appendix shall apply to data management on the Data Controller’s website.

2. The Data Controller ensures that data management on the website complies with the technical requirements of these provisions.

3. The relevant web pages (hereinafter referred to as the Website) are listed in Section I of the Data Protection Regulation.

4. Definitions:

Visitor: any natural person who enters the Website without registration.

User: any natural person who submits their personal information to the Website in order to register an account and use the services of the Website.

II.

VISITOR DATA MANAGEMENT – THE USE OF COOKIES

4.1. Visitors of the Website shall be informed of the use of cookies, and asked to accept cookies.

4.2. Depending on the types of cookies used by the Website, data collected by the cookies may include the visitor's IP address, their web browser, information on the operating system of the device used for browsing (such as language settings), the date and time of browsing, (sub)pages visited, functions or services used, operations performed, and user clicks.

4.3. The purpose of data management is ensuring the functional operation of the Website; ensuring the availability of web services; improving the efficiency of the services; improving user experience; enabling and facilitating the use of the Website; Website analysis; and the placement and presentation of ads.

4.4. The legal basis of data management is the voluntary consent of the data subject – the visitor or user –, who can give or deny their consent by checking the box on the cookie bar of the website, and clicking Save. By saving this setting, the user's preferences are stored in the browser, and they shall be able to use the website according to their preferences. It is important to note that declining the use of cookies may result in certain web functions not working properly. In accordance with Paragraph (3) of Article 13/A of Act CVIII of 2001 on certain aspects of electronic commerce and information society services, the service provider of the website may handle personal data for the purpose of providing a service, if the personal data are technically necessary in order to provide the service in question. All other things being equal, in the course of providing information society services, the service provider shall choose and operate the devices and instruments used in providing the service in such a manner as to ensure that personal data shall only be collected and handled if this is absolutely necessary to provide the given service, and to comply with applicable law. However, even in such cases, personal data shall only be handled to the extent and for the duration necessary.

4.5. Data recipients: employees of the Data Controller, IT data processors, and in the case of cookies made by third parties, the third party as well. In the case of cookies enabling the presentation of ads, data may be transferred to third countries.

4.6. Duration of data storage: according to the preferences in the cookie settings of the web browser.

4.7. More on Cookies

Cookies are packets of data sent by the visited website to the browser running on the device (computer, tablet, mobile phone, etc.) of the visitor or user. Cookies are saved by the browser, and their content is loaded when the website is visited again. Some cookies expire when the browser is closed, while other cookies are permanently stored by the browser. Cookies are not used to identify users. They are primarily used to identify the user's device and web browser, but this information can be used to identify the user as well. Cookies pose a risk because users are not always aware of them, and cookies can be used by the operator of the website or another (third) service provider to track users whose content is built into the website (such as Facebook or Google Analytics). In other words, cookies can be used to create a profile of the user, in which case the content of the cookie can be considered personal information.

Types of cookies are generally distinguished by their functions or purposes. There is no uniform terminology for cookies, and there may be overlaps between certain categories.

Type 1. Technically indispensable cookies. Also called session cookies or functionality cookies, these cookies provide the minimum requirements for the proper operation of the Website. Without them, the web pages would not function properly; therefore, they are necessary in order to identify the user, and manage data such as

logins, items placed in the cart, etc. Typically, these cookies store a session-id, while the rest of the data is stored on the server, which makes transactions safer. Other terminologies define session cookies as cookies that are deleted when the browser is closed (where a session is the use of the browser from the opening to the closing of the browser). In this case, the duration of data management is the duration of the user's actual visit on the website, and by closing the browser at the end of the session, these cookies are automatically deleted from the device.

Type 2. Cookies facilitating user navigation. These are known as analytical cookies, development cookies, or statistics cookies. These cookies remember user preferences, such as viewing preferences for different web pages. Essentially, they are user preferences stored as cookies.

Type 3. Advertising and social media cookies. These are also called performance cookies, experience cookies, or marketing cookies. These cookies have little to do with actual "performance," as they are used to collect information on user behavior, time spent browsing different web pages, and user clicks. Certain cookies are also connected to social media. These are made by third parties (such as Google Analytics, AdWords, Facebook Like Box, or Yandex.ru cookies), and are used to generate visitor and user profiles.

In the case of the abovementioned cookies, data may be transferred to third countries – by accepting the use of cookies, the User consents to data transfer to third countries.

- Information on Google Analytics cookies can be found via the following link: <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>
- Information on Google AdWords cookies can be found via the following link: <https://support.google.com/adwords/answer/2407785?hl=hu>
- Information on Facebook cookies can be found via the following link: <https://www.facebook.com/policies/cookies/>

You are not required to accept or enable the use of cookies on the Website. You may modify your web browser's settings to decline all cookies, or alert you to cookies. Most browsers automatically accept cookies, but you can usually modify your browser setting to prevent automatic acceptance of cookies, and be prompted for every cookie.

Information on the cookie settings for most popular browsers can be found via the following links:

- Google Chrome: <https://support.google.com/accounts/answer/61416?hl=hu>
- Firefox: <https://support.mozilla.org/hu/kb/sutik-engedelyezese-es-tiltasa-amit-weboldak-haszni>
- Microsoft Internet Explorer 11: <http://windows.microsoft.com/hu-hu/internet-explorer/delete-manage-cookies#ie=ie-11>
- Microsoft Internet Explorer 10: <http://windows.microsoft.com/hu-hu/internet-explorer/delete-manage-cookies#ie=ie-10-win-7>
- Microsoft Internet Explorer 9: <http://windows.microsoft.com/hu-hu/internet-explorer/delete-manage-cookies#ie=ie-9>
- Microsoft Internet Explorer 8: <http://windows.microsoft.com/hu-hu/internet-explorer/delete-manage-cookies#ie=ie-8>
- Microsoft Edge: <http://windows.microsoft.com/hu-hu/windows-10/edge-privacy-faq>
- Safari: <https://support.apple.com/hu-hu/HT201265>

Please note that certain website functions or services may not function properly without cookies.

Different web pages may differ in their use of cookies. Certain web pages may not contain cookies because they do not require cookies to function, or may contain only a minimal amount of cookies.

III.

5. DATA MANAGEMENT OF THE FOLLOWING WEBSITE FUNCTIONS: CONTACT, CUSTOMER SERVICE, TECHNICAL SUPPORT

5.1. If the Website offers Contact, Customer Service, Technical Support, or other, identical functions, the following provisions shall apply.

5.2. Data subjects: Visitors of the Website who use the above mentioned functions to send a message or e-mail to the Company.

5.3. Managed data set: name, e-mail address, telephone number, and any non-requested information submitted by the users.

5.4. Purpose of data management: Ensuring contact between the visitor and the Data Controller; provision of customer service; handling of complaints; provision of information on the operation of the Website; Website analysis; the placement, presentation, and sending of ads and promotional offers.

5.5. Legal basis of data management: the consent of the data subject, which is provided by reading the Data Management Information, voluntary submission of personal information, checking the box before the Statement on Data Management, and sending the given message or e-mail. Pre-checking the box is prohibited. The Data Management Information must be made available via link before the sending of the message or e-mail.

5.6. Data recipients: persons allowed to view the data. Customer service staff of the Data Controller; IT data processors.

5.7. Information on data processors: the IT service provider of the Company (Data Protection Regulation, Section I).

5.8. Duration of data storage: Data submitted by visitors shall be deleted 30 days after contact.

IV.

6. DATA MANAGEMENT AND WEBSITE REGISTRATION

6.1. If the Website allows for account registration or offers an identical function, the following provisions shall apply.

6.2. Data subjects: Users who submit their personal information in order to register and use the services of the Website. It is the user's responsibility to ensure that the services requested under the submitted e-mail address and corresponding personal information are used only by the user. Persons under the age of 16 may only register an account with the consent of a parent or legal guardian. In the absence of a declaration of consent, the Data Controller shall not collect any personal information belonging to persons under the age of 16.

6.3. Managed data set: name, e-mail address, telephone number, billing name and address, postal name and address, online identifier, password.

6.4. Purpose of data management:

- Provision of services offered by the Website;
- Use of the services of the Data Controller;
- Contact by e-mail, telephone, SMS, and post;
- Information on the products, services, terms and conditions, and discounts or promotions of the Company;
- Information may include promotional material sent by electronic and postal mail;
- Analysis of the use of the Website.

6.5. Legal basis of data management: the consent of the data subject, which is provided by reading the Data Management Information, voluntary submission of personal information, checking the box before the Statement on Data Management, and sending the given message or e-mail. Pre-checking the box is prohibited. The Data Management Information must be made available via link before the sending of the message or e-mail.

6.6. Data recipients: persons allowed to view the data. Customer service staff of the Data Controller; IT data processors?

6.7. Information on the use of data processors: the IT service provider of the Data Controller (Data Protection Regulation, Section I).

6.8. Duration of data storage: the active duration of the registration/service, or until the data subject revokes their consent (by submitting a data deletion request).

V.

7. THE RIGHTS OF DATA SUBJECTS

Data subjects are entitled to the rights described in the Data Management Information (Data Protection Regulation, Section IV).

DATA CONTROLLER:

1. THE DATA CONTROLLER

NAME OF THE COMPANY:	TECHNIK PARK HELIPOINT Kft.
REGISTERED OFFICE:	6000 Kecskemét, (Kadafalva) Heliport
BRANCHES:	
COMPANY REGISTRATION NUMBER:	03-09-101670
VAT NUMBER:	11022956-2-03
BANK OF THE COMPANY:	OTP Bank
WEBSITE:	www.technikpark.hu
E-MAIL:	office@tpark.hu
TELEPHONE:	
NAME OF COMPANY REPRESENTATIVE:	Pál Barta
PRINCIPAL ACTIVITY:	renting and operating of own or leased real estate
DATA PROTECTION OFFICER	

(IF AVAILABLE):	
NAME:	
ADDRESS:	
TELEPHONE:	
E-MAIL:	

(hereinafter referred to the Company or the Data Controller for the purposes of the application of SECTIONS I-IV OF THE DATA PROTECTION REGULATION)