

# **Privacy and Data Protection Policy**

## **on data handling in relation to registration with the Library of the Hungarian Parliament**

The Office of the National Assembly (hereinafter: the Office) hereby informs visitors to the Library of the Hungarian Parliament (hereinafter: the Library) about the personal data processed in connection with patrons' registration, about the practice followed in the processing of personal data, the measures to protect personal data, as well as the ways and means for data subjects to exercise their rights.

### **1. Controller**

The controller of the personal data provided during library registration is the Office (postal address: H-1055 Budapest, Kossuth Lajos tér 1-3., tel: +36-1-441-4000, +36-1-441-5000, e-mail: [adatvedelem@parlament.hu](mailto:adatvedelem@parlament.hu), [www.parlament.hu](http://www.parlament.hu), organizational unit responsible for data control: Directorate for Cultural Affairs, Library of Parliament).

Data Protection Officer: dr. Dóra Csordás (+36-1-441-6471, [adatvedelem@parlament.hu](mailto:adatvedelem@parlament.hu))

### **2. Legal grounds and objective of data handling**

In the course of preliminary registration via [www.ogyk.hu](http://www.ogyk.hu) and registration in person, personal data is collected – in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation) – pursuant to the provisions set out in Section 57 of Act CXL of 1997 on museal institutions, public library services and cultural education. The objective of data handling is to enable readers to use the Library.

### **3. Scope of the data handling, term of data handling**

In order to establish a library user's legal relationship and to issue the invoice, the following details are required to be provided during patrons' registration: family name and given name / family name and given name at birth, place and date of birth, mother's family name and given name at birth and domicile. During online registration, registration shall be confirmed in order to verify the authenticity of the patron's personal data, hence an e-mail address shall also be provided. Should the patron fail to confirm the registration within 24 hours, the registration is automatically cancelled. The following details may be provided voluntarily for statistical data collection and information: primary language used, fields of interest, e-mail address, phone number.

The handled personal data shall automatically be deleted at the end of the second week after the expiry of the library card, unless the patron renews it. In case the data are deleted, the data subject may reregister. In the case of registration initiated via e-mail or phone, paper-based registration forms signed during the first library visit shall be destroyed after a one-year retention period.

The Library occasionally organizes public events during which – in order to provide reports on those events – crowd photos may be taken and published on the Library’s social media pages and /or website.

Further information on data handling in relation to the electronic admission system is available [here](#) (in Hungarian).

#### **4. Access to data, data security measures and data forwarding**

Only the staff of the Library shall be authorised to handle the personal data supplied by data subjects, exclusively within the scope of fulfilling their duties. Therefore, the personal data supplied can primarily be accessed by the staff of the Office involved in registration with the Library and by their superiors.

The Library shall exercise the greatest care in handling personal data, in a strictly confidential manner, only to the extent required for using the services and shall not transfer personal data handled by it to third parties. The Library shall store personal data on the servers located at its registered seat; it shall not hire the services of another firm to store or process personal data. The Office shall ensure, by way of appropriate IT security measures set out in its IT Security Policy, that the personal data supplied by data subjects be protected, inter alia, from unauthorised access and unauthorised compromise. Interventions are logged by the IT system.

#### **5. Rights of data subjects in respect of data handling**

a) Data subjects’ right to access their handled personal data:

The integrated library system ensures direct online access to the handled personal data via login to the catalogue available at [www.ogyk.hu](http://www.ogyk.hu), in ‘My Library Card’ or ‘Sign in’ menu. Data subjects may also request information on their data handled by the Library in person.

b) Correction of personal data handled by the Library:

Data subjects are entitled to request the correction of their personal data. On the online interface of the integrated library system they may only change their password, the correction or modification of any other personal data shall be requested in person at the Library.

The data subject may also submit a request to access or modify any of their data handled by the Library in writing by post (1055 Budapest, Kossuth tér 1-3), or via e-mail at [adatvedelem@parlament.hu](mailto:adatvedelem@parlament.hu) or [ogyk-beiratkozas@parlament.hu](mailto:ogyk-beiratkozas@parlament.hu).

c) Data subjects’ right to have their personal data deleted:

Registered library patrons may request the deletion of their personal data handled by the Library if the deletion does not impair the vested interest of the data controller (e.g. its right to initiate an indemnification procedure) or no legal obstacle against deletion has been identified (e.g. in accordance with relevant legal acts, admissions data shall be preserved for five and library card invoices for eight years). Deletion also means that the right for library use is discontinued.

#### d) Data subjects' right to block their personal data:

If the data subject disputes the completeness, validity or accuracy of their personal data handled by the Library, the relevant data shall be blocked until data controller investigate the data subjects' claims. If the registered library patron's library card has expired and they fail to renew it – i.e. the objective of the data-handling has been fulfilled, hence the handled data become redundant – the data subject may request that in lieu of deletion, their data be further preserved so that they may initiate, enforce or protect legal claims. In such a case, the data subject shall submit a written request in person or by post to the responsible person, specifying the expected duration and purpose of continued data preservation.

On receipt of a written request submitted by data subjects in relation to their personal data, the Office shall execute the correction, blocking, marking or deletion of the data, and / or notify the party submitting the request about the fulfilment of the request therefore or any hindrance thereto within 30 days of submitting the request; in the event of rejecting the request, with the factual and legal reasons of the rejection and due information on the possibilities of legal redress included.

#### **6. Options of the data subject to enforce their rights in connection with data handling**

In the event of illegitimate data handling noticed by the data subject, they may primarily apply to the Office – as the controller of their personal data – to redress the infringement. If this proves to be ineffective, the data subject may institute an investigation by the NAIH or go to court. Anyone can institute an investigation by notification to the [NAIH](mailto:ugyfelszolgalat@naih.hu) (National Authority for Data Protection and Freedom of Information, H-1125 Budapest, Szilágyi Erzsébet fasor 22/C, [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)), with reference to the fact that their rights have been infringed in relation to the handling of their personal data or there is an imminent threat thereof.

Those who believe that their rights have been impaired as a consequence of data handling by the Office may go to court. The court shall treat such cases with priority. Budapest-Capital Regional Court (H-1055 Budapest, Markó u. 27.) has competence in such lawsuits, but the person initiating legal proceedings may choose to take the case before the court competent according to their domicile or residence.