



HUNGARIAN
CENTRAL
STATISTICAL
OFFICE

GENERAL DATA MANAGEMENT INFORMATION



With reference to Article (12) of Regulation (EU) 2016/679 (General Data Protection Regulation, hereinafter referred to as: GDPR), the Hungarian Central Statistical Office (hereinafter referred to as: HCSO) provides the following information regarding data subjects (**natural persons**). The aim of this document is to provide every information related to the processing of your personal data in an unambiguous and transparent way.

If you have any questions regarding this document, please do not hesitate to contact the Data Protection Officer of HCSO:

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1. Data processing related to main tasks of HCSO

The main task of HCSO is to present the status and trends of the economy, society and the environment through official statistical data. Accordingly, its tasks are to survey, process, disseminate and analyse data. Statistical data collection (1.1.) and statistical data transmission (1.2.) are the two types of statistical surveys. Statistical data collections can be mandatory (1.1.1–1.1.3.) or voluntary (1.1.4.).

1.1. Statistical data collection

Any natural or legal person, or organisation with legal entity, might be obligated to provide data by means of statistical data collection.

Mandatory statistical data collections involving personal data of natural persons can only be ordered by an Act of Parliament, except for the economic activity of natural persons engaged in economic activity. The Population census in 2011 (1.1.2.) and the Microcensus in 2016 (1.1.3.) were carried out by HCSO under the authorisation of an Act of Parliament and Act CI of 2018 is the legal basis for the 2022 Population census (1.1.1). Other statistical data collections are voluntary; personal data should be processed on the basis of the consent of the data subject (1.1.4.).

1.1.1. Population census in 2022

Preparations for the 2022 census are already underway. Parliament passed Act CI of 2018 on the 2021 Census. From the point of view of data management, it should be emphasised that the 2011 census was based on a traditional method; however, no unique identifier was included. Following the European practice, the 2022 census will be of the combined type (using traditional + administrative data), so a name record will also be added.

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest. With regard to voluntary data sets under the Census Act, the legal basis is Article 6 (1) (a) of the GDPR, i.e. the consent of the data subject. The aim is to produce official statistics. See more information: 1.1.2. a).
- b) Data controllers: the HCSO, as a public authority, performs its tasks regarding the collection, processing and dissemination of the data by involving the Centre for Statistical Analysis Limited Liability Company established by the President of the HCSO and entirely owned by the Hungarian State.
- c) Data subjects and scope of data: all Hungarian citizens who habitually reside within the borders of the country or who are temporarily staying abroad for a period of less than 12 months. All foreign citizens and stateless persons living in the territory of the country for a period longer than 3 months.

Provision of the following data is **mandatory**: **surname, first name**, sex, date of birth, citizenship, place of residence, tenure status, marital status, family or household status, live births, school attendance, educational attainment level, language skills, economic activity, job search, occupation, employer, place of work or school, and daily commute to work or school.

The following data is provided on a **voluntary** basis: (response to these questions is voluntary) chronic conditions, disabilities, religion, nationality, ethnicity, mother and spoken tongue.

- d) Duration of data processing: the link between pseudonymised data on religion and nationality and the natural person must be permanently terminated after completion of data processing. The relationship between pseudonymised data and natural persons can be restored for the purpose of preparing and processing data only to the extent and for the time necessary to achieve the objective and they can be linked to administrative data used for the 2022 census for purposes of data preparation and processing only to the extent and for the time necessary to achieve the objective.

The special data management information for the 2022 census is available in a separate document.

For more information about data transmission, see: 1.2.2.

1.1.2. Population census in 2011

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest. The population census is the only data collecting method that provides a complete and detailed picture on the life circumstances of Hungary's population as a whole. The precise data obtained from the census allows for the planning and implementation of economic, health, educational, social and cultural developments in the country. The Hungarian census is part of an international programme: it is mandatory for all of the European Union's Member States. It allows us to provide precise data about ourselves to our neighbours, to the European Union, and to the whole world.

- b) Data controllers: the reviewers in contractual privity with the HCSO during the census for the tasks of survey preparation, data processing and pre- and post-dissemination.

- c) Data subjects and scope of data: all Hungarian citizens who habitually reside within the borders of the country or who are temporarily staying abroad for a period of less than 12 months. All foreign citizens and stateless persons living in the territory of the country for a period longer than 3 months.

Surnames and first names are not recorded during the census.

Provision of the following data is **mandatory**: sex, date of birth, citizenship, place of residence, tenure status, marital status, family or household status, live births, school

attendance, educational attainment level, language skills, economic activity, job search, occupation, employer, place of work or school, and daily commute to work or school.

The following data is provided on a **voluntary** basis: (response to these questions is voluntary) health status, disabilities, nationality, ethnicity, mother and spoken language.

It is important to note that the above data are recorded anonymously, with only the place of residence stored separately by the HCSO.

- d) Duration of data processing: since the first Hungarian Microcensus in 1963, the seventh Microcensus was carried out in 2016. Having regard to the fact that these data do not contain any direct identifiers (names), there are no limitations concerning the duration of processing.

More information about Microcensus in 2016 can be found at:

<http://www.ksh.hu/mikrocenzus2016/?lang=en>

1.1.3. Microcensus in 2016

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest. A microcensus is a sample-based population enumeration which tracks social trends between two full-scope censuses.

Updated information can be obtained about the size and composition of the population according to age, sex, marital status, school attendance, employment, nationality and other different demographic indicators, as well as a detailed picture about the main attributes of households and families, and about the housing stock.

A microcensus can demonstrate the changes that have occurred since the last population census.

- b) Data controllers: enumerators who are in contractual privity with the HCSO during the survey for the tasks of survey preparation, data processing and pre- and post-dissemination.

- c) Data subjects and scope of data: all Hungarian citizens with habitual residence at one of the addresses selected by HCSO or temporarily staying abroad for a period of less than 12 months. Furthermore, all foreign citizens and stateless people living at one of the addresses selected by HCSO for a period longer than 3 months.

Provision of the following data is **mandatory**: sex, date of birth, citizenship, place of residence, tenure status, marital status, family status, live births, school attendance, educational attainment level, language skills, economic activity, occupation, employer and place of work. In the event of refusal to comply with a mandatory data collection, natural persons may be subject to an administrative penalty.

The following data is provided on a **voluntary** basis: (response to these questions is voluntary) health status, disabilities, nationality, ethnicity, mother and spoken language.

It is important to note that the above data are recorded anonymously, with only the place of residence stored separately by the HCSO.

- d) Duration of data processing: since the first Hungarian Microcensus in 1963, the seventh Microcensus was carried out in 2016. Having regard to the fact that these data do not contain any direct identifiers (names), there are no limitations concerning the duration of processing.

More information about Microcensus in 2016 can be found at:

<http://www.ksh.hu/mikrocenzus2016/?lang=en>

1.1.4. Household surveys

- a) Legal basis and purpose of data processing: the legal basis of processing according to point (a) of Article 6(1) of the GDPR is the consent given by the data subject. The aim is the production of official statistics related to the purpose of the data collection.
- b) Data controllers: HCSO officials who – on the basis of their job descriptions – perform public functions in the given statistical domain. HCSO as a public authority performs its tasks regarding the collection, processing and dissemination of the data by involving the Centre for Statistical Analysis Limited Liability Company established by the President of HCSO and entirely owned by the Hungarian State.
- c) Data subjects and scope of data: data subjects are determined according to areas in connection with the object of the data collection. The most frequent domains of data collections are: income and living conditions, labour market, travel habits, use of infocommunication tools of the population. The scope of data is the content of the (survey) questionnaires without direct identifiers. In case of data collection by name, a separate data management guide must be prepared.
- d) Duration of data processing: having regard to the fact that these data do not contain any direct identifiers, there are no limitations concerning the duration of processing. In case of data collection by name, a separate data management guide must be prepared.

Further information:

http://www.ksh.hu/interaktiv_lakossagi

<http://www.ksh.hu/elakos>

1.1.5. Name-identified request for public data collection

- a) Legal basis and purpose of data processing: Article 6 (1) point (e) of the GDPR, which is necessary for the performance of a public interest task set out in the Data Processing Act. The receipt of name and address data is subject to the provisions of Section 37 (1) point (I)

of Act XX of 1996 on the methods of identification replacing the personal identification mark and the use of identification codes; the receipt of contact details is contained in Section 15 (8) of Act CCCXXII of 2015 on the general rules of electronic administration and trust services. Reception of the telephone number is made possible by Section 157 point (10a) of Act C of 2003 on electronic communications. Purpose: to visit the persons included in the data collection sample and to invite them to participate in the data collection; in the case of telephone numbers, to ensure statistical data collection by contacting natural person subscribers by telephone.

- b) Data controllers: those officials of the HCSO who perform public duties in the given field in accordance with their job title. The HCSO performs its public authority tasks related to data collection, data preparation, data processing and publication with the involvement of the 100% owned Statistical Analysis Centre Limited Liability Company established by the President of the HCSO. The employees of STATEK Kft. are entitled to handle data in accordance with their job descriptions.

- c) Data subjects and scope of data: persons included in the Personnel and Address Register of the Ministry of the Interior and natural persons subscribed to the electronic communications service provider. Data managed: name and address and contact details (secure delivery service address or electronic contact). The telephone number; i.e. the telephone number assigned to the subscriber, if the natural person has a subscription with the electronic communications service provider, or the indication that the natural person does not have a subscription with the electronic communications service provider.

- d) Duration of data processing: the data belonging to the addresses included in the sample are processed for the duration of the given population data collection.

1.2. Statistical data transmission from administrative sources

Legislation requires certain organisations to keep mandatory registers. These are called administrative data sources or administrative registers. The HCSO is allowed to take over these data – with the exception of classified data – through safe channels and use the content of these records for official statistical purposes in a way that allows individual identification by accessing personal data. An agreement signed by the HCSO and the owner of the administrative data determines the detailed terms of the transmission of administrative data.

The agreements between the HCSO and owners of administrative data are available here: [link](#).

1.2.1. Data transmissions containing personal data of natural persons

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest. The aim in every case is to produce official statistics.

- b) Data controllers: HCSO officials who – on the basis of their job descriptions and their level of access – perform public functions in the given Department of the Statistics, Architectural or Data Collection Directorates.
- c) Data processor: Albacomp Kft. (company registration number: Cg-07-09-015199, headquarters: Székesfehérvár, Mártírok road 3/b. phone: +36 (22) 200-800, mobilphone: +36 (20) 945-4752, Fax: +36 (22) 327-532, website: www.albacomp.hu).
- d) Data subjects and the scope of data: the persons concerned are the persons on the administrative registers. The data processed are included in Appendix 1.
The data transmitted shall be stored separately from the direct identifiers. The connection between the data transmitted and the direct identifiers of statistical units can only be restored if official statistical analyses or processing purposes require so, and only for the time necessary to carry out the analyses.
- e) Duration of data processing: after the official statistical work is performed, direct identifiers must be deleted.

1.2.2. Data transmission for Population census in 2022

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest. The aim is to produce official statistics.
- b) Data controllers: officials and employees of the HCSO.
- c) Data subjects and scope of data: data subjects according to 1.1.1. c).
The data received can be found set out in Appendix 1 (“census” annotated lines):
- Central Address Register - home address;
 - personal data and address register - sex, date of birth, nationality, place of residence, marital status;
 - police registration on foreign nationals - nationality, place of residence;
 - asylum records - nationality, place of residence;
 - Public Education Information System - existing pre-schooler or student status in a public educational institution, as well as qualifications obtained;
 - Higher Education Information System - legal relationship with any higher education institution and acquired qualifications;
 - recipient, retirement, right acquisition records - the fact of being a recipient (within economic activities);
 - registration of social benefits - the fact of being a recipient (within economic activities);
 - family support registers - the fact of being a recipient (within economic activities);
 - registers of social and pension insurance databases for Hungarian and foreign workers and sole proprietors - economic activity, occupation, employer, job;

- health insurance database - the fact of being a recipient (within economic activities);
- registration of job seekers - economic activity;
- Single Electronic Utility Registration System - public utility access;
- Vocational Training Information System - the student's status with public education institutions, as well as the degree obtained.

d) Duration of data processing: after the official statistical work is performed, direct identifiers must be deleted.

1.3. Vital statistics

a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest (also see Section 30 of Act CLV of 2016 on Official Statistics). The aim is to monitor vital events, namely: births, deaths, marriages (also divorces and marriage annulments), registered partnerships (formation and dissolution), the registration of civil partners' declarations (and termination) and abortion.

b) Data controllers: HCSO officials, who – on the basis of their job descriptions – perform public functions in the given statistical domain.

c) Data subjects and scope of data: the subjects of vital events in Hungary as well as the subjects of vital events abroad of Hungarians living abroad and registered in Hungary. The statistics of vital events cover the following groups of data: name, address, citizenship, place and date of birth, sex, marital status, family status, educational qualification, economic activity, occupation, number of children, health status related to birth or death, abortion, as a vital event, place of registration, individual electronic identification number of the registration, place and date of the vital event. The detailed content of the data collection is available in Annex 1–10 of Government Decree 184/2017.

Data source: data shall be provided by the competent registrars, health care providers, courts and notaries, health visitors according to the place of the vital event and – in the case of events occurred abroad – by the authorities performing domestic registrations.

Further data on deaths can be found in Section 1.2.1., as set out in Appendix 1.

d) Duration of data processing: among the data collected with respect to the vital event, name, address, individual electronic identification number of the registration shall be deleted within 8 days after the processing of the population movement data for statistical purposes and fulfilment of the legal data transfer obligation.

e) Data transmission: according to Subsections 11 and 17 of Section 16 and Subsection (3a) of Section 20 of Act XLVII of 1997 on Processing and Protection of Medical and Other Related Personal Data, the HCSO transmits data on deceased people that enable personal identification to Registers and the medical authority of public administration. The aim of data

transmission is to facilitate the work of healthcare providers, including the supervision and monitoring of the health status of the patients, the execution of medical and epidemiology examinations, performing analyses, and planning and organising the medical care and budget planning. Within 8 days after data are processed, data that were not registered, including data of the deceased, must be deleted. The medical authority of public administration immediately deletes all data that enables the identification of a natural person after data were processed for official statistical purposes or after they were anonymised.

Summary information:

http://www.ksh.hu/docs/hun/info/adatgyujtes/2021/torveny_altal_elrendelt_adatfelvetelek.pdf

2. Other data processing related to the functions of HCSO

The HCSO needs to contact natural persons in order to perform its fundamental tasks, which results in further data processing (Section 2.1–2.14).

2.1. Website

- a) Legal basis and purpose of data processing: the legal basis of processing according to point (a) of Article 6(1) of the GDPR is the consent given by the data subject. The aim of data processing is to provide, develop and control the appropriate functioning of the website and to prevent any dysfunction. No profiling is done.
- b) Data controllers: officials of the Information Technology Services Department and Methodology Department of the Architectural Services Directorate, a website development company, officials working in the Publishing Department of the Dissemination Directorate and Coordination Section of the Deputy President (Dissemination).
- c) Data subjects and scope of data: the data subjects are the visitors to the website. Recorded data: the IP address of your device, the address of the downloaded page, the date and time of the download, the information provided by the browser when downloading, such as the type, version and capabilities of the browser. In addition, this includes cookies set on the device, which you can read about in a separate management document ([link](#)). The Website also uses third-party analytics services (Google Analytics and Facebook Pixel) that collect basic visitation and usage data that our users may allow or disallow on their first visit.
- d) Duration of data processing: sessions are deleted at the time of closing the web browser. For some cookies, the duration of data processing varies according to the table for cookie management. Users can delete cookies on their PCs and they can disable the use of cookies in the web browser.

2.2. Newsletter

- a) Legal basis and purpose of data processing: the legal basis of data processing according to point (a) of Article 6(1) of the GDPR is the consent given by the data subject. The aim of data processing is to send e-newsletters to enquirers and to provide direct information about the most important publications and events of the HCSO, as well as the publication dates of first releases.
- b) Data controllers: newsletter services are performed by officials working in the Communication Directorate and the Dissemination Directorate.
- c) Data subjects and scope of data: data given during the registration to the Newsletter: name, email address, and date of registration.
- d) Duration of data processing: data will be removed immediately after the request of data subjects or after 3 days in case of invalid registration.

2.3. Contact us

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest (also see Section 8 of Act CLV of 2016 on Official Statistics). The aim of data processing is to answer questions, fulfil requests of persons contacting the HCSO, and monitor and analyse user needs.
- b) Data controllers: officials working for the Communication Directorate, the User Relation Department in the Dissemination Directorate, the Coordination Section of the Deputy President and Coordination Section of the Deputy President of Data Collection Directorate. (For more information about contracts, see: 2.14).
- c) Data subjects and scope of data: persons contacting the HCSO to request data or use HCSO services. Scope of data: name, email address, postal code, city, purpose of data use, user group, full name of enterprise, tax identification number, central email address and telephone number, name of contact person, telephone number and email address of contact person (voluntary information).
- d) Duration of data processing: data is processed according to rules on the processing of official documents.

Further information: [link](#).

2.4. Contact of OSAP

- a) Legal basis and purpose of data processing: according to point (f) of Article 6(1) of the GDPR, data processing is necessary for the purposes of the legitimate interests pursued by a third party. The aim of the data processing is approval and contact and finally to implement the provision of data.
- b) Data controllers: officials of the Information Technology Services Department and Methodology Department of the Architectural Services Directorate, and the User Relation Department of the Dissemination Directorate.
- c) Data subjects: persons completing, approving and contacting the data sheet on behalf of the organisation responsible for providing data. The scope of data: name, post, phone number, e-mail.
- d) Duration of data processing: processing of personal data is related to the processing of the data of the organisation. The data will be modified or deleted upon request.

2.5. Publication Repertory and e-Shelf

- a) Legal basis and purpose of data processing: according to point (b) of Article 6(1) of the GDPR, data processing is necessary for performing a contract to which the data subject is party. The aim of data processing is billing in case of publications available for a fee and to view and download electronic publications (for example, in the format of PDF files, Excel tables) purchased from the HCSO and internet annexes on their e-Shelf at any time.
- b) Data controllers: officials working in the Communication Directorate, and the Marketing Section of the User Relation Department within the Dissemination Directorate perform the tasks related to publication repertory service and officials working in the Editorial Division of Publishing Department of the Dissemination Directorate perform e-Shelf related tasks.
- c) Data subjects and scope of data: in case of publications available for a fee in the Publication Repertory: name, email address and billing address; in case of e-Shelf service: name, email address, date of registration, identifier of purchased publications, time and date of first activation and numbers of downloading in e-Shelf. Custom statistics are made from these data.
- d) Duration of data processing: according to Act C of 2000 on accounting, billing information is retained for a period of 8 years in the case of publications ordered in the Publication Repertory. Data given during the e-Shelf registration will be deleted immediately after the request of data subjects.

The Public Repertory is available at:

https://www.ksh.hu/apps/shop.main?p_lang=EN

The E-Self is available at:

<https://www.ksh.hu/shelf?lang=en>

2.6. Services

- a) Legal basis and purpose of processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest (also see Section 8 of Act CLV of 2016 on Official Statistics). The aim of data processing is to perform services (analysing, data compilation, Data access services for scientific purposes provided in a secure environment etc.).
- b) Data controllers: officials working in the Information service, the Complex services and Marketing Sections of the User Relation Department, the Dissemination Directorate and in the Methodology Department of the Architectural Services Directorate, as well as officials working in the Accounting Sections of the Financial Management Department and Legal Affairs Section of Statistical Coordination and Legal Affairs Department.
- c) Data subjects and scope of data: users of services available for a fee, the processed data are: name, place and date of birth, email address and billing address (in the case of research services, additional information: type of legal relationship and position). In case of confidentiality statement, further processed data are: identity card number, name of mother.
- d) Duration of processing: data are retained according to the regulation of document management, according to Act C of 2000 on accounting, the billing information are retained for 8 years; further information is available at 2.14.

2.7. Camera surveillance system

- a) Legal basis and purpose of data processing: according to point (f) of Article 6(1) of the GDPR, data data processing is necessary for the purposes of the legitimate interests pursued by the controller. The aim of data processing is personal and property protection.
- b) Data controllers: the Head of the Facility Management and Maintenance Section of the Financial Management Department and 3 assigned officials (in every building); also the staff of reception services of the Centre for Statistical Analysis Limited Liability Company in the buildings of Budapest, Miskolc, Szeged, Pécs, Debrecen and Győr.
- c) Data processor: STATEK Kft. (company registration number: Cg-01-09-175125, headquarters: 1024 Budapest, Keleti Károly street 5–7. e-mail: info@statek.hu, phone: +36 1 345 6123, fax: +36 1 345 8614, website: www.statek.hu).

- d) Data subjects and scope of data: the visitors to the buildings of the HCSO. The processed data are image recordings made at the entrance of the buildings, the reception services, some of the corridors, parking spaces in the inner court and in the corridors and reading rooms of the HCSO Library.
- e) Duration of data processing: unutilised recordings are deleted after 3 working days; in case of public programmes, after 30 days. (Utilisation means the usage of recordings at judicial or other administrative procedures.)

More information: [link](#).

2.8. Camera surveillance system – Safe Centre

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest (also see Section 41 of Act CLV of 2016 on Official Statistics). The aim of data processing is to check that all safety rules regarding data processing in the Safe Centre are complied.
- b) Data controllers: the Head of the Facility Management and Maintenance Section of the Financial Management Department, 3 assigned officials and the staff of the reception service.
- c) Data subjects and scope of data: researchers using the premises and services of the Safe Centre in Budapest (H-1024 Budapest, Keleti Károly Street 5–7) in Szeged (6726 Szeged, Jobb fasor Street 6–10) and in the Safe Centre of MTA KRTK (1097 Budapest, Tóth Kálmán Street 4.B). The processed data are image recordings made at the Safe Centre.
- d) Duration of data processing: unutilised recordings are deleted after 3 working days. (Utilisation means the usage of recordings at judicial or other administrative procedures.)

More information available at: http://www.ksh.hu/safe_centre_access

2.9. Access Control System

- a) Legal basis and purpose of data processing: according to point (f) of Article 6(1) of the GDPR, data processing is necessary for the purposes of the legitimate interests pursued by the controller. The purpose of operating an electronic personal and vehicle access control system is the protection of persons and property, as well as the control of entry and exit into the official territory of the HCSO.
- b) Data controllers: the Head of the Facility Management and Maintenance Section of the Financial Management Department and officials appointed by him; in the case of buildings

in Budapest, Miskolc, Szeged, Pécs, Debrecen and Győr, the reception staff of STATEK Ltd.

- c) Data subjects and scope of data: visitors entering the buildings of the HCSO. Scope of data: name, address, time of entry and exit, number plate and type of the entering vehicle.
- d) Duration of data processing: data are deleted after 3 working days.

2.10. Job applications, HR's Data Bank of CVs, Professional Internship and Public Service

- a) Legal basis and purpose of data processing: the legal basis of data processing according to point (a) of Article 6(1) of the GDPR is the consent given by the data subject. The aim of data processing is to fill vacant positions – or in case of the Data Bank of CVs, to fill a position which will be opened in the future – to establish an employment relationship between the employee and the HCSO, and to provide professional internship opportunities for students.
- b) Data controller: officials working in the Human Resources Section of Human Resources Management and Training Department, leaders participating in the application procedure, mentors and managers involved in the management of professional internships.
- c) Data subjects and scope of data: applicants who applied for open positions at the HCSO, applicants who sent their CVs to the Data Bank of the HCSO, and applicants for professional internships. The scope of data in the case of the application for an open position: public service CV regulated by Government Decree 45/2012 (III. 20.), motivation letter, copies of documents certifying education and language exams, certificate of good conduct and the declaration of the applicant regarding the processing of data applicant's permission to process his/her data. In case of the Data Bank: public service CVs regulated by Government Decree 45/2012 (III. 20.), motivation letter, copies of documents certifying education and language exams, and the declaration of applicant regarding the processing of data in the Data Bank. In case of professional internship: CV, motivation letter, and a declaration by the applicant that his/her data may be processed. In case of public service: name of student and name of class and institute.
- d) Duration of data processing: in case of open positions, the data of the successful applicants will be stored in their personal files; in the case of unsuccessful applicants, all data will be entered into the Data Bank, where the data retention period is of 1 year after being entered. Upon request, the data will be deleted immediately. In case of professional internships, data of successful applicants will be stored for 3 years, and 1 year for rejected applicants.

More information: [link](#)

2.11. Public events

- a) Legal basis and purpose of data processing: the legal basis of processing according to point (a) of Article 6(1) of the GDPR is the consent given by registration of the data subject to the event. The aim of handling names and contract information is to identify participants when entering the event and to record and verify certified attendance. Image, audio and video recordings are intended to inform the public, which is ultimately a public task.
- b) Data controllers: officials working in the Communication Directorate, the International Relations Section of Office of the President, the Department of Human Resources and Education and staff of the departments concerned. If the event is related to a tender, the scope of those entitled to data management will be expanded to include the staff of the Project Tendering Programmes Section during the tender settlement.
- c) Data subjects and scope of data: those who are registered to the public events of the HCSO, as well as those who participate at public events. The scope of data: name, contact information (e-mail, address, phone number), image and audio recordings. The image and audio recordings can be public in case of dissemination.
- d) Duration of data processing: name and contract information are deleted after the event closes, attendance registers (name and signature) will be retained for 60 days after the event, image, audio and video recordings are stored until the time of publishing on the website and on social networking websites, with the exception of information materials retained for archives. If the event is related to an application, the personal data in the attendance form must be stored for 5 years after the payment of the grant amount as part of the supporting documentation of the costs accounted for in the application.

2.12. User opinion research, needs assessment

- a) Legal basis and purpose of data processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for performing a task carried out in the public interest (Section 8 of Act CLV of 2016 on Official Statistics). The aim of data processing is to support the participation in user satisfaction surveys, the organisation of events and research – e.g. focus group surveys, in-depth interviews – with this purpose, as well as opinion boxes on the website. The collected anonymous data is used to produce statistics on the opinion of our users which serve as input for our developments.
- b) Data controllers: officials working in the Coordination and Marketing Section of the Dissemination Directorate.
- c) Data subjects and scope of data: those who participate in the research. The scope of data: name, date of birth/age group, contact information (e-mail, phone number), date of application, place of residence, field of interest and profession, qualification. Occasionally

audio and video recording. In the case of feedback in the opinion box, the persons concerned are website visitors using the opinion box. Scope of data: the IP address of the user's device, the name/address of the product used, the date and time of the feedback.

- d) Duration of data processing: data will be removed immediately after the request of data subjects. Audio and video recordings recorded during opinion polls and interviews will be deleted immediately after processing, but no later than within 1 month after processing.

2.13. Cognitive and focus group testing of questionnaire

- a) Legal basis and aim of processing: the legal basis of processing according to point (a) of Article 6(1) of the GDPR is the consent given by the data subject. The aim of processing of contact information is to be in contact, in case of further information: selection. The content of the questionnaire and the possible audio material serve the purpose of assessing the applicability of the questionnaires to be applied by the HCSO. For further information, see: 2.13.
- b) Data controllers: officials working in the Sampling and Processing Methodology Section of the Methodology Department of Architectural Services Directorate, officials working in the Coordination Section of the Deputy President of Dissemination Directorate and Statistics Departments of Statistics Directorate. For further information, please see: point 2.14.
- c) Data subjects and scope of data: those who apply for testing. The scope of data in case of all applicants: name, contact information (e-mail, phone number), date of birth, profession, user group, number of household, number of children under 16, place (county and type) of residence. Furthermore, in case of a chosen applicant: qualification, profession, name of school, identification number and date of certificate. The content of the questionnaire is anonymous. If an audio recording is made of the interview, the audio material is stored separately from the identifiers. See also point 2.14. Contracts.
- d) Duration of data processing: In the case of testing by the Methodology Department: according to the consent: 1, 3, 5 years. In case of chosen applicants: name, date and place of birth and mother's name will be stored for 3 years, because participation is only allowed once every 3 years. The record will be stored for 1 year separately from other personal data. In case of testing by the Coordination Section of the Deputy President of the Dissemination Directorate: the audio and video recordings recorded during the interviews will be deleted immediately after processing, but no later than within 1 month after processing.

2.14. Contracts

- a) Legal basis and purpose of data processing: according to point (b) of Article 6(1) of the GDPR, data processing is necessary for the performance of a contract to which the data subject is party. The aim of processing is the fulfilment of the contracts.

- b) Data controllers: officials working in the Financial Management Department, and Legal Affairs Section of Statistical Coordination and Legal Affairs Department and other Departments. If the conclusion of contract is related to the census and methodological development carried out within the framework of a tender, the scope of those entitled to data management will be expanded with the staff of the Project Tendering Programmes Section during the tender settlement.
- c) Data subjects and scope of data: natural persons who are in legal contact with the HCSO. The scope of data: birth name, place and date of birth, address, social security number, tax identification number, number of bank account, email and phone number. Personal data of financial and legal countersignaries: name or, in the case of legal countersignaries: KASZ number. In case of contracts concluded with non-natural persons, the personal data of contact persons shall be as set out in point 2.17.
- d) Duration of data processing: The documents of the contract register are handled for 8 years in accordance with the records management rules. In the case of public procurement procedures, on paper or electronically in the Electronic Public Procurement System operated by the Prime Minister's Office by the deadline prescribed in the Public Procurement Act. (The records of the documents are provided by the EQF.) If the questionnaire testing is related to a census and methodological development within the framework of a tender, the personal data in the contracts must be stored for 5 years after the payment of the grant amount as part of the tender.
- e) Data transmission: to the State Audit Office and the Government Audit Office entitled to audit. In the case of a public procurement procedure, the scope of the Public Procurement Act and its implementing regulation in force at the start of the procedure, the members of the jury involved in the preparation of the procedure, the accredited consultants responsible for each procurement procedure.

2.15. Prize draw

- a) Legal basis and aim of processing: the legal basis of the processing of the e-mail address/ phone number provided for the application for the prize draw according to the point (a) of Article 6(1) of the GDPR is the consent given by the data subject.
- The legal basis of processing the name, address and tax identification number required for receiving/ mailing the prize and for its verification according to the point (c) of Article 6(1) of the GDPR, is necessary to fulfil the legal obligation of the data controller, taking into account Section 34 of Act CL of 2017 on taxation.
- The aim of processing of contact information is to identify the participants, to contact the winner, and to display the name of the winner on the website to inform the public. The name of the settlement where the winner lives will also be published.
- The purpose of processing the name, address, and tax identification number is to verify the receipt/ mailing of the prizes.

- b) Data controllers: members of the Draw Board of the HCSO, officials working in the Financial Management Department, and the Legal Affairs Section of Statistical Coordination and Legal Affairs Department. The compilers employed by STATEK Kft. STATEK Kft. is a company 100% owned by the Hungarian State, over which the ownership rights are exercised by the Chairman of the HCSO. By publishing on the website of the HCSO, the names of the winners and the names of the settlements where they reside can be found by the users of the website.
- c) Data subjects and scope of data: participants in the draw. The scope of data: name, contact information (e-mail or phone number). The winner must provide a name, an address and a tax number. Data published on the HCSO website: name of the winner and name of the settlement where he/she lives.
- d) Duration of data processing: personal data provided by non-winners will be immediately deleted by the HCSO. The data provided by the winning participants for the purpose of receiving and mailing the prize (name, address, tax identification number) will be kept for 10 years, until the right to a tax audit expires; in the event of an audit, it will only be forwarded to and at the request of the NAV.
The compiler of STATEK Kft. handles the personal data only until it is uploaded in the electronic system used during the personal interview and until the questionnaire is finalised. On the day of receipt of the last prize, the HCSO will remove the data published on the winners from its website.

2.16. Relations with administrative data source management bodies and members of the Official Statistical Service

- a) Legal basis and aim of processing: the legal basis of processing according to point (e) of Article 6(1) of the GDPR is the public interest required for data management task. The aim of processing: to remain in contact, ultimately to provide data, to complete the transfer of data.
- b) Data controllers: according to Act CLV of 2016 on Official Statistics pursuant to Section 23 (67) and Section 28 (7), the agreement is public.
- c) Data subjects and scope of data: the members of the Official Statistical Service pursuant to Section 23 (6) of Act CLV of 2016 on Official Statistics and the contact persons of the body managing the administrative data source pursuant to Section 28 of the Act. The scope of data: name, position, official telephone number, official e-mail address.
- d) Duration of data processing: the processing of personal data is linked to the management of the organisation's data. We process it until modified or deleted upon request.

2.17. Contact details in case of contracts, cooperation agreements

- a) Legal basis and aim of processing: according to point (f) of Article 6(1) of the GDPR, data processing is necessary for the purposes of the legitimate interests pursued by the third party (organisation concluding a contract or agreement with the HCSO). The aim of processing is to liaise in order to fulfil the contract/agreement. Agreements with the body managing the administrative data source and with the members of the Official Statistical Service are governed by point 2.16.
- b) Data controllers: the organisational units involved in the contract/agreement, as well as the head of the Statistical Coordination and Legal Department, the Statistical Coordination and Legal Department and the staff of the Financial Management Department.
- c) Data subjects and scope of data: contact persons identified in the contract/agreement. The scope of data: name, position, official telephone number, official e-mail address.
- d) Duration of data processing: the processing of personal data is linked to the management of the organisation's data. We process it until modified or deleted upon request.

2.18. Joint grant research and operational programmes with EUROSTAT, EU and other tenders

- a) Legal basis and aim of processing: according to point (b) of Article 6(1) of the GDPR, data processing is necessary for the performance of a contract. The aim of processing is to ensure that all cognitive and focus group questionnaire tests, participation as a compiler, participation in events or as a contractor related to the survey carried out from the application source, the necessary information for the financial settlement of the application is provided to the staff of the Project Tendering Programmes Section of the Office of the President.
- b) Data controllers: the User Relations Department of the Dissemination Directorate, the Communications Directorate, the International Relations Department of the Office of the President, the Project Tendering Programmes Section of the Office of the President and the staff of the departments concerned.
- c) Data subjects and scope of data
 - in the case of events: participants registered to the events of the HCSO. The scope of the managed data: name, contact (e-mail address, telephone number), image, sound and video recordings. The image, audio and video recordings can also be made available to the public through their publication. In the case of a minor participant, the consent, contact details and name of the legal representative.
 - in the case of cognitive and focus group questionnaire testing: name, address, tax identification number, contact details of the test participants.

- as a compiler: name, address/registered office, tax identification number/number of the compiler, contact details.
- as a contracting party: name, registered office/address of the contractor or individual, tax identification number /tax identifier, contact details, (mandatory content elements of the contract).

d) Duration of data processing

- If one of the above events is related to a census and methodological development within the framework of a contractual tender concluded with the European Commission, the data must be stored according to the grant contract as part of the supporting documentation of the costs.
- If one of the above events takes place in the domestic financing of an EU fund, the duration of the data management and the storage of supporting documents will be determined by the grant agreement. This period may not be shorter than the last day of the maintenance period following the acceptance of the final accounts.

2.19. WIFI service in the premises of the HCSO

a) Legal basis and aim of processing: according to point (f) of Article 6(1) of the GDPR, data processing is necessary for the purposes of the legitimate interests pursued by the controller. In the case of voluntary data the legal basis of processing according to point (a) of Article 6(1) of the GDPR is the consent given by the data subject. The purpose of registering for the WIFI service is to verify the legal use of the service.

b) Data controllers: officials the of the Information Technology Services Department.

c) Data subjects and scope of data: guests entering the official buildings of HCSO who register for the WIFI service. Scope of mandatory data: username, e-mail address, e-mail address of the person visited. Scope of voluntary data: surname, first name, phone number, address, company, reason for visit.

d) Duration of data processing: we store the data provided during registration for 30 days. The voluntarily provided data will be deleted immediately at the request of the data subject.

2.20. Document Management System

a) Legal basis and aim of processing: according to point (e) of Article 6(1) of the GDPR, data processing is necessary for the performance of a task carried out in the public interest. The aim: the professional handling and orderly preservation of the documents of the HCSO as a body performing a public task, ensuring administrative processes, and the preservation of documents of permanent value.

- b) Data controllers: officials who perform administrative tasks and deal with document management.
- c) Data processor: DMS One Zrt. (company registration number: Cg-01-10-046112, headquarter: Infopark promenade 1. I. phone: +36 (1) 371 1128, website: www.dmsone.hu).
- d) Data subjects and scope of data: those contacting the office and the data provided by them to the office.
- e) Duration of data processing: it is always handled until the disposal time specified in the effective archive plan, or – in the absence of this – until it is archived.
- f) Data transfer:
 - Based on the HCSO records management regulations and record storage plan, for the purpose of document preservation for the Hungarian National Archives;
 - to Magyar Posta Zrt. for the purpose of postal contact;
 - to NISZ Nemzeti Infokommunikációs Szolgáltató Zrt. for the purpose of electronic contact.

3. Security of data processing

IT Security Policy is available at:

https://www.ksh.hu/docs/bemutakozas/eng/ibp_politika_eng.pdf

4. Rights and redress of the data subjects

4.1. Rights of data subjects in the case of data management related to the core activities of the HCSO (point 1)

4.1.1. Right to information

In this document, the HCSO ensures transparency for natural persons. It also issues a special data management guide for non-permanent data handling not included in this guide.

4.1.2. Right of access by the data subject

In addition to the provisions of Section 4.1.1, further general information may be requested from the HCSO's Data Protection Officer. Pursuant to Section 39 (6a) of Act CLV of 2016 on Official Statistics, personal data concerning the data subject may be provided in writing only on

the basis of the original data provided by the data subject. Reproduction is only possible with data processed in the context of data collection.

4.1.3. Right to rectification

According to Section 40 (4) of Act CLV of 2016 on Official Statistics, the data subject may exercise the right to rectification with regard to data collections. Rectification is possible for data collections until the start of the processing phase for statistical purposes. During the 2022 census, the data subject may exercise this right until the statistical data processing begins. In case of data transmissions, the data subject may contact the organisation of the data source. The HCSO has no obligation to rectify the data if it would render impossible or violate the application of the statistical methodology of data collection or other professional criteria.

4.1.4. Right to erasure

In accordance with the GDPR, the data subject may exercise this right if the processing is not necessary for the performance of the task carried out for reason of public interest (official statistics). During the 2022 census, the data subject may exercise this right with regard to data based on voluntary reporting. Exercising these rights will not affect the anonymised information databases that will be created by the HCSO using data from the 2022 census.

4.1.5. Right to restriction of processing

In accordance with the GDPR, the data subject may exercise this right if the processing is not necessary for the performance of the task carried out for reason of public interest (official statistics). Article 23 (7) of Act CLV of 2016 on Official Statistics states that the right to restrict data management may not be exercised by a natural person as a statistical unit if the statistical survey was conducted in accordance with the provisions of this Act.

During the 2022 census, the data subject may exercise this right with regard to data based on voluntary reporting. Exercising these rights will not affect the anonymised information databases that will be created by the HCSO using data from the 2022 census.

4.1.6. Right to object

According to GDPR, the data subject may exercise this right if the processing is not necessary for the performance of the task carried out for reason of public interest (official statistics). During the 2022 census, the data subject may exercise this right with regard to data based on voluntary reporting. Exercising these rights will not affect the anonymised information databases that will be created by HCSO using data from the 2022 census.

4.2. Rights of data subjects in case of processing of point 2.

The data subject can request:

- a) information on data processing concerning his/her data;
- b) access to his/her personal data (electronically or by copy);
- c) the rectification of inaccurate personal data or the correction of incomplete personal data;
- d) the erasure of his/her personal data or the restriction of the processing of his/her data if the necessary conditions exist;
- e) the data subject can protest against the handling of his/her personal data.

4.3. Redress

In the case of violating the rights of the data subject, he/she can:

- a) contact the data protection officer (Dr. Eszter Regős, Eszter.Regos@ksh.hu; +(36-1)-345-6419); or
- b) turn to a court (Fővárosi Törvényszék, H-1055 Budapest, Markó Street 27, <http://fovarositorvenyszek.birosag.hu/english>)
- c) initiate an investigation by the Hungarian National Authority for Data Protection and Freedom of Information (H-1055 Budapest, Falk Miksa street 9–11, ugyfelszolgalat@naih.hu) or another national authority for data protection of Member States.

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