GENERAL INFORMATION ON DATA PROCESSING
With reference to the Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information, the Hungarian Central Statistical Office (hereinafter referred to as: HCSO) provides the following information for data subjects (natural persons). The aim of this document is to provide every information related to processing of your personal data in an unambiguous and transparent way.

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1. **Data processing related to main tasks of HCSO**

The main task of HCSO is to show the status and the trends of the economy, the 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.) or voluntary (1.4.).

1.1. **Statistical data collection**

Any natural or legal person as well as organisation with legal entity might be obligated to provide data by means of statistical data collection. Mandatory statistical data collection considering personal data of natural persons can only be ordered by an Act of Parliament with the exception of natural persons engaged in economic activity. The Population census in 2011 (1.1.1.) and the Microcensus in 2016 (1.1.2.) were carried out by HCSO through the authorisation of an Act of Parliament.

1.1.1. **Population census**

a) **Legal basis and aim of processing**: the Act CXXXIX of 2009 on the census of 2011. The population census is the only method which enables to learn the life circumstances of the population in Hungary as a whole; economic, health, educational, social and cultural developments can be planned and implemented with the knowledge of the exact data. The Hungarian census is part of a global program; we provide exact data about ourselves to our neighbors, to the European Union and to the whole world.

b) **Controllers (who have the right to data processing)**: enumerators who are in contractual connection (privity) with HCSO during the survey; officials of the HCSO during the survey and the processing.

c) **Data subjects and the scope of data**: All Hungarian citizens having habitual residence within the borders of the country or staying temporarily abroad for a period of less than 12 months. All foreign citizens and stateless persons living in the area of the country for a period of more than 3 months. Surnames and first names are not recorded during the census.

Providing data on a mandatory basis: sex, date of birth, citizenship, place of residence, tenure status, marital status, family status, data on live-born children, school attendance, educational attainment, language skills, economic activity, job search, occupation, employer, place of work or school, daily commuting to work or school.

Providing data on a voluntary basis (the response to **these questions is voluntary**): nationality, ethnicity, mother tongue, religion, long-lasting disease, disability.

The above data are recorded without name, only with place of residence stored separately.
d) **Duration of processing:** since the first Hungarian population census in 1896, fifteen population censuses have been carried out by the HCSO. Having regard to the fact that these data do not contain any direct identifier (name), there are no limitations concerning the duration of processing.

More information about population census can be found at: [http://www.ksh.hu/nepszamlalas/?lang=en](http://www.ksh.hu/nepszamlalas/?lang=en)

1.1.2. **Microcensus**

a) **Legal basis and aim of processing:** a section 5 of the Act X. of 2015 on the census of 2016. 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 household and families, and about the housing stocks. Microcensus can demonstrate the changes that have occurred since the last population census.

b) **Controllers:** enumerators who are in contractual connection (privity) with the HCSO during the survey; officials of the HCSO during the survey and the processing.

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

Surnames and first names are not recorded during the microcensus. Providing data on a mandatory status: sex, date of birth, citizenship, place of residence, tenure status, marital status, family status, data on live born children, school attendance, educational attainment, language skills, economic activity, occupation, employer and place of work.

Providing data on a voluntary basis (the response to **these questions is voluntary**) long-lasting diseases, disability, nationality, ethnicity, mother tongue, spoken language.

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

More information about Microcensus can be found at: [http://www.ksh.hu/mikrocenzus2016/?lang=en](http://www.ksh.hu/mikrocenzus2016/?lang=en)
1.2. Statistical data transmission from administrative registers

According to legislation, certain organizations must maintain registers. These are called administrative data sources or administrative registers. 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 HCSO and the owner of the administrative data determines the detailed terms of the transmission of administrative data. Agreements between the HCSO and owners of administrative data are available here: (link: under contraction)

1.2.1. Data transmissions containing personal data of natural persons

a) **Legal basis and aim of processing:** section 28 of the Act CLV of 2016 on Official Statistics. The aim in every case is to produce official statistics.

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

c) **Data subjects and the scope of data:**

<table>
<thead>
<tr>
<th>Record no.</th>
<th>Name of record</th>
<th>Type of personal data</th>
<th>Data source</th>
</tr>
</thead>
<tbody>
<tr>
<td>2326</td>
<td>Employees’ and self employed’s social security records</td>
<td>tax number</td>
<td>NAV (National Tax and Customs Administration)</td>
</tr>
<tr>
<td>2301</td>
<td>Personal income tax database of foreign citizens</td>
<td>tax number</td>
<td>NAV</td>
</tr>
<tr>
<td>2302</td>
<td>Tax returns of sole proprietors</td>
<td>tax number</td>
<td>NAV</td>
</tr>
<tr>
<td>2319</td>
<td>Tax data (Value Added Tax returns)</td>
<td>tax number</td>
<td>NAV</td>
</tr>
<tr>
<td>2367</td>
<td>Result of VAT tax control</td>
<td>tax number</td>
<td>NAV</td>
</tr>
<tr>
<td>2368</td>
<td>Result of personal income-tax return</td>
<td>tax number</td>
<td>NAV</td>
</tr>
<tr>
<td>2401</td>
<td>Tax and social security records of individual entrepreneurs and licence</td>
<td>tax number</td>
<td>NAV</td>
</tr>
<tr>
<td></td>
<td>agricultural small-scale producers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2196</td>
<td>Register of residence and settlement permits</td>
<td>name, address</td>
<td>BÁH (Immigration and Asylum Office)</td>
</tr>
<tr>
<td>2228</td>
<td>Data of citizens participated in international migration</td>
<td>name, address</td>
<td>BM NYHÁT (Ministry of Interior Deputy Secretariat for Register’s Management)</td>
</tr>
<tr>
<td>2281</td>
<td>Data of businesses registered as individual entrepreneurs</td>
<td>name, tax number</td>
<td>IM (Ministry of Justice)</td>
</tr>
<tr>
<td>2327</td>
<td>Licence agricultural small-scale producers</td>
<td>name, tax number</td>
<td>NAV</td>
</tr>
<tr>
<td>2307</td>
<td>ENAR (Uniform Farm Animal Identification and Registration System)</td>
<td>tax number</td>
<td>NÉBIH (National Food Chain Safety Office)</td>
</tr>
<tr>
<td>2308</td>
<td>Information system of poultry (BIR)</td>
<td>tax number</td>
<td>NÉBIH</td>
</tr>
<tr>
<td>2409</td>
<td>Register of licensed agricultural small-scale producer</td>
<td>name, address, tax</td>
<td>NÉBIH</td>
</tr>
<tr>
<td></td>
<td>number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The data transmitted shall be stored separately from the direct identifiers (tax number, name, address). 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 that, and only for the time necessary to carry out the analyses.

d) **Duration of processing:** after the statistical work is performed, direct identifiers (tax number, name, address) have to be deleted.

1.3. **Vital statistics**

a) **Legal basis and aim of processing:** section 30 of the Act No. CLV of 2016 on Official Statistics. The aim is to monitor vital events, namely births, deaths, marriages (cease and avoidance of marriage), registered partnerships (formation and cessation), the registration of civil partners’ declarations (cessation) and changes of address.

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

c) **Data subjects and the scope of data:** subjects of vital events in Hungary as well as subjects of vital events occurred abroad with Hungarian residents that are also registered in Hungary. The statistics of vital events cover the following groups of data: name, address, social security number, 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 as a vital event, place of registration, individual electronic identification number of the registration, place and date of the vital event and data related to the examination of the deceased. The detailed content of the data collection is available in the Annex 1–5 of Government Decree No. 170/1993.

Data shall be provided by the competent registrars, health care providers, doctors entitled to issue the certificate on the examination of the deceased, courts and notaries according to the place of the vital event and – in the case of events occurred abroad – by the authorities performing domestic registrations. Address data shall be provided by the central body in charge of the register of personal data and address in accordance the rules to which it is subject.

d) **Duration of processing:** Among the data collected with respect to the vital event or to the change of address, name, address, social security number and individual electronic identification number of the registration shall be deleted within 8 days after the data are checked from the aspect of completeness and coherence.

e) **Data transmission:** According to section 16 and 20 of the Act. XLVII of 1997 on Processing and Protection of Medical and Other Related Personal Data, HCSO transmits data on deceased people allowing personal identification to National Oncology Register and Children Oncology Register, National Registry of Myocardial Infarction and medical authority of public administration. The aim of the data transmission is to facilitate the work of the healthcare providers, including the supervision and the 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 regarding the deceased, have to be deleted. The medical authority of public administration deletes immediately all the data allowing identification of natural person after data were processed for statistical purposes or after they were anonymised.

Summary information:

### 1.4. Household surveys

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject and section 23 of the Act CLV of 2016 on Official Statistics. The aim is the production of official statistics related to the purpose of the data collection.

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

c) **Processor:** 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 owned by the Hungarian State to 100%.

d) **Data subjects and the scope of data:** data subjects according to areas determined in connection with the object of the data collection. The scope of data is the content of the (survey) questionnaires without direct identifiers.

e) **Duration of processing:** Having regard to the fact that these data do not contain any direct identifier, there are no limitations concerning the duration of processing.

Summary information:

### 2. Other data processing connected with the task of HCSO

HCSO needs to get in touch with natural persons to perform its fundamental tasks, which results in further data processing (section 2.1–2.9.).

#### 2.1. Website

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject. The aim of processing is to provide and control the appropriate functioning of the website and to prevent any disfunction.
b) **Controllers:** officials of Information Technology Services Department of the HCSO, website development company, officials working in the Editorial Section of Publishing Department, Dissemination Directorate.

c) **Data subjects and the scope of data:** data subjects are the visitors of the website. The recorded data are: ID address of PC, date and time of download, user settings used on website (for example: attributes used for ordering on e-Shelf), identifier of open files/folders (demography of users, technical parameters). We do not use any visit counter or web marking. Cookies with the following functionalities are used:
- recording the users’ settings (attributes used for filtering and ordering, date of last visit);
- recording the browser session (following the signed-in users, e.g. e-Shelf user);
- statistics of visitors (Google Analytics).

Weblog is also used by the HCSO.

d) **Duration of processing:** the sessions are deleted at the time of closing the web browser. In the case of certain cookies the duration of processing is 90-365 days, while it is unlimited in the case of Google Analytics. The users can delete the cookies on their PCs and they can disable the use of cookies in the web browser.

### 2.2. Newsletter

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject. The aim of processing is to send e-newsletters to enquirer and to provide direct information about the most important publications, events of the HCSO and about the date of the publication of first releases.

b) **Controllers:** Newsletter services are performed by the officials working in the Editorial Section of Publishing Department, Dissemination Directorate.

c) **Data subjects and the scope of data:** data given during the registration to the Newsletter: name, e-mail address, and the date of registration.

d) **Duration of processing:** data will be removed immediately after the request of data subjects or after 3 days in the case of invalid registration.

The Newsletter is available on the following link:  
http://go.ksh.hu/100

### 2.3. Publication Repertory and e-Shelf

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject. The aim of processing is the billing in the case of publications available for a fee and to view and download electronic publications purchased from HCSO and internet annexes on their e-Shelf at any time.
b) **Controllers:** the officials working in the Marketing Section of User Relation Department, Dissemination Directorate perform the tasks related to publication repertory service and the officials working in the Editorial Division of Publishing Department, Dissemination Directorate perform the tasks related to e-Shelf.

c) **Data subjects and the scope of data:** in the case of publications available for a fee in the Publication Repertory name, e-mail address and billing address; in the case of e-Shelf service name, e-mail address, the date of registration, the identifier of purchased publications, the time and date of first activation and the numbers of downloading in e-Shelf. Custom statistics are made from these data.

d) **Duration of processing:** according to the Act C of 2000 on accounting, the billing information are retained for 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: http://www.ksh.hu/apps/shop.main?p_session_id=966174553867862&p_lang=EN

The E-Self is available at: https://www.ksh.hu/shelf?lang=en

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2.4. **Services available for a fee**

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject. The aim of processing is the entering into a contract and the fulfilment (billing) of the contract.

b) **Controllers:** the officials working in the Information service, the Complex services and Marketing Sections of User Relation Department, Dissemination Directorate and the officials working in the Legal Affair and Accounting Sections of the Financial Management and Legal Affairs Department.

c) **Data subjects and the scope of data:** users of services available for a fee; processed data: name, e-mail address and billing address.

d) **Duration of processing:** according to the Act C of 2000 on accounting, the billing information are retained for 8 years; contracts are retained for 5 years according to the Act V of 2013.

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2.5. **Camera surveillance system**

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject, having regard to the Act CXXXIII of 2005 on the rules of personal and property protection activities and private investigation. If a person does not give his/her permission to be recorded, instead of personal contact alternative form of communication can be also available (via phone, e-mail). The aim of processing is the personal and property protection.
b) **Controllers:** Head of the Section of facility management and maintenance and 3 assigned officials (in every building); also the staff of reception services in the buildings of Budapest, Miskolc, Szeged, Pécs, Debrecen and Győr.

c) **Data subjects and the scope of data:** the visitors of the official buildings of HCSO. (H-1024 Budapest, Keleti Károly Street 5–7; Buday László Street 1–3; Keleti Károly Street 18/b; Fényes Elek Street 14–18, H-9700 Szombathely, Széll Kálmán Street 54, H-9024 Győr, Bem Square 19, H-8000 Székesfehérvár, Honvéd Street 1, H-8200 Veszprém, Radnóti Square 2. II. flour, H-7623 Pécs, József Attila Street 10/A, H-6726 Szeged, Jobb Alley 6-10, H-6000 Kecskemét, Irinyi Street 17./a, H-4029 Debrecen, Faraktár Street 29/b, H-3527 Miskolc, Katalin Street 1.) The processed data are image recordings made at the entrance of the buildings, at the reception services, at some of the corridors, at parking spaces in the inner court and at the corridors and reading rooms of the HCSO Library.

d) **Duration of processing:** recordings that have not been utilized are deleted after 3 working days, in the case of public programs after 30 days. (Utilization means the usage of recordings at judicial or other administrative procedures.)

The registration numbers of data processing regarding the camera surveillance system in HCSO are: NAIH-82410; NAIH-100082

2.6. **Camera surveillance system – Safe Centre**

a) **Legal basis and aim of processing:** the legal basis of processing according to the Act CXII of 2011 is the consent given by the data subject. The aim of processing is to check that all safety rules regarding the data processing in Safe Centre are complied.

b) **Controllers:** Head of the Section of facility management and maintenance, 3 assigned officials and the staff of the reception service.

c) **Data subjects and the scope of data:** researchers using the premises and services of the Safe Centre (H-1024 Budapest, Keleti Károly Street 5–7). The processed data are image recordings made at the Safe Centre.

d) **Duration of processing:** recordings that have not been utilized are deleted after 3 working days. (Utilization means the usage of recordings at judicial or other administrative procedures.)

The registration number of data processing regarding the camera surveillance system of the Safe Centre is: NAIH-76953

More information available at: [http://www.ksh.hu/safe_centre_access](http://www.ksh.hu/safe_centre_access)

2.7. **Security building entry system**

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject. The aim of the electronic system is the personal and property protection and the checking of enterings to the official buildings of HCSO.
b) **Controllers:** Head of the Section of facility management and maintenance and officials appointed by him.

c) **Data subjects and the scope of data:** visitors entering the official buildings of the HCSO. The scope of data: name, address, time of entry and exit, number plate and type of the entering vehicle.

d) **Duration of processing:** data are deleted after 24 hours in the case of occasional entering according to the Act CXXXIII of 2005 on the rules of personal and property protection activities and private investigation.

### 2.8. Job applications and HR’s Data Bank of CVs

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act. CXII of 2011 is the consent given by the data subject. The aim of processing is to fill vacant positions – in the case of the Data Bank of CVs, to fill a position which will be opened in the future – and to establish an employment relationship between the employer and the HCSO.

b) **Controller:** officials working in the Human Resources Section of Human Resources Management and Training Department and leaders participating in the application procedure.

c) **Data subjects and scope of the data:** applicants applied for open positions at the HCSO, or applicants sent their CVs to the Data Bank of the HCSO. The scope of data in the case of the application for an open position: data of CVs in the public service regulated by the 45/2012 Government Regulation, motivation letter, copy of the certification of education and language exams, certificate of good conduct and the declaration of applicant regarding the processing of data applicant’s permission to process his/her data. In the case of the Data Bank: data of CVs in the public service regulated by the 45/2012 Government Regulation, motivation letter, copy of the certification of education and language exams and the declaration of applicant regarding the processing of data in the Data Bank.

d) **Duration of processing:** in the case of open positions, data of the successful applicants will be stored in their personal files, otherwise all the data will be deleted. In the case of the Data Bank, all the data are kept for 1 year.

All currently opened positions at the HCSO are available at: [http://www.ksh.hu/allashirdetesek](http://www.ksh.hu/allashirdetesek)

### 2.9. Public events

a) **Legal basis and aim of processing:** the legal basis of processing according to section 5 of the Act CXII of 2011 is the consent given by the data subject on the basis of special prospectus containing information on data processing. The aim of processing is to perform public tasks and to inform the public.

b) **Controllers:** the officials working in the Communication Section of User Relation Department, Dissemination Directorate.
c) **Data subjects and the scope of data:** those who are invited to the public events of HCSO, as well as those who participate at the public events. The scope of data: name, contact information, image and audio recordings.

d) **Duration of processing:** recordings that have not been utilized are deleted after 30 days, except those materials containing information and pictures about the events that might be stored in the archives.

### 3. Rights and redress of the data subjects

The data subject can request:

a) to get information on data processing concerning his/her data;

b) to get access to his/her personal data (in electronic way or in a form of copy);

c) the rectification of inaccurate personal data or the correction of incomplete personal data;

d) to erase his/her personal data or to restrict 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.

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

a) can contact the data protection officer (dr. Eszter Regős, [Eszter.Regos@ksh.hu](mailto:Eszter.Regos@ksh.hu); +(36-1)-341-6419);

b) can turn to the court (Fővárosi Törvényszék, H-1055 Budapest, Markó Street 27. [http://fovarositorvenyszek.birosag.hu/english](http://fovarositorvenyszek.birosag.hu/english));

c) can initiate an investigation by the Hungarian National Authority for Data Protection and Freedom of Information (H-1125 Budapest, Szilágyi Erzsébet Alley 22/C [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)).

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