

Dear Partner,

In relation to the fulfilment of their contractual obligations, Cyclator Kft. wishes to provide information to you regarding the personal data recorded by them.

Cyclator Kft. (registered office: 3200 Gyöngyös, Kőrösi Csoma Sándor út 4, Building 1, Ground Floor 3, tax number: 25447558-2-10; company registration no.: 10-09-035511) processes your personal data in accordance with this Privacy Notice, which data processing you are acknowledging by the reading of the notice.

1. The Controller and the persons authorised to carry out processing, data protection officer

The Controller is Cyclator Kft.

Cyclator Kft. did not appoint a data protection officer given that they do not carry out any processing activity that would require it.

2. Legal ground and purpose of data processing

The legal ground is the processing of personal data necessary for the fulfilment of the contract/legal obligations.

The purpose of the data processing is the identification of partners and their differentiation from each other, communication, the generation of user statistics, the handling of orders and purchases, the fulfilment of the contractual obligations resulting from purchases and the exercising of rights as well as the fulfilment of accounting obligations.

If you do not agree with the processing of your data as defined in this Notice, we shall not be able to accept/issue an accounting document or contract.

3. Processed data and duration of the data processing

The duration of the data processing is at least the period specified in the applicable legislation as the preservation period (5, or in the case of an accounting document, 8 years); 2 years in the case of business cards, but this information will be preserved for the production of sales supporting statistics.

The data processing involves the data of the contact person (name, phone number, e-mail address) necessary for the fulfilment of the contract and the data required to be displayed on accounting documents (name, tax number, address).

4. Recipients of the personal data

The personal data can be accessed only by the employees of the company and only to the extent necessary for the performance of their activity. The personal data are forwarded to authorities based on a request or if required by law (in the case of invoices with a VAT amount exceeding HUF 100,000 the data are transmitted online).

For the fulfilment of legal/contractual obligations the data may be accessed by other third parties also (such as auditors, couriers, IT providers, etc.).

5. Your rights

- 5.1. You are entitled to request information from Cyclator Kft. at any time in relation to the personal data processed by us and detailed in this Notice, the purpose of the data processing, its legal ground and the processing period, as well as regarding who receives or received your data and for what purpose.
- 5.2. You can request Cyclator Kft. rectify your incorrect personal data or to supplement your incomplete personal data.
- 5.3. You may at any time request that our company transfer your personal data available to us, and which is processed electronically, to you or to another controller in a commonly used format.
- 5.4. You are entitled to request Cyclator Kft. to restrict data processing at any time. In the event the data processing is restricted Cyclator Kft. may only process your personal data, not including their preservation, with your consent or for the submission, enforcement or protection of legal claims or the protection of the rights of other persons. You may request the restriction of the processing of your personal data if
 - you dispute the accuracy of the personal data,
 - the data processing is unlawful, you object to the erasure of the personal data,
 - Cyclator Kft. does not require the personal data for data processing purposes, but you request the restriction of the personal data for the submission, enforcement or protection of legal claims

Cyclator Kft. shall inform you about the lifting of the restriction on data processing prior to lifting the restriction.

- 5.5. You are entitled to request Cyclator Kft. to erase your personal data. Cyclator Kft. shall erase your personal data if,
 - Cyclator Kft. no longer requires the personal data for the purpose they was collected for or processed,
 - your personal data were processed unlawfully or
 - Cyclator Kft. is obligated to erase the personal data for the fulfilment of their legal obligation.

Cyclator Kft. shall review the requests relating to data processing within 30 days from their submission, shall make a decision on its merits and shall notify the requestor in writing of its decision.

6. Complaint handling

- 6.1. If you feel that Cyclator Kft. processed your personal data in a manner not defined in this Notice, or if you were unable to fully exercise your rights, please contact us at any of our contact details provided below:

- in person at our registered office: 3200 Gyöngyös, Körösi Csoma Sándor út 4, Building 1, Ground Floor 3,
- e-mail address: solutions@utb.hu (please include the word 'Data Processing' in the subject line of your message)
- phone number: +36 1/4133600

6.2. In the event that your rights relating to your personal data have been violated, you may submit your complaint to the below authority:

Authority: National Authority for Data Protection and Freedom of Information

Correspondence address: 1530 Budapest, P.O. Box.: 5

Address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c

Phone: +36 (1) 391-1400

Fax: +36 (1) 391-1410

E-mail address: ugyfelszolgalat@naih.hu.

6.3. In the event that a violation of the law occurs during the processing of your personal data you may also take your case before a court.