

DETAILED PRIVACY NOTICE

Contents

1.	The controller's name and contact details	3
2.	The laws providing a basis for the processing	3
3.	Definitions	3
4.	The principles of processing.....	3
5.	The data processed by Oppenheim, the purpose, legal basis and period of processing	4
6.	The recipients or categories of recipients of the personal data	5
7.	International data transfer to third countries.....	5
8.	Clients' rights of access	6
9.	Clients' right to rectification	6
10.	Clients' right to erasure	7
11.	Clients' right to the restriction of processing	7
12.	Clients' right to data portability.....	8
13.	Time limit for dealing with the requests of clients as data subjects	8
14.	Right to submit complaints.....	9
15.	Amendment of this notice	9

1. The controller's name and contact details

The Oppenheim Law Firm (1053 Budapest, Károlyi u. 12) and its Vienna sub-office, Oppenheim Law Firm Zweigniederlassung Wien (Schottenfeldgasse 85/1, 1070 Vienna, Austria) (hereinafter jointly referred to as **Oppenheim**) act as controllers regarding the personal data of their current, former and prospective clients and the persons related to those clients (hereinafter jointly referred to as **client** or **clients**).

2. The laws providing a basis for the processing

- Act LIII of 2017 on the Prevention and Combating of Money Laundering and Terrorist Financing (**Anti-Money Laundering Act**),
- Act LII of 2017 on the Implementation of Restrictive Financial Measures Ordered by the European Union and the UN Security Council,
- Act LXXVIII of 2017 on Attorneys' Activities (**Attorneys' Act**),
- Act CXII of 2011 on the Right of Informational Self-Determination And on the Freedom of Information,
- Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, **GDPR**).

3. Definitions

controller means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;

processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

processor means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

GDPR means REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC;

supervisory authority or **NAIH** means the National Authority for Data Protection and Freedom of Information.

personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

special categories of personal data means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data and biometric data aiming at uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation;

client means any person inquiring about Oppenheim's products and services in person, via our website, by phone or by any other means, as well as any person entering into a retainer agreement with Oppenheim.

4. The principles of processing

Oppenheim takes appropriate measures to ensure that the personal data relating to its clients are always

- (a) processed lawfully and fairly, with an appropriate legal basis (lawfulness, fairness and transparency);

- (b) collected for specified, explicit and legitimate purposes and not processed in a manner that is incompatible with those purposes;
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (data minimisation);
- (d) accurate and, where necessary, kept up to date; personal data that are inaccurate must be erased or rectified without delay, where possible (accuracy);
- (e) kept in a form which permits identification of the clients for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for statistical purposes, subject to implementation of appropriate technical and organisational measures (storage limitation);
- (f) processed in a manner that ensures the appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (integrity and confidentiality).

5. The data processed by Oppenheim, the purpose, legal basis and period of processing

Oppenheim processes the following personal data relating to its clients for the following purposes:

I. inquiries about services through our website, in person, by phone or by any other means

(a)	name;	Data that is indispensable to identifying the client
(b)	email address (telephone number);	Data that are indispensable to being able to contact the client later on
(c)	the subject-matter of the inquiry (e.g.: data of a property or an interest in a company, other data relating to the matter);	Data necessary for clarifying the client's inquiry and for providing an appropriate, personalised answer to it, based on the information shared by the client
(d)	vehicle registration number	Data required for parking if the client uses a parking space in our office building

The legal basis of processing is the client's consent. The processing will be performed for the period specified by the inquirer or until the consent is withdrawn.

II. registration for newsletter (for notifications by phone or SMS)

(a)	name;	Data that is indispensable to identifying the client
(b)	email address (telephone number);	Data that are indispensable to being able to contact the client later on
(c)	the subject-matter of the inquiry (if applicable);	Data necessary for clarifying the subject-matter of the newsletters/other eDM tools, based on the information shared by the client.

The legal basis of processing is the inquirer's consent. The processing will be performed for the period specified by the inquirer or until the consent is withdrawn.

III. individual request for an offer

(a)	name;	Data that is indispensable to identifying the client
(b)	email address (telephone number);	Data that are indispensable to being able to contact the client later on
(c)	the subject-matter of the inquiry (the circumstances of the matter related to a potential mandate);	Data necessary for clarifying the client's inquiry and for providing an appropriate, personalised answer to it, based on the information shared by the client.
(d)	vehicle registration number	Data required for parking if the client uses a parking space in our office building

The legal basis of processing is the inquirer's consent. The processing will be performed for the period specified by the inquirer or until the consent is withdrawn.

IV. the conclusion and performance of a mandate agreement

(a)	name;	Data that is indispensable to identifying the client
(b)	email address (telephone number);	Data that are indispensable to being able to contact the client later on
(c)	data relating to the subject-matter of the contract (e.g.: the data relating to the real estate or other property concerned, marital status, personal circumstances);	The establishment of the subject-matter of the contract, the data and circumstances necessary for the performance of the contract and the assignment
(d)	the data of which records must be kept according to the Anti-Money Laundering Act and the Attorneys' Act (e.g. personal identification data, copies of identification documents, data about the fact that a person is a politically exposed person, beneficial owners' personal identification data)	Data of which records must be kept based on a mandatory statutory provision

The legal basis of processing is the performance of a contract and the need to ensure that any disputes arising in connection with such contract can be resolved, as well as the mandatory requirements of the Anti-Money Laundering Act and the Attorneys' Act. The period of processing will be the period of performance of the contract plus five years (the general period available for enforcing civil claims); in the case of any resulting documents that cannot be discarded, the retention period will be unlimited, and in the case of data collected based on the Anti-Money Laundering Act and the Attorneys' Act, it will be 8 years from the termination of the retainer agreement, which may be extended in special cases determined by law.

V. Profiling

Oppenheim will not use automated decision-making, it will not perform profiling regarding the data subjects using the data available to it, and it will not use the data of the data subjects for direct marketing purposes.

6. The recipients or categories of recipients of the personal data

Oppenheim usually shares some of its clients' personal data with the following third parties, on a controller-to-controller basis:

- (a) within Oppenheim's company group, including Oppenheim's parent company and subsidiaries;
- (b) organisations providing services to Oppenheim or its clients (e.g.: companies providing insurance, IT service provider);
- (c) third parties involved in the performance of retainer agreements (opposing parties, authorities, courts, experts, legal or other service providers involved by us or by the client, notaries public);
- (d) supervisory authorities and other authorities, other regulatory authorities and bodies.

The clients can request personalised information about the personal data Oppenheim processes in relation to them (the purpose and legal basis of processing, the scope of the data concerned, the transfer of the data, the period of processing, the logic behind profiling); they can use the following contact details to submit their requests: compliance@oppenheimlegal.com; +36 1 486 2200; 1053 Budapest, Károlyi u. 12.

7. International data transfer to third countries

Clients' personal data may be transferred to controllers and processors located in countries outside the European Economic Area if it is necessary for the performance of the retainer agreement, or if the client has explicitly given his or her informed consent to it (Article 49 of the GDPR).

Oppenheim will inform the client before the conclusion of the contract that the client's data transferred to a recipient located outside the European Union will be appropriately protected in respect of such recipient:

- a) by means of the standard data protection clauses adopted by the Commission in accordance with the examination procedure referred to in Article 93(2) of the GDPR;
- b) by means of the standard data protection clauses adopted by a supervisory authority and approved by the Commission pursuant to the examination procedure referred to in Article 93(2) of the GDPR;
- c) an approved code of conduct pursuant to Article 40 of the GDPR together with binding and enforceable commitments of the controller or processor in the third country to apply the appropriate safeguards, including as regards data subjects' rights; or
- d) an approved certification mechanism pursuant to Article 42 of the GDPR together with binding and enforceable commitments of the controller or processor in the third country to apply the appropriate safeguards, including as regards data subjects' rights. In connection with this, Oppenheim will do its best to ensure that its partners located in third countries accept the standard data protection clauses adopted by the European Commission/NAIH.

8. Clients' rights of access

Clients have a right to access their personal data.

If a client requests Oppenheim to confirm whether it processes the client's personal data, Oppenheim must provide information to the extent permitted by law.

There are cases where Oppenheim receives the data subject's personal data from a person other than the data subject. In such cases we presume that the person from whom we have received the data was authorised to provide them to us. If the controller obtains the data from a person other than the data subject, its obligation to provide information to the data subject will be limited. Nevertheless, Oppenheim will always be ready to help the data subjects upon their request, and it will provide them with all information they request, to the extent permitted by law.

The client's right to obtain confirmation as to whether (or not) Oppenheim processes his or her personal data

- (a) applies to the personal data concerning him or her;
- (b) does not apply to anonymous data;
- (c) does not apply to personal data that concern another person; and
- (d) includes any pseudonymised data that can be clearly linked to the client.

Upon the request of the client concerned, Oppenheim will provide a copy of and access to the client's personal data. If the client requests additional/further copies of his or her personal data, Oppenheim may charge a reasonable fee for the payment of the administrative costs arising in connection with meeting the request; this fee shall be paid by the client.

9. Clients' right to rectification

Clients have a right to the rectification of their personal data. This right

- (a) does not apply to anonymous data;
- (b) applies to the personal data concerning him or her;
- (c) does not apply to personal data that concern another person; and
- (d) includes any pseudonymised data that can be clearly linked to the client.

Upon the client's request, Oppenheim will appropriately rectify or complete the client's personal data, acting in accordance with the law. Oppenheim will inform the recipients (if any) of the client's personal data about the rectification of such personal data unless notifying the recipients proves to be impossible or requires a disproportionate effort.

10. Clients' right to erasure

Under certain circumstances, clients shall have a right to the erasure of their personal data.

Oppenheim shall have the obligation to erase the client's personal data without undue delay where

- (a) Oppenheim processes those personal data, and
- (b) the client requests the erasure of his or her personal data, and
- (c) the personal data are not necessary in relation to the purposes for which Oppenheim processes them.

Oppenheim shall have the obligation to erase the client's personal data without undue delay where

- (d) Oppenheim processes the client's personal data, and
- (e) the client requests the erasure of his or her personal data, and
- (f) the client withdraws his or her consent on which the processing of his or her data is based, and
- (g) there is no other legal ground for the further processing of the client's data.

Oppenheim shall have the obligation to erase the client's personal data without undue delay where

- (h) the processing is necessary for the purposes of the legitimate interests pursued by Oppenheim or by a third party, and
- (i) the client objects to Oppenheim's processing of his or her personal data, and
- (j) the legitimate ground for the processing of such personal data does not override the client's objection.

Oppenheim shall have the obligation to erase the client's personal data without undue delay where

- (k) the client requests the erasure of his or her personal data, and
- (l) the processing of such data by Oppenheim is not unlawful, or
- (m) the erasure is mandatory under the laws in force, or
- (n) the client's data are collected in relation to information society services.

Oppenheim will inform the recipients (if any) of the client's personal data about the erasure of such personal data unless notifying the recipients is impossible or requires a disproportionate effort.

11. Clients' right to the restriction of processing

To the extent permitted by law, the client may request the restriction of the processing of his or her personal data.

The client's right to request the restriction of the processing of his or her personal data

- (a) does not apply to anonymous data;
- (b) applies to the personal data concerning him or her;
- (c) does not apply to personal data that concern another person; and
- (d) includes any pseudonymised data that can be clearly linked to the client.

Oppenheim will restrict the processing of the client's personal data if the client requests the restriction of the processing of his or her personal data and if the accuracy of the personal data is contested by the client, for a period enabling Oppenheim to verify the accuracy of the personal data concerned.

Oppenheim will restrict the processing of the client's personal data if the client requests the restriction of the processing of data whose processing is unlawful and if the client opposes the erasure of such data.

Oppenheim will restrict the processing of the client's personal data if

- (a) the client requests the restriction of the processing of his or her personal data, and
- (b) Oppenheim no longer needs these data for the purposes of the processing, and
- (c) they are required by the client for the establishment, exercise or defence of legal claims.

Oppenheim will restrict the processing of the client’s personal data if

- (a) the client objects to the processing of his or her personal data that are necessary for the purposes of Oppenheim’s legitimate interest, and
- (b) the client is waiting for the confirmation of whether there is a legitimate ground for Oppenheim’s processing of the client’s personal data that does not override the client’s objection.

Oppenheim will inform the recipients (if any) of the client’s personal data about the restriction of the processing of such personal data unless notifying the recipients is impossible or requires a disproportionate effort.

If Oppenheim restricts the processing of the client’s personal data, then

- (a) it may store such personal data,
- (b) based on the client’s consent, it may process such personal data,
- (c) it may process the personal data for the establishment, exercise or defence of its legal claims or for the protection of the rights of another person.

Oppenheim shall not use the data of its clients for direct marketing purposes, including profiling and automated individual decision-making.

12. Clients’ right to data portability

Clients shall have the right to receive the personal data concerning them, which they have provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided (where technically possible), where the processing is based on consent or is necessary for the performance of a contract and the processing is carried out by automated means.

The client’s right to data portability

- (a) does not apply to anonymous data;
- (b) applies to the personal data concerning him or her;
- (c) does not apply to personal data that concern another person; and
- (d) does not apply to any pseudonymised data that can be clearly linked to the client.

13. Time limit for dealing with the requests of clients as data subjects

Oppenheim will respond to the requests submitted in relation to the above rights of the client within the following time limits.

The data subject’s request	Time limit
Right to information	when the data are collected (if provided by the data subject) or within a month (if provided by a person other than the data subject)
Right of access	one month
Right to rectification	one month
Right to erasure	without undue delay
Right to restriction of processing	without undue delay
Right to data portability	one month

Right to object	at the time of the receipt of the objection
-----------------	---

14. Right to submit complaints

Oppenheim suggests that if a client thinks that his or her rights have been infringed, the client should initiate negotiations with the controller by directly contacting the contact person specified above. If such negotiations are unsuccessful or if the person concerned does not wish to participate in such activities, he or she may turn to the court or NAIH. If the data subject initiates court proceedings, he or she may decide to initiate the proceedings at the court that is competent based on his or her address or place of residence.

NAIH's contact details are: 1125 Budapest, Szilágyi Erzsébet fasor 22/C.; telephone: +36 1 391 1400; fax: +36 1 391 1410; email: ugyfelszolgalat@naih.hu; website: www.naih.hu.

15. Amendment of this notice

Oppenheim reserves the right to amend this notice at any time. Oppenheim will notify its clients of such amendments by letter or email, as appropriate, always in accordance with the applicable laws.