

# DATA MANAGEMENT GUIDE

## HANDLING CANDIDATES' DATA

### Tartalom

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## 1. INTRODUCTION

In the course of its activity, Performan Group Kft. (hereinafter: Data Manager) pays great attention to protection of personal data, observance of compulsory legal provisions, and secure and trusted data handling. The Data Manager acknowledges the principles and rules related to the handling and protection of personal data for natural persons, based on which he carries out data handling.

The Data Manager shall inform natural persons about the principles, process and guarantees of data handling. The Data Manager acknowledges the right of natural persons to control their own personal data. At the same time he or she shall call attention to the fact that the right to protect personal data is not an absolute right, but shall be taken into consideration in accordance with the principle of proportionality and balanced with other fundamental rights.

This Guide summarizes the Data Manager's data handling processes related to **CANDIDATES**. We would ask you to contact the Data Manager's representative for more detailed information.

**Please read this Guide carefully to understand how we will handle your personal data and learn about your rights related to data handling.**

## 2. DATA MANAGER'S DATA

Your data shall primarily be handled by the Data Manager, or the Data Manager's employees, and partners in a contractual relationship with the Data Manager. In the course of data handling, we strive to handle data only in the necessary extent.

Data Manager's data:

- Company name: Performan Group Kft.
- Headquarters: 2030 Érd, Bádogos u. 52
- Office: 1126 Budapest, Derkovits u. 10
- Website: [www.hortoninternational.com/global-offices/hungary/en](http://www.hortoninternational.com/global-offices/hungary/en)
- Contact: Erika Gombos, data protection consultant
- Phone: +36 1 203 6568
- Email: [gdpr.hungary@hortoninternational.com](mailto:gdpr.hungary@hortoninternational.com)

**Data protection applications: if you have any queries or questions in relation to data handling, you can send an application by post or electronically to any of our addresses above. We will send our replies without delay, but within a maximum of 30 days, to the address as requested by you.**

### 3. CONCEPTS AND LEGISLATION RELATED TO DATA HANDLING

With regard to data handling operations, you shall be classified as a Concerned Person if you can be directly or indirectly identified based on any personal data, or if the Data Manager performs data handling in relation to you.

The Data Manager shall act in accordance with the fundamental principles of data handling related to personal data.

The Data Manager shall design data handling operations based on relevant Hungarian and international legislation, with particular regard for the following:

- Regulation (EU) 2016/679 (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 Regulation 95/46/EC (hereinafter: the Regulation)
- Hungary's Basic Law
- Act V of 2013 – on the Civil Code ("Ptk.")
- Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information (hereinafter: "Infotv.")
- Act I of 2012 – on the Labor Code ("Mt.")

### 4. YOUR RIGHTS

You are entitled to exercise your rights related to data handling through an application to the Data Manager. The Data Manager shall reply to requests on any channels without delay, but at the latest within 30 days.

You are entitled to submit an application in relation to your rights. The Data Manager shall take decisions on the legal basis for data handling in the course of assessing applications. You are entitled to exercise your rights above as follows:

	Consent	Contractual performance	Legal obligation	Legitimate interest
request for information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
request for correction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
restriction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
deletion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
objection				<input checked="" type="checkbox"/>
data portability	<input checked="" type="checkbox"/>			
withdrawal of consent	<input checked="" type="checkbox"/>			
right to lodge a complaint	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
right of appeal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Right to preliminary information and access right:

Even prior to the start of data handling you are entitled to receive preliminary information on facts and events related to data handling, to be provided by the Data Manager with the contents of this Guide – as well as other informational documents. You are also entitled to receive feedback from the Data Manager about whether handling of your personal data is in progress, and if such data handling is in progress, you are entitled to obtain access to personal data and related information, as set out in the Regulation. Article 13-14 of the Regulation contains more detailed information.

- Right to correction

Based on the accuracy principle, you are entitled to request the Data Manager to correct relevant inaccurate personal data without unjustified delay. Please indicate the relevant correct data in your application. We will advise you of the fact of correction. Article 16 of the Regulation contains more detailed information.

- Right to deletion (“right to be forgotten”)

You are entitled to request the Data Manager to delete your relevant personal data if any of the conditions set out in Article 17 of the Regulation are in place:

- There is no requirement to handle data for the purpose for which they were collected.
- The Concerned Person has withdrawn consent, and the Data Manager does not have any other legal basis for data handling.
- The Concerned Person objects to data handling, and there are no grounds that take precedence over the Concerned Person’s exercise of his/her right.
- Data has been handled unlawfully.
- Legislation prescribes the deletion of data.

Article 17 of the Regulation contains more detailed information.

- Right to restrict data handling

You are entitled to request the Data Manager to restrict data handling in the following cases:

- You dispute the accuracy of data – until a review of the accuracy of personal data.
- In the event of unlawful data handling, if the Concerned Person is opposed to deletion, but requests restriction thereof.
- The purpose of data handling has been eliminated, but the Concerned Person requests data in order to enforce or defend legal claims.
- If the legal basis for data handling is the Data Manager’s legitimate interest, but the Concerned Person objects to data handling, such data handling shall be restricted until the question of which interest takes precedence has been established.

Article 18 of the Regulation contains more detailed information.

- Right to data portability

If data handling is founded on your consent or contractual performance, and data are handled automatically, you are entitled to receive your relevant personal data in a

structured, commonly used, machine-readable format, and are also entitled to forward such data to another Data Manager. Article 20 of the Regulation contains more detailed information.

- Right to object

You are entitled to object to the handling of your personal data at any time for legitimate interests (Article 6(1) subsection f) of the Regulation), or for the purpose of direct marketing. In the event of an objection, the Data Manager is solely entitled to continued data handling if he or she can prove that data handling is justified by compelling legal grounds, which predate the Concerned Person's rights, or data handling is necessary for presentation or enforcement of the legal claim. If data is handled for the purpose of direct marketing, data handling can no longer be carried out following an objection by the Concerned Person for this reason. Article 21 of the Regulation contains more detailed information.

- Right to lodge a complaint

You are entitled to lodge a complaint related to data handling primarily to the Data Manager and his/her representative, and secondly to the supervisory authority for your place of residence, workplace, or the Member State based on the location of the alleged infringement.

Contact details for the supervisory authority:

- name: National Authority for Data Protection and Freedom of Information
- postal address: 1530 Budapest, PO Box: 5
- address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c
- phone: +36 (1) 391-1400
- fax: +36 (1) 391-1410
- email: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)
- URL <http://naih.hu>

- Right of appeal

You are entitled to file a judicial appeal against the supervisory authority's relevant, binding decisions, or, if the supervisory body has failed to deal with your complaint, or you have not received information on the complaint-related procedure within 3 months. The Concerned Person is entitled to exercise the right of appeal at the competent court. Article 78 of the Regulation contains more detailed information.

The Concerned Person is also entitled to lodge an effective judicial appeal against the Data Manager, or the data processor, if he or she considers that personal data have not been handled according to the rules of the Regulation. The Concerned Person is entitled to exercise the right of appeal at the competent court. Article 79 of the Regulation contains more detailed information.

## **5. DATA SECURITY**

The Data Manager shall have consideration for the data security requirement in respect of “privacy-by-design”, i.e. design of the entire data protection process according to the default and built-in data protection principle. The goal of the Data Manager is to reduce the handling of personal data to a minimum in order to reduce risks of data handling. The Data Manager shall handle personal data transparently and verifiably for the purpose of immediately detecting data protection incidents.

The Data Manager, within the scope of his/her data security duties:

- shall take technical and organizational measures with regard to assuring electronically stored data
- shall ensure the enforcement of data security rules, as required by legislation
- shall ensure enforcement of data protection and confidentiality rules
- shall prevent unauthorized access to data
- shall take necessary measures to prevent damage to data
- shall promote awareness of data handling in respect of employees, in order to ensure data security
- shall ensure the physical protection of paper-based stored data
- shall ensure the physical protection of tools used for electronically stored data
- shall provide for regular data backups
- shall ensure that access to data is exclusively permitted for authorized parties

## **6. DATA TRANSMISSION**

The Data Manager primarily performs data handling operations with his or her own employees. In the event of outsourced tasks or other forms of cooperation, the Data Manager shall forward data to the Partners set out in the Annex.

The Data Manager shall set out details of data transmission in the course of individual data handling operations in the following section of the Guide.

The Data Manager shall ensure that the legal conditions for data handling (goal, legal basis) are realized in the course of data transmission, and data transmission is not associated with infringing your rights.

## 7. INFORMATION RELEVANT TO SPECIFIC DATA HANDLING ACTIVITIES

### 1. Search

DESCRIPTION:	<p>The Data Manager is searching for a candidate who matches parameters based on Clients' preferences. Search method: direct search. The Data Manager is seeking candidates based on public databases and recommendations. The Data Manager is also entitled to use subcontractors in the search phase, to assist in data processing tasks.</p> <p>Following the provision of information, the Concerned Person may consent to his or her data being handled in order to fill additional positions. In this case the Concerned Person consents to the handling of data generated in using the "Candidate Gate".</p>
SCOPE OF CONCERNED PERSONS:	Persons included in the Data Manager's database in the course of a search.
ORIGIN OF DATA:	Public databases (e.g.: LinkedIn, Profession.hu, Facebook, e-cegjegyzek.hu, ceginfo.hu, etc.), personal recommendations, company websites.
GOAL OF DATA HANDLING:	Finding the right candidate based on Client preferences, making contact with candidates in order to fulfil the mandate.
LEGAL BASIS FOR DATA HANDLING:	Article 6(1) subsection f) of the Regulation - legitimate interests
GUARANTEES, METHOD AND DATE OF INFORMATION PROVISION:	<p>Sending an email when including the Concerned Person's data in the CRM system; in the event of phone contact at the time of the first call (we will ask for an email address and send the data management guide where possible).</p> <p>Reference to information on the website (link or phone information).</p>
SCOPE OF HANDLED DATA:	<p>The scope of handled data depends on the contents of the database, or on data provided by the sponsor. The Data Manager shall handle the following data at most:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• address</li> <li>• qualifications, professional skills</li> <li>• previous work experience</li> <li>• other data included in the CV</li> <li>• email</li> <li>• phone number</li> </ul>
PERIOD OF DATA STORAGE:	The Data Manager stores data in the CRM system. Data are stored until selection, or until consent granted following provision of information has been withdrawn. The goal of data handling is to select the right candidate among persons considered in the search. Personal data collected in the search shall be deleted following

	selection.
DATA TRANSMISSION:	Data for concerned persons in the search are not transferred.

## 2. Selection

DESCRIPTION:	Selection by Data Manager of the candidate matching parameters, based on Clients' preferences, among candidates in the database.
SCOPE OF CONCERNED PERSONS:	Candidates in the Data Manager's database.
ORIGIN OF DATA:	Data collected in the search, and data collected in the course of recruitment.
GOAL OF DATA HANDLING:	Relevant data from the perspective of positions and preferences indicated by the client (data collected in the search, any additional data provided by the Concerned Person).
LEGAL BASIS FOR DATA HANDLING:	Article 6(1) subsection f) of the Regulation - legitimate interests; and subsection a) - Concerned Person's consent in respect of additional data provided voluntarily by the Concerned Person in the selection process.
GUARANTEES, METHOD AND DATE OF INFORMATION PROVISION:	The Data Manager shall immediately inform the Concerned Person of the fact of selection. Information relevant to potential selection has been communicated to candidates in the course of a candidate search.
SCOPE OF HANDLED DATA:	Relevant data from the perspective of positions and preferences indicated by the client (data collected in the search, any additional data provided by the Concerned Person).
PERIOD OF DATA STORAGE:	The Data Manager stores data in the CRM system. Data are stored until selection, or until consent granted following provision of information has been withdrawn. The goal of data handling is to select the right candidate among persons considered in the search. Personal data collected in the search shall be deleted following selection.
DATA TRANSMISSION:	Data Manager to Clients, the legal basis for which is Article 6(1) subsection f) of the Regulation - legitimate interests; and subsection a) - Concerned Person's consent in respect of additional data provided voluntarily by the Concerned Person in the selection process.



### 3. Records

DESCRIPTION:	Retention of data collected in the course of other processes for the purpose of selection for a later position.
SCOPE OF CONCERNED PERSONS:	Candidates considered by the Data Manager who have consented to additional data handling.
ORIGIN OF DATA:	Date collected in the course of the previous process, and other data provided by the Concerned Person.
GOAL OF DATA HANDLING:	Concerned Person's records for the purpose of making a recommendation to the Client in later mandates.
LEGAL BASIS FOR DATA HANDLING:	Article 6(1) subsection a) of the Regulation - the Concerned Person's consent.
GUARANTEES, METHOD AND DATE OF INFORMATION PROVISION:	The Data Manager shall provide the Concerned Person with detailed information prior to granting consent about data handling and his/her rights. Using contents of the guide on the website.
SCOPE OF HANDLED DATA:	<ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• address</li> <li>• qualifications, professional skills</li> <li>• previous work experience</li> <li>• other data set out in the CV</li> <li>• email</li> <li>• phone number</li> <li>• other data to be provided by the Concerned Person</li> </ul>
PERIOD OF DATA STORAGE:	The Data Manager stores data in the CRM system. Data are stored until consent has been withdrawn, but at most for 10 years from the last contact.
DATA TRANSMISSION:	Data Manager to Clients, the legal basis for which is Article 6(1) subsection a) of the Regulation - Concerned Person's consent.

#### 4. "Candidate Gate" (Recruitment)

DESCRIPTION:	Any interested person can register on the Data Manager's website by providing his/her data. By means of registration the candidate has the opportunity to apply for given, advertised positions, and with his/her registration, consents to data being included in the Data Manager's database for searches for future, relevant positions.
SCOPE OF CONCERNED PERSONS:	Candidates registering on the Data Manager's website.
ORIGIN OF DATA:	Other data provided by the Concerned Person.
GOAL OF DATA HANDLING:	Mediation of the Concerned Person for relevant positions based on provided data.
LEGAL BASIS FOR DATA HANDLING:	Article 6(1) subsection a) of the Regulation - the Concerned Person's consent.
GUARANTEES, METHOD AND DATE OF INFORMATION PROVISION:	Information on the website is described in the course of registration, knowledge of which is verified by the applicant placing an X in the checkbox. The Data Manager shall provide the Concerned Person with detailed information on data handling and his/her rights before granting consent. Using contents of the guide on the website.
SCOPE OF HANDLED DATA:	Relevant data provided by the Concerned Person: <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• address</li> <li>• qualifications, professional skills</li> <li>• previous work experience</li> <li>• other data set out in the CV</li> <li>• email</li> <li>• phone number</li> <li>• other data to be provided by the Concerned Person</li> </ul>
PERIOD OF DATA STORAGE:	The Data Manager stores data in the CRM system. Data are stored until consent has been withdrawn, but at most for 10 years from the last contact. The Data Manager considers that the relevance of data provided by the Concerned Person becomes insignificant once 10 years have elapsed to such an extent that use of such data is questionable. At the same time specifying a shorter storage period would restrict the Concerned Person's opportunities to find the right position.
DATA TRANSMISSION:	Data Manager to Clients, the legal basis for which is Article 6(1) subsection a) of the Regulation - Concerned Person's consent.

## **8. CLOSING PROVISIONS**

For further information, feel free to ask the Data Manager's employees and data protection consultant for assistance.

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Sándor Székely  
Managing Director

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