# **Privacy Notice**

### What is Privacy Policy about?

For Innomechanika Ltd, It is extremely important to properly inform the clients. We would like to assure our users / visitors that their personal information is safe with us and to provide them with information on how we treat their personal information in order to have the best possible experience while visiting our website.

#### Data manager information

Name of Data Controller: Innomechanika Technical Development, Manufacturing and Trading Ltd.

Data manager's mailing address: 3200 Gyöngyös Ipar u. 7th Data manager's e-mail address: info@innomechanika.hu

Data manager phone number: +36 37 311-990

Website: https://innomechanika.com

#### Purpose of data management

The purpose of the processing of personal data and the legal basis of the data management is to provide our visitors with access to our website and to provide them with a more personalized user experience.

#### Duration of data management

The personal data will be processed by the data controller for the time necessary to provide the service.

Cookies have variable storage times, but are mainly stored on the user's device until they are deleted.

#### **Data Processors**

Personal data provided by users on this site are accessible only to data controller personnel.

### Types of personal data affected

The user is not required to provide us with any personal information to use our website, but certain services may require the user to provide it to the data controller and processor (when applying for an open position e.g.).

Applicant Data Management

Purpose of data management

- Provision of employment related activities

Duration of data management:

- Until the job is advertised
- For one more year if consent is given

Scope of managed data

name

address

e-mail address

phone

- qualifications, qualifications

Data management for suppliers

Purpose of data management

- Contact us to request a quote
- Keeping in touch with you to fulfill contracts
- Accounting, taxation

### Duration of data management

- Pending receipt of a request to delete data
- Preservation of issued invoices according to the Accounting Act (§ 169 (2))

Scope of managed data

- name
- address
- e-mail address
- phone

Cookie management

What is a cookie?

Cookies, or cookies, are data files containing a unique identifier placed on the user's computer or mobile device by the browser. In most cases, they remember the user's personal preferences and make it easier for visitors to use the site.

- Cookies may only be stored at the time of visit to the site or to measure the user's use of the site.

### Types of cookies

- Session cookie: Required for browsing the website and using the features. The use of this website cannot be guaranteed without the use of this cookie. 'Session

cookies' are temporarily activated while the session is running, ie they are automatically deleted when you close your browser.

- Persistent cookie: Stays on the user's device for the duration of the cookie. My cookie: These cookies are created by the website that the visitor is visiting at a certain time. (ie: innomechanika.com)
- Third party cookie: When a user visits a page, another user activates the cookie through the website.

## Cookies used by Innomechanika Ltd

- Temporary cookie: placed on the user's computer or mobile device by the web server of Innomechanika Kft. It is valid for 1 year.
- Permanent cookie: This is a pop-up cookie notification cookie. Validity: 1 year
- Own cookie: a test cookie used to make sure that our browser accepts cookies. Validity Period: While the webpage is open in the browser.

#### Your contribution

By browsing our site, you agree to our use of cookies on your computer or mobile device in order to operate our site smoothly. If you do not consent to the use of cookies on your devices, our website may not be fully functional.

#### How do I disable / delete cookies?

All browsers allow cookies to be set. There are browsers that accept cookies by default, but you can change this setting.

Usually, the browser's' Setup 'menus contain cookie-related options, and more information can be found in the browsers' Help 'menu.

If the user wishes to revoke their consent to the use of cookies, they can also do so in the browser cookie settings.

It is of utmost importance that the purpose of the cookies is to make the website unobtrusive, so that if you delete it or prevent its use, visitors may not be able to use every feature of the website or our website will work in a different way than expected.

# Security

It is important to note that Innomechanika Ltd does not remember any user ID or password even when cookies are enabled.

Learn more about cookie settings

- Google
- Firefox
- Safari
- Internet Explorer 11
- Internet Explorer 10
- Internet Explorer 9
- Internet Explorer 8

#### Data security measures

The Data Controller declares that it has taken appropriate security measures to protect personal data against unauthorized access, alteration, transmission, disclosure, deletion or destruction, as well as accidental destruction and damage, as well as any inaccessibility due to changes in the technology used.

Rights of data subjects during data processing

Within the period of data processing, the data subject shall be entitled to:

- the right to information
- the right to rectify the data
- the right to delete data
- the right to block data
- the right to protest

You may request information from the controller about the processing of your personal data within the duration of the data processing.

The controller shall inform the data subject, in writing and in a clear format, of the data processed, the purpose, legal basis and duration of the data processing, and, if so, who and what, within a short period of time for the purpose of receiving or receiving the data.

Stakeholders may request the controller to rectify their personal data within the period of data processing. The controller shall comply with this request within a maximum of 15 days.

It is possible to request the deletion of personal data, which the controller will fulfill within 15 days. The right of deletion does not extend to data controllers being required by law to keep the data further, or to the data controller being entitled to further manage personal data.

The data subject may request the controller to block the personal data if the permanent deletion of the data would harm the data subject's legitimate interests. The personal data so locked shall only be processed for as long as the purpose for which the deletion of the personal data is excluded.

The data subject may object to the processing of their personal data, if the processing or transfer of personal data is necessary only for the fulfillment of the data subject's legal obligation or for the legitimate interest of the data controller or a third party, except in the case of mandatory data processing and in accordance with Infotv. 6 (5) when personal data is used or transmitted, without your consent, for direct marketing, opinion polling, or scientific research.

The controller shall investigate the objection as soon as possible after filing the application, but within a maximum of 15 days, and shall make a decision on its merits and inform the data subject in writing of its decision. If the controller does not comply with the request for rectification, blocking or deletion of the data subject, he shall, within 25 days of receipt of the request, state in writing the factual and legal reasons for refusing the request for rectification, blocking or deletion.

#### Legal options

If the data subject is of the opinion that the data controller has violated a law on data processing or has failed to comply with a request, the National Data Protection and Freedom of Information Authority may initiate an investigation to terminate the alleged unlawful data processing.

Address: 1125 Budapest, Szilágyi Erzsébet fasor 22 / c, mailing address: 1530 Budapest, Pf .: 5., e-mail: ugyfelszolgalat@naih.hu, website address: http://www.naih.hu.

In the event of a breach of the law relating to data processing, or if the controller has not complied with any of its requests, it may bring the matter before the court concerned.