

INFORMATION NOTE ON DATA PROCESSING FOR THE PREPARATION OF EMPLOYMENT OF THIRD-COUNTRY NATIONALS IN HUNGARY

The purpose of this Information note is to inform third-country nationals who wish to work in Hungary through Pannon-Work about the personal data that Pannon-Work will process and how it will process it in order to provide them with employment in Hungary.

Data management in relation to the employment contract and the employment relationship is described in a separate information notice. This Information note is about data management prior to the conclusion of an employment contract.

1. THE IDENTITY OF THE DATA CONTROLLER

The *joint data controllers* of your personal data are the members of the *Pannon-Work group of companies, which are the following:*

Pannon-Work Zrt., Pannon-Work Consulting Kft., Pannon-Work Iskolaszövetkezet, Pannon Student Iskolaszövetkezet, Munka Mindenkinek Szociális Szövetkezet, MELÓ-CLUB Munkaszervező Szociális Szövetkezet, Pannon-Work Silver Közérdekű Nyugdíjas Szövetkezet, Gamax Kft., Pannon-Work Diákmunkaszervező Kft., Telekontakt Marketing Kft., Arrabona-Work Kft., Parisatis Magyarország Kft., GamaxMédia Kft., Humán Labor Kft., Pannon-Work Future kisgyermekkel otthon lévőket szövetkezte, Segéd-Erő Szociális Szövetkezet.

(hereinafter referred to as: **“Pannon-Work”** or **“we”** or **“us”**).

On the basis of agreements concluded by and between members of the Pannon-Work group of companies, primarily Pannon-Work is primarily responsible for providing information on the data processing contained in this information note and for enforcing the rights set out in Article 6 of this information note, and for responding to enquiries.

Our contact details in issues related to data management:

Postal mailing address: H-1114 Budapest, Bartók Béla út 15/D. 2. em. 18.

E-mail account: adatvedelem@annonwork.hu

Phone: +36-1-269-3631

Web: www.pannonwork.hu

Data Protection Officer Beáta Torma

Postal mailing address: H-9027 Győr Budai u. 5/a.

E-mail account: adatvedelem@annonwork.hu

Phone: +36 96 508 000

2. DATA MANAGEMENT

In order to allow third-country nationals to reside in Hungary for employment purposes, there are a number of administrative steps that need to be taken. Pannon-Work assists the persons concerned (prospective third-country workers) on the basis of their mandate and authorisation in obtaining the necessary permits and making the necessary announcements. In this context, Pannon-Work only

processes personal data that is strictly necessary for the purpose and for as long as it is strictly necessary for the purpose.

In this context, we only request, record and verify personal data that are required to be filled in on the application forms and attached as annexes in the respective procedures. We also process their telephone number, possibly their e-mail address and postal address for the purpose of contacting the data subject in order to ensure the smooth administration of the case.

The forms for applications and notifications are those laid down by the law or those drawn up by the competent authority. Again, the list of mandatory annexes is either prescribed by the law or required by the practice of the authority, so if the annexes required by the authorities are not provided, the application will be rejected.

Below is a separate description of each of the data processing purposes that arise throughout the process.

I. Selection and recruitment

The purpose of data management

The job advertisements we publish are used by our foreign agent partners to find potential employees. You got into contact with us by applying for one of our jobs with a foreign partner who forwarded your application to us. We process the personal data we receive from our partner at this stage for the purpose of assessing and selecting your application for the job.

The scope of personal data managed

For this purpose, we process the following data about you: first name, last name, name at birth, gender, date of birth, place of birth, mother's name, place of residence, telephone number, citizenship, language spoken, validity of the travel document, details of any residence permit, professional experience, qualifications, educational attainment and previous work experience, photograph, voice; depending on the job, details of the skills and knowledge required for the job (e.g. computer skills, abilities), the results of any aptitude test (language test, reading comprehension test, monotony tolerance test, etc.) and the conclusions that can be drawn from them, any medical data that may be a disqualifying condition for the job.

The legal basis of data management

Your voluntary consent (Article 6 (1) (a) of the GDPR and Article 9 (2) (a) of the GDPR for any healthcare data). In the absence of your consent, you will not be able to participate in the selection.

Duration of data management

Your personal data processed for selection purposes will be deleted immediately after your consent is withdrawn or 90 days after the selection has been completed.

II. Legal residence in Hungary for work purposes

1. Organising and managing your visit to Hungary

Purpose of data management

In order to enable you to attend a job interview in Hungary during the selection process and, if you are successful in your application, to travel to Hungary to work, we will organize and manage your travel to Hungary. We will need to issue an invitation letter to you and check that you have a valid travel document (passport, visa, residence permit) and the duration of your stay authorized by these documents. We also organize travel and provide accommodation.

The scope of personal data managed

In order to achieve the above purpose, we process the following data about you: first name, last name, mother's name, place and date of birth, place of residence, gender, citizenship, telephone number, passport number, validity, type of passport (with or without chip), number of days remaining in the 90-day stay in case of biometric passport, number and validity of visa in case of no biometric passport, name, date and place of birth, citizenship of the co-traveling spouse, date of the job interview, date of entry, address of accommodation, duration of stay, date of departure, purpose of invitation, name of the recruiter, if already holding a residence permit, details of the latter, existence of any friendship, if they expressly request to be assigned to the same vehicle or accommodation.

The legal basis of data management

The personal data we need to process in order to organize your entry are essentially processed on the basis of a contractual relationship with you for this purpose (Article 6 (1) (b) of the GDPR).

The necessity and mandatory form and content of the invitation letter are regulated by the law:

- Act II of 2007 – on the entry and residence of third-country nationals;
- Government Decree no. 114/2007 (24 May) - on the implementation of Act II of 2007 on the entry and residence of third-country nationals;
- Government Decree no. 25/2007 (31 May) IRM on the implementation of Act I of 2007 on the entry and residence of persons with the right of free movement and residence and Act II of 2007 on the entry and residence of third-country nationals.

Duration of data management

Your personal data will be processed for the time necessary for the administration and management of your trip.

2. Residence of the persons concerned in Hungary for employment purposes after legal entry as described above

2.1. Notification of accommodation

The purpose of data management

After entering Hungary, third-country nationals must register their accommodation in Hungary with the competent authority. The notification will be handled by Pannon-Work on behalf of the person concerned (the data subject) as their agent. To this end, we process the following data.

The scope of personal data managed

Data content of the accommodation notification form (personal data, address of the accommodation, legal title and duration of use, type and validity of travel document, document identification data, place and date of border crossing) and the content of the annexes that must be attached to the declaration (power of attorney to Pannon-Work, copy of the travel document, copy of the residence permit, document proving the legality of the use of the accommodation, e.g. a hosting declaration).

The legal basis of data management

Pannon-Work acts as an agent on behalf of the data subject when making the notification about the accommodation (Article 6 (1) (b) GDPR).

Duration of data management

For the time needed for the administration.

2.2. Application for a Hungarian social security (TAJ) card

The purpose of data management

Persons employed in Hungary must have a 'TAJ' number (social security number). The employer is obliged to apply for the issue of a social security number, so the employer is obliged to manage the data content of the application forms and the necessary annexes. In addition, during the application process, Pannon-Work will contact the authority and the employee concerned, and Pannon-Work may be authorized to receive the completed social security card or social security number on behalf of the employee as an authorised representative.

The scope of personal data managed

Forms, annexes and data required to apply for a social security number

- Data content of the social security number order Form: name of the employer, address, tax number, the employee's first name, last name, name at birth, place and date of birth, mother's name at birth, gender, nationality, place of residence, place of stay, date of commencement of insurance, the employer's signature, date of employment, the fact of simplified employment, whether or not the employee is a commuter EU worker, whether or not the employee is insured in an EEA country, Switzerland or another convention country.
- Data content of the claim form: The applicant's first name, last name, name at birth, mother's birth name, place and date of birth, citizenship, gender, place of residence, place of stay, name of the person submitting the application, their registered office, date, signature, declaration on the insurance status, information to be completed by the office.
- Data of the power of attorney: Data of the principal and the agent, name of the case, details of the witnesses, signature of the principal and of the agent, signature of the witnesses.
- Attachments: passport, residence permit in case of old passports, copy of accommodation notification form, some offices also ask for a copy of the employment contract and the employment registration.

The legal basis of data management

Pursuant to Section 12/A Paragraph(8) of Government Decree no. 217/1997, the employer is obliged to apply for the issuance of a TAJ (social security) number. In order to comply with this legal obligation, Pannon-Work processes the personal data indicated on the forms and their annexes. The legal basis for the data management is thus the fulfilment by the employer of the legal obligation to apply for a social security number. (Article 6 Paragraph (1) c) of the GDPR.)

In addition, where Pannon-Work acts on the basis of the employee's authorisation, the processing of further personal data necessary for the administration of the procedure is carried out on the basis of the data subject's mandate. (Article 6 Paragraph (1) b) of the GDPR.)

Duration of data management

For the time needed for the administration.

2.3. Applying for a tax identification number

The purpose of data management

Third-country nationals are also required to have a tax identification number for the purposes of identification and procedure before the Hungarian tax authorities in order to fulfil their tax obligations in Hungary. The procedure for the issue of a tax identification number or a tax card certifying the issue of a tax identification number may be carried out by the employee in person or by an authorised representative. In these procedures, Pannon-Work acts as an agent on behalf of the employees and processes the following data for the purpose of issuing the tax identification number and tax card.

The scope of personal data managed

Data content of the official forms in use (T34 data sheet), data content of annexes to be attached: name, name at birth, place and date of birth, mother's name at birth, place of residence, place of residence abroad, postal address, citizenship, reason for issuing the form, name of applicant, tax number, address, date, signature, details included in the power of attorney, copy of passport.

The legal basis of data management

When applying for a tax identification number, Pannon-Work acts as an agent on behalf of the person concerned (Article 6 (1) (b) of the GDPR).

Duration of data management

For the time needed for the administration.

2.4. Opening of a bank account

The purpose of data management

Acting on behalf of the data subject on his/her behalf in order to prepare the conclusion of a bank account contract.

The scope of personal data managed

The data subject's first name, last name, first name and last name at birth, place of birth (country, city), date of birth, citizenship, mother's maiden name, residential address in Hungary, residential address abroad, tax identification number, social security number (TAJ), passport ID number, start and end of validity, telephone number, e-mail address, marital status, educational attainment, bank account number.

The legal basis of data management

Pannon-Work acts as an agent on the basis of the mandate received by the person concerned (Article 6 (1) (b) of the GDPR).

Duration of data management

For the time needed for the administration.

3. Planned stay of more than 90 days from the date of arrival to the country (i.e. more than 90 days within one hundred and eighty days)

3.1. Issuance of residence permits in the consolidated application procedure

The purpose of data management

Every foreign person needs a residence permit to stay in Hungary for more than 90 days for work purposes. When applying for a residence permit, we will act on your behalf as your agent and help you obtain the permit. Please note, however, that your personal appearance before the National Directorate General of Immigration cannot be avoided during the procedure.

The scope of personal data managed

When you apply for a residence permit, we will process the data contained in the forms and the mandatory annexes.

Personal data to be included in the application for a residence permit and in the insert form no. 10: see the attached model form.

We must also enclose a photograph of you and copies of all pages of your passport with records, a prior employment agreement, a power of attorney for us to represent you in the procedure, copies of any documents proving the benefits potentially indicated on the application form, certified copies of the documents proving your professional qualifications, educational attainment, languages, experience and other skills required for the job, and certified translations thereof.

The legal basis of data management

Pannon-Work shall act as an agent on behalf of the person concerned in the administration of the case. The legal basis for data management is this contract of engagement (Article 6 (1) (b) of the GDPR).

Duration of data management

For the time needed for the administration.

3.2. Obligation to notify the commencement and declare the termination of employment in Hungary

The purpose of data management

Work permits are not required for the employment of workers arriving from countries neighbouring Hungary in certain shortage occupations and in other exceptional cases specified by the law. However, the employer is also obliged to report these persons to the Employment Department of the District Office of the place of employment. The notification is anonymous, but in order to make the notification, Pannon-Work, as the employer, is obliged to process the following data.

The scope of personal data managed

The notification shall include, in a non-personally identifiable form, the number of employees, their age, educational attainment, citizenship, Hungarian Standard Classification of Occupation (FEOR) number of their job, the form of employment relationship, the status of the family member in case of a family member, the statistical reference number of the employer and the fact that the employment relationship has been established or terminated.

In order to comply with the above notification, we need to process your personal data indicated above for the purpose of the notification, as well as the employment contract, the document of termination of employment (termination, termination with immediate effect, mutual agreement) and the certificate of completion of the notification.

The legal basis of data management

The data are processed on the basis of Section 16 of Government Decree no. 445/2013 (28 November) on the authorisation of the employment of third-country nationals in Hungary on the basis of a non-consolidated application procedure, on the exemption from the authorisation obligation, on the cooperation of the labour office of the metropolitan and county government office in the consolidated application procedure, and on the notification of the employment of third-country nationals who are employed in Hungary without authorisation and on the reimbursement of wages. (Article 6 Paragraph (1) c) of the GDPR.)

Duration of data management

Pursuant to Section 16 Paragraph (5) of Government Decree No. 445/2013, Pannon-Work Zrt., as the employer, is obliged to keep the document and certificate on the establishment and termination of the employment relationship subject to the notification for three years after the termination of the employment relationship and to present it during the audit.

3. Who can access your personal information?

The personal data processed in accordance with this information note is primarily accessible to our employees who perform tasks related to the employment of third-country nationals in Hungary. The data stored electronically by us may also be accessed for IT purposes by our company's IT staff and administrators.

In order to organize and provide travel and accommodation, we will transfer your personal data to the travel organiser or accommodation provider. In the course of each administrative procedure, your personal data will be transmitted to the competent authority.

If we pursue a legal claim against you, we will, on the basis of our legitimate interest in pursuing the claim, transmit your relevant personal data necessary for the pursuit of the claim to the **lawyer or law firm** entrusted.

We will disclose your personal data to **courts, prosecutors, other authorities** in the context of our legal obligations or in the case of enforcement of claims, to the extent and in the manner appropriate to our legitimate interest.

The members of the Pannon-Work group of companies **also operate a quality management system (ISO 9001)**. The certification for Pannon-Work Zrt., Pannon-Work School Cooperative, Meló-Club Work

Organising Social Cooperative, Work for All Social Cooperative and Pannon-Work Silver Public Interest Pensioner Cooperative is carried out by EMT Zrt. (H-2040 Budaörs, Muskátli utca 3.), while for Gamax Kft. by the Hungarian Standards Institution (H-1082 Budapest, Horváth Mihály tér 1.). Within this framework, the persons representing EMT Zrt. and the Hungarian Standards Institution are authorized to inspect the documents and systems of the company they are examining, which are justified from the point of view of certification. The certification companies do not use the data for their own purposes, they are only authorized to know the data for the purpose of quality certification of the given Pannon-Work member.

If a relevant member of the Pannon-Work group of companies is **audited**, the auditing company or its employees are authorized to inspect the documents of the audited company and to make and process copies necessary for the audit.

The given member of Pannon-Work	Auditing company
Pannon-Work Zrt. Pannon-Work Consulting Kft. MELÓ-CLUB Munkaszervező Szociális Szövetkezet Munka Mindenkinek Szociális Szövetkezet SegédErő Szociális Szövetkezet Telekontakt Kft. Arrabona Work Kft. GamaxMédia Kft.	Pannónia Könyvvizsgáló Korlátolt Felelősségű Társaság ('Pannónia Auditing Limited Liability Company'; H-9027 Győr, Budai utca 5/a.)
Gamax Kft.	"EXPERT" Könyvvizsgáló és Tanácsadó Korlátolt Felelősségű Társaság ("EXPERT" Auditing and Consulting Limited Liability Company) HU-2500 Esztergom, Révész Béla utca 7.

Our data processors

We may use data processors to perform certain data management operations related to the above data management. Data processors act in accordance with the law and our instructions when carrying out data processing operations.

We reserve the right to involve additional data processors in the future, which we will inform you of by amending this Information note.

The data processors we use and their tasks:

The data processor	Data controller for which the data processor concerned performs a data processing task	The activity performed by the data processor in relation to data management
Iron Mountain Magyarország Kft. Registered address: H-1093 Budapest, Czuczor utca 10. IV. and V. Contact: www.ironmountain.hu	All members of the Pannon-Work group of companies	Activities: document shredding

4. DATA SECURITY

In order to maintain the security and confidentiality of the data we process and to prevent the destruction, unauthorised use or alteration of the data, we apply the following IT and other data security and organisational measures in particular. In addition, we keep abreast of technological developments, the available technical, technological and organisational solutions, and apply solutions that are appropriate to the level of protection justified by our data management operations.

We process personal data both on paper and electronically.

When storing documents containing personal data kept on paper, we ensure their confidentiality (lockable cabinet) and their integrity and legibility (protection from sunlight, heat and water). Archived documents containing personal data are stored in an orderly manner in a lockable cabinet or in an office to which employees who are authorized to handle the documents stored there have a key. No other person shall be present in the rooms concerned in the absence of the employee authorised to process the data. The last employee authorized to handle data who leaves the room shall ensure that no unauthorized person remains in the room after leaving and shall lock the door.

As part of the above, we set up separate user accounts (privileges) with unique password protection for software to ensure that everyone has access to only the amount and type of data they are authorized to. We ensure that data is backed up to maintain its authenticity and integrity, and that the original data can be restored in the event of any potential destruction or alteration.

5. HANDLING OF PRIVACY INCIDENTS

All employees are required to notify us immediately if they become aware of a data protection incident. A privacy incident is any case whereby personal data is accessed by an unauthorized person or is destroyed, lost or altered, for example, if our systems are hacked or stored employment contracts are destroyed or a company mobile phone or laptop disappears.

In the event of a privacy incident, we assess the impact and risks (what data is affected, how much, whether or not it can be recovered, etc.) and take the necessary steps to remedy the situation without delay. We will report the incident to the data protection authority within 72 hours of becoming aware of the incident or, in cases of high risk, if it is not possible to inform data subjects directly, we will publish a notice of the incident on our website. We also keep records of privacy incidents with details required by the law.

6. YOUR RIGHTS

Withdrawal of the consent If the legal basis for the data management is your consent, you have the right to withdraw your consent at any time without giving any reason. After withdrawal of consent, the personal data of the data subject will no longer be processed and will be deleted. Withdrawal of consent does not affect the lawfulness of the prior data management.

Request for information / Right of access You can use the contact details provided in Article 1 to ask us at any time whether or not we are processing your personal data and, if so, to provide

you with further information about the following: *the purposes and legal basis of the data management, the personal data we process, the categories of personal data we process, the recipients or categories of recipients (including also data processors we use) to whom or which we have disclosed or will disclose the personal data (in case of transfers to third countries, the safeguards to ensure adequate protection of the data), the legal basis for the data transmission, the storage period, the data subject's right to obtain from the data controller the rectification, erasure or restriction of the processing of personal data concerning him or her and to object to the processing of such personal data, the right to lodge a complaint with the National Data Protection and Information Authority (NAIH), the source of the data, the circumstances of the possible data breach, its effects and the measures taken to remedy it.*

We will also provide you with a copy of the personal data we hold about you together with the provision of information. The first copy is free of charge, but we may charge a reasonable fee for each additional copy. The amount will be communicated to you in advance.

Right to rectify or supplement If you become aware that any of your personal data is incorrect, inaccurate or incomplete, or if your personal data has changed in the meantime (name change, change of address, birth of a child, etc.), please provide us with the correct, changed or additional data as soon as possible so that we can make the correction or completion.

Right of erasure of your personal data (the “right to be forgotten”) You have the right to request the deletion of your personal data. Please note that we may refuse to delete data, in particular if we need or may need the data to comply with a legal obligation or to enforce a claim.

In the case of data processing based on consent, the withdrawal of consent also implies the deletion of the data. In the case of data management based on legitimate interest, an objection to the data management shall also entail the deletion of the data, unless there are overriding reasons why the deletion cannot be complied with.

Deletion may also be possible, if:

- a) the data are no longer necessary for the original purpose of the data management;
- b) the data management is unlawful;
- c) we are required to delete data by European Union or national law.

Restriction of data management In the course of the data management, you may request the restriction of data management, if: (i) you have made a request for the rectification of personal data and time is needed to assess the accuracy of the data; (ii) the processing is unlawful but you object to the deletion of the data; (iii) you need the data in order to exercise or defend your legal rights and we should delete the data because the original purpose of the processing has ceased to exist; (iv) you have objected to the data management and we need time to verify whether there are other important reasons for hindering the deletion.

During the period of restriction, we will only store the data and will not carry out any other processing operations on it, unless you consent to further processing or unless such further processing is necessary to protect your rights, the rights of a third party or is in the public interest.

In case of restriction of processing, you will be informed in advance of any release of the restriction.

Right to data portability In case the data processing is carried out by automated (i.e. electronic) means on the basis of your consent or on the legal basis of the performance of a contract (e.g. an employment contract), you may request that the personal data we have about you is provided to you or a person you designate in a commonly known and easily usable electronic format. As part of data portability, you can, for example, request us to carry your data stored in our HR and payroll systems.

7. SUBMITTING AND RESPONDING TO REQUESTS

If you wish to exercise any of the above rights, please make your request in writing, preferably in person at one of our offices or by sending it to your employer to the address specified Article 1 of this Information note. In the letter, please include your identification details and postal address, too. If we have any doubt about your identity or if the information you provide is not sufficient to identify you, we are authorized to ask you for additional identification information.

Your request will be fulfilled within 1 month. In case of need, we are authorized to extend this period by a further 2 months, and we will send you a reasoned explanation thereof.

Well-founded requests will be fulfilled free of charge. However, if the request is manifestly unfounded or excessive, in particular because of its repetitive nature, we are authorized to charge a reasonable fee or even refuse to act on the basis of the request.

We will inform all those to whom we have disclosed the data concerned of the rectification, erasure or restriction of the data, unless this proves impossible or involves a disproportionate effort. At your request, we will inform you of the recipients to whom we have provided the information described above.

8. COMPENSATION FOR DAMAGES AND GRIEVANCE FEE

If we cause damage to you or another person by unlawful or unsecure processing of your personal data, you or the person who has suffered damage may enforce his or her claim for damages against us. And, if we infringe your privacy rights in this way, you are authorized to enforce a claim for a grievance fee.

Please note that we will not be liable to pay compensation or a grievance fee if the damage can be proven to have been caused by an unavoidable external cause outside the scope of data management, or if the damage is the result of your intentional or grossly negligent conduct.

9. HOW TO ENFORCE CLAIMS

9.1. Contacting the data controller

If you believe that we are not acting lawfully in processing your personal data, please first contact us as the data controller with your comment or claim at one of the contact details indicated in Article 1 in order to enable us to process your comments as quickly and efficiently as possible.

Please note that you can also contact the Data Protection Officer, who is the following person in the case of the Pannon-Work group of companies: E-mail address of Beáta Torma: adatvedelem@pannonwork.hu.

9.2. Turning to a court

Please note that you are also authorized to pursue your claim in court. The tribunal courts have jurisdiction to hear the case. You can also bring the case before the courts where we are based or where you live or reside.

9.3. Contacting the authority for data protection, making a complaint

In the event of unlawful data processing, you are also authorized to turn to the National Authority for Data Protection and Freedom of Information (NAIH) and initiate its proceedings.

Website: <http://naih.hu>

Address: H-1055 Budapest, Falk Miksa utca 9-11.

Postal address: H-1363 Budapest, P. O. Box: 9.

Budapest, 09.06.2023

Pannon-Work group of companies

Data Controller