

DATA MANAGEMENT INFORMATIONAL

Present dokument (referred to hereafter as **Information**) contains the data controlling of **Motobike Kft** (2030 Érd, Fehérvári út 32/b, registration number: 13-09-178676, tax number: 25456264-1-13, general manager: Kovács Zoltán Imre, email: motobikekft@gmail.com, telephone number: +36-70-367-88-55) (referred to hereafter as **Provider** and at the same time as **Data Controller**), as the provider of motorcycle renting service on the website of www.motorbikerent.hu.

Data Controller, in connection with the data obtained during the process of rental, will proceed with the lessees (hereafter: **Lessee** and/or **User**) entering into a customer relationship as specified by the Act CXII of 2011 on data protection process and the protection of data privacy amended by the Act XXXVIII of 2018 (hereafter: **InfoAct**), as well as by the General Data Protection Regulations of European Parliament and European Council of 2016/679 (hereafter: **GDPR**).

Why is Provider entitled to control my personal data?

(The legal ground and legal background of data controlling)

1/ During the process of booking the motorcycle

Provider is entitled to process the personal data of **Lessee** because by booking the motorcycle a special type of contract is reached between us where **Lessee** is one part of it, therefore **the personal data of Lessee is essential** within the meaning of Article 6 (1) (b) of **GDPR** in order **to perform the contract**. In case the personal data of **Lessee as referred to in this** Data Management Information is not given, the performance of booking is impossible because it is not possible to match it to **Lessee**.

2/ While visiting the website (cookies)

Particular parts of the website are equipped with small size groups of data (hereafter: cookies) in order to identify the **Users**. By visiting the website and using particular functions of it **User** gives his/her consent to **User** to store the above mentioned cookies on the **User's** computer and have access to them on the basis of Article 6 (1) /b) of **GDPR**. **User** can set or prevent the activities in connection with the cookies by the browser program. If User does not accept the using of cookies, certain functions will be not available for User. User can find more information about deleting the cookies in the description of browser used by him/her.

What sort of my data is controlled by **Provider**?

(The range of my personal data)

1/ During the process of booking, Provider controls Lessee's **name, date of birth, email address, phone number, invoicing address, bank card and credit card details**, as his/her personal details in order to bring the booking into effect.

In case a rental contract is reached between us, we will manage the information regarding the Lessee's driving license, identity card and residence card (number of driving license, the year of attaining it, expiration date, address, number of Identity Card) at the time of handing the motorcycle over.

For the sake of data minimisation we draw Lessee's/User's attention to provide only the personal data which are definitely necessary. Please avoid providing unnecessary, sensitive data (for instance political, religious view, ethnic etc.). Provider shall not handle these types of data, but delete them and is not responsible for them.

2/ While visiting our website Provider record **User's** IP address, the time of the visit and the address of the visited web page.

Why does Provider control my personal data?

(The aim of controlling data)

1/ The aim of controlling **Lessee's** personal data during **booking a motorcycle** is to perform the booking required by **Lessee**.

The aim of data controlling in case of booking:

- confirming, modify, or cancelling of the booking;
- sharing information during the booking process (for example providing information about the booking, sending a reminder notification before checking in/out, answering possible questions or suggestions);
- performing possible further needs

2/ **During visiting our website Data Controller** controls the users personal data for technical reasons as well as for making statistics regarding the user habits. Nevertheless these data are statistical data, in other words the identity of a specific user is not assigned, so that the User cannot be identified.

How long does Provider store my data?

(The duration of processing personal data)

1/ During the booking of motorcycle

- In case a business relationship is not reached, personal data shall be stored for 30 days from the time of recording them;
- In case of reaching a business relationship, data shall be stored and processed in accordance with the sectoral rules as well as according to the accounting and tax rules, so that the duration of data processing period related to the accounting data on the basis of section 169 (2) of Act C of 2000 related to is 8 years;
- bank card/credit card details are stored for 8 years;

2/ **During the visit to our website, this website uses Google AdWords and within that Conversion Tracking és Remarketing Codes among the cookies which need a consent. The data is stored on the server for maximum 30 days.**

How does Provider ensure the security of my personal data?

(Data security measures)

Provider ensures that the personal data of Lessees/Users shall be protected by using physical, logical and administrative measures especially against unauthorized access, alteration, transmission, disclosure, deletion or destruction as well as accidental destruction and damage.

Appropriate permission levels are created by Provider for the access to personal data (exclusively authorized employees can access to the protected data), and paper documents are kept in offices locked by keys as well as the digitized documents are protected by appropriate technical protection.

Provider puts SSL classification in the entire website (Let's Encrypt Authority X3 certification) in order to protect the data provided through the website. In order to protect our website from malicious attacks security premium category software (Wordfence Security) is applied to protect the stored data against so called „brute force“ viral attacks. Data of Lessee and User in the data base of the website are stored in encrypted form (in a pseudonymized way) thus, they cannot be read by third parties.

Who can access to my personal data apart from Provider?

(access to personal data and data transmission, the data processor(s) used)

Provider's authorized employees and contracted partners are entitled to access and process the personal data of Lessee and User. To provide motorcycle renting service and in connection with that external service providers (hereinafter referred to as **Data Processor**) are used for providing specific services. These service providers are entitled to process and transmit only the data which are collected and given the external service providers by **Motobike kft** to complete its orders. Provider shall make publicly available the list of data processors at the reception of its headquarters / site and shall also communicate it to the Data subject upon written request.

If the Lessee is involved in an accident with the rented motorcycle, the name, address and driver's license number of Lessee shall be forwarded to the insurer of the other party involved in the accident. The purpose of data management is the settlement of damage claims.

Please be informed that your data will not be transferred to a third country or international organization.

Provider may be obliged by law to disclose the personal data of Lessee to the investigative authority, the police or the court if it receives an obligation, a request to do so or it is justified during the official control.

What rights do I have with regard to personal data management?

During the period of data management, the Lessee / User (according to Articles 14-23 of the Info Act and Articles 15-21 of the GDPR) shall be entitled to:

Information and access to personal data

Lessee shall have the right to access the personal data stored by the Data Controller and information regarding their management; check what data is kept by the Data Controller and have the right to access his/her personal data. User shall submit his / her request for access to the data in writing (by e-mail: motobikekft@gmail.com or by post) to the Data Controller. Data Controller shall provide the information to the User in a widely used electronic format, unless the User requests it in writing on paper. Verbal information via phone is not provided by the Data Controller when access is exercised.

In the case of exercise of the right of access, the information shall include:

- definition of the range of data to be processed,
- purpose of data management,
- time of data management,
- legal basis for data management,
- the recipients of the data transmitted and the range of the data transmitted
- indication of data source.

Data Controller shall send a copy of the personal data (by e-mail: motobikekft@gmail.com), by mail or in person at the place of data processing (2030 Érd, Fehérvári út 32 / b.) provided free of charge to the Lessee for the first time.

Data Controller may charge a reasonable fee based on administrative costs for additional copies requested by the Lessee. If the Lessee requests the release of the copy electronically, the Information will be provided to the Lessee by e-mail, in a widely used electronic format.

After receiving the information, if Lessee disagrees with the data management and the correctness of the data processed, Lessee may request the rectification, addition, deletion, restriction of the processing of his / her personal data, and protest against the processing of such personal data.

Right to correct or complete the processed personal data

The Lessee may request the Data Controller to restrict the processing of its data by written request if:

- Lessee disputes the accuracy of the personal data, in which case the limitation applies to the period during which the Data Controller can verify the accuracy of the personal data;
- the data processing is unlawful and Lessee opposes the deletion of the data and instead requests a restriction on their use;
- the Data Controller no longer needs personal data for the purpose of data management, but Lessee requires it for the purpose of submitting, asserting or defending legal claims,
- Lessee objects to the data management, in which case the limitation applies to the period until it is determined if the Data Controller's legitimate reasons take primacy over Lessee's legitimate reasons.

Except for storage, personal data subject to a restriction may only be processed with the consent of the Lessee, or for the purpose of filing, enforcing or defending legal claims, or protecting the rights of any other natural or legal person, or for the reasons of important public interest in the European Union or another Member State. Data Controller shall inform Lessee at whose request the data management has been restricted, in advance of the lifting of the data management restriction.

Right to delete

At the request of Lessee, Data Controller shall delete the personal data of the User concerned without delay if any of the following reasons exist;

- the personal data are no longer needed for the purpose for which they were collected or otherwise processed by the Data Controller;
- Lessee withdraws its consent as the basis for the data management and there is no other legal basis for the data management;
- Lessee objects to the data management for reasons related to his / her situation and there is no legitimate reason for the data management;
- Lessee objects to the processing of personal data relating to him for direct marketing purposes, including profiling too, so far as it relates to direct marketing;
- unlawful processing of personal data by Data Controller;
- the personal data was collected in connection with the provision of information society services directly to children.

Lessee shall not exercise the right to delete if data management is required

- to exercise the right to freedom of expression and information;
- on the basis of public interest in the field of public health;
- to archive in the public interest, for scientific and historical research or for statistical purposes, where the exercise of the right of deletion would render such processing impossible or would seriously jeopardize it;
- for the filing, enforcement or defense of legal claims.

Right to data portability

The data portability allows the Lessee to obtain and further use the "own" data provided by Lessee in the Data Management System for its own purposes and through various service providers specified by it. In all cases, the right is restricted to the data provided by the Lessee, and other data are not portable (e.g. statistics, etc.).

Lessee shall have the right to receive the personal data contained in its Data Management System (eg. when signing up for a newsletter) in a structured, widely used, machine-readable format, or to forward to other data controllers.

The Data Controller will only comply with the data portability request based on an email or postal request. Compliance with the request requires the Data Controller to ascertain that the entitled Tenant intends to exercise this right. This requires the Lessee to be personally present at the Data Controller's headquarters after the alert, so that the Data Controller can identify the claimant using the data in his system. Under this right, the Lessee may request the portability of data that he/she has provided himself/herself to the Data Controller. The exercise of this right does not automatically entail the deletion of the data from the Data Management Systems, so the Lessee may continue to use the Data Controller's service after exercising this right.

Protest against the processing of personal data

Lessee may object to the processing of his/her personal data for reasons related to its own situation at any time. If User objects to the management of the personal data, the personal data shall be deleted from the system by the Data Controller. User can also object in writing (by e-mail or by mail) or, in the case of a newsletter, by clicking on the unsubscribe link in the newsletter.

The Deadline of the fulfilment of the request

The Data Controller shall inform the Lessee of the action taken without undue delay and in any event within one month of receipt of any request. If necessary, taking into account the complexity of the application and the number of applications, this deadline may be extended by two more months, but in this case the Data Controller shall inform the Lessee about the reasons for the delay within one month of receiving the application. If User has submitted the request electronically, the information will be provided by the Provider electronically unless otherwise requested by Tenant.

LAW ENFORCEMENT POSSIBILITIES

If you think that the Controller is in breach of any of these requirements in connections with the legal provisions on data management, please contact us first of all with the contact details in the first section (data controller contact information) to eliminate the alleged unlawful data processing.

If this fails, the National Data Protection and Freedom of Information Authority (**Nemzeti Adatvédelmi és Információszabadság Hatóság (NAIH)**) may initiate proceedings, mailing address: H-1125 Budapest, Szilágyi Erzsébet fasor 22 / c; e-mail: ugyfelszolgalat@naih.hu or you may apply to a court as defined in Article 22. of Infotv. The court has jurisdiction to hear and determine the lawsuit. The lawsuit may be instituted before the court of the Lessee's domicile or residence, at the option of the Lessee.

Upon request, the Data Controller shall inform the User of the possibility and means of redress at the request of User

MANAGING PRIVACY INCIDENTS

A privacy incident is a security breach that results in the accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or unauthorized access to the transmitted, stored or otherwise handled personal data. The Data Controller shall keep records for the purpose of monitoring the measures related to the data protection incident, informing the supervisory authority and informing the Lessee, which contains the personal data affected by the incident, the range and number of the affected persons, the date, circumstances, effects and measures taken to prevent the incident. Unless there is a risk to the rights and freedoms of natural persons, the Controller shall inform the Tenant and the Supervisory Authority of the occurrence of any privacy incident without undue delay but within no more than 72 hours.

MISCELLANEOUS PROVISIONS

The Data Manager reserves the right to the Users using the Website to make unilateral changes to this Data Management Information, with prior notice through the Website. The date of the last modification is indicated by the "Updated" line. Amendments shall take effect on the date specified in the notice to the Lessee, unless the Lessee objects. **By using the Website, the Lessee hereby implicitly accepts the contents of the revised Data Management Information.**

If Lessee has provided the data of a third party to subscribe to the newsletter service or has caused any damage in the use of the Website, the Data Manager is entitled to claim compensation from the Lessee.

The Controller does not verify the personal data provided to it. The accuracy of the provided information is the sole responsibility of the person providing it. **When submitting his/her email address, Lessee also takes responsibility for using the service solely he/she from the provided email address.**

This Data Management Information shall enter into force on 1st March 2019.