

# PRIVACY NOTICE

for PS website's visitors



## Dear Visitor!

**Process Solutions Ltd.** (hereinafter referred to as PS) provides the following information about the use of personal data, as well as the use of guarantees guaranteeing the security of data used. The purpose of this notice is to provide clear, transparent information about the handling of personal data on ps-bpo.com and its sub-pages (career.ps-bpo.com).

**We request you to read this information very carefully.** Should you have any questions or comments concerning this data processing information or the management of personal data or concerning the interpretation of the legal regulations and the rules, please contact our Data Protection Officer.

Under the provisions of the General Data Protection Regulation (hereinafter **GDPR**) on the protection of natural persons regarding the processing of personal data and the free movement of such data and repealing Directive 95/46/EC we herewith advise you about the management of personal data and the following guarantees will be applied when processing personal data.

This website is maintained by Process Solutions and operated on a server located in Hungary. The maintenance and operation of the website are governed by the laws of Hungary. Use of the website and utilizing the information available on the website is governed by the laws of Hungary and the laws of the state where the use or utilizing takes place; depending on the nature of use, the laws of other countries may also apply.

## 1. ORGANIZATIONAL INFORMATION

<b>Data Controller</b>	Process Solutions Ltd.
<b>Address</b>	H-1134, Budapest, Váci út 33.
<b>Contact details</b>	E-mail: <a href="mailto:info-psgroup@ps-bpo.com">info-psgroup@ps-bpo.com</a> Website: <a href="http://www.ps-bpo.com">www.ps-bpo.com</a>
<b>Data Protection Officer</b>	Dr. József Juhász
<b>E-mail</b>	<a href="mailto:dpo@ps-bpo.hu">dpo@ps-bpo.hu</a>
<b>Address</b>	1134 Budapest, Váci út 33. Floor 6

## 2. PROCESSED PERSONAL DATA

### 2.01 Scope of the processed personal data (newsletter)

When signing up for a newsletter, personal information is provided voluntarily by the data subject.

Collected personal data	Purpose of data processing	Lawful basis for processing	Retention period
Name, e-mail, the preferred language for the newsletter, the newsletter type chosen by the person concerned	Inquiries for marketing purposes, sending information about event-related information	According to Article 6 (1) (a) of the GDPR <b>data subject's consent</b>	Until withdrawal of consent *, but no later than the termination of the newsletter service <sup>1</sup>

\* You can withdraw your consent at any time (*You may cancel your subscription or withdraw your consent by e-mail or by clicking on the link in the newsletter.*) Withdrawal of consent shall not affect the lawfulness of any prior processing.

The marketing department of our company is entitled to processing the data and the persons, who are responsible for the website.

### 2.02 Scope of the processed personal data (contact form)

By filling in the contact form, personal information is provided voluntarily by the data subject.

Collected personal data	Purpose of data processing	Lawful basis for processing	Retention period
Name, e-mail, message	Contact (at the initiative of the interested party concerned)**	<i>in the case of a natural person</i> According to Article 6 (1) (a) of the GDPR <b>data subject's consent</b> <i>in the case of a natural person</i> According to Article 6 (1) (f) of the GDPR <b>legitimate interest</b>	Until withdrawal of consent*, but no later than 5 years after contact

\* You can withdraw your consent at any time. Withdrawal of consent shall not affect the lawfulness of the data processing before the withdrawal.

\*\* If PS does not act as a data controller, but as a data processor (on behalf of the data controller), it forwards the requests of the data subject to the competent data controller.

The data is managed by the secretariat of our company, who can forward the incoming requests to the relevant manager or the appropriate member of the PS Group (see [Recipients](#)).

## 2.03 Scope of the processed personal data (photography)

*Participation in the event, picture and voice recordings of the participants.*

Collected personal data	Purpose of data processing	Lawful basis for processing	Retention period
Image, voice (photo, video)	Production of promotional materials, promotion and documentation of the events	According to Article 6 (1) (f) of the GDPR <b>legitimate interest</b>	Until the data subject's object or the purpose of the data processing termination

\* In the case of data processing based on a legitimate interest, the data subjects have the right to object (see the chapter 6 entitled [Your rights](#)).

The marketing department of our company is entitled to processing the data and the persons, who are responsible for the website.

## 2.04 Scope of the processed personal data (job application)

You can find out more about the data processing of job applicants and recruitment by [clicking here](#).

## 2.05 Cookie notice

Some Cookies used by PS are essential for the proper functioning of the site (Necessary cookies), others collect information about using the site (statistics) to make the site more convenient and more useful. Some "cookies" are temporary and disappear by closing the browser, while there are durable versions that will remain on the computer for an extended period. You can find out more about the cookies [here](#) and on the cookie panel (pop up window).

## 3. INFORMATION SECURITY

Our organization is committed to data security, considering the costs of the available technology and the implementation will take them to reasonably expect action - including technical measures - that allow you to have your data safe (e.g., antivirus, application firewall, access/privacy rights Controlling etc.). To prevent unauthorized access or disclosure, we have set up appropriate physical, electronic, and management procedures to protect and secure collected data.

The data generated during the visit to or use of the website is transmitted with SSL (Secure Socket Layer) encryption to the PS storage location, which guarantees that the data transmitted on the Internet cannot be accessed by third parties and cannot be altered by unauthorized persons. The status of the active encrypted connection is confirmed by a certificate in the web browser when you open the web page.

## 4. AUTOMATED DECISION MAKING AND PROFILING

We will inform you that no automated decision-making or profiling will take place.

## 5. DATA TRANSFER

### 5.01 Recipients

To fully serve our services, we work with subcontractors and partners, so the following organizations can also participate in the processing of your data. Our data processors may only process personal data for the purposes specified by PS and set out in the contract, who have undertaken confidentiality and contractual guarantees.

Recipient	Purpose of the data transfer
<b>Sales Autopilot Kft.</b> 1024Budapest, Margit krt. 31-33., Félémelet 4.	Operation and maintenance of a newsletter service
<b>SeE Enterprise e-Solutions Kft.,</b> 1134 Budapest, Váci út 33.	Use of IT service
<b>Usernet Kft.</b> 1033 Budapest, Hévízi út 2.	Website maintenance, web development
<b>NetSynerg Marketing Kft.</b> 1048 Budapest, Falemez u. 7.	Website maintenance. Marketing services
<b>Clue PR Kft.</b> 2083 Solymár, Kossuth Lajos u. 51.	Using a marketing service, managing social media interfaces
<b>Process Solutions S.R.L.</b> Polona 68 Business Center, Str. Polona Nr. 68-72, Floor 2, 010505 Bucharest, District 1, Romania	PS Group operates a common website to which incoming inquiries can be forwarded to the office in the destination country
<b>Process Solutions Sp.zo.o.</b> ul.Koszykowa 54 00-675 Warsaw, Poland	
<b>Process Solutions, s.r.o.</b> Jugoslávská 620/29, CZ-120 00, Prague 2, Czech Republic	
<b>Process Solutions s.r.o.</b> Grösslingová 4, 811 09 Bratislava, Slovakia	

### 5.02 Integrity and confidentiality

Please be informed that we process your data confidentially, we do not disclose them to any third party without informing you or obtaining your prior consent, or without legal authorization. To meet data security requirements our Company –with proper organizational and technical measures- ensures fair and transparent data management, takes care of the protection and security of your data, particularly against unauthorized access and handling, alteration, transfer, public disclosure, destruction and incidental destruction (loss) and injuries (damages).

## 6. YOUR RIGHTS REGARDING YOUR DATA

You may request information at any time about your data we control and may request to correct, refine, delete or limit any of your data and to exercise any of the rights allowed by law.

## 6.01 Right to request information

The data subject may request information (via the contact details above) about

- what personal data,
- on what legal reason,
- for what purpose,
- from what source,
- for how long is controlled,
- to who, when, on what legal basis the organization granted access of forwarded what personal information of the data subject.

The person concerned may request a copy of the personal data processed by PS under Article 15 of the GDPR. We may charge an administrative fee for the production of additional copies, the amount of which and the method of payment will be provided in advance to the contact details provided by the person concerned for this purpose.

## 6.02 Right to rectification

The data subject may request that PS change any of his or her personal information at any time (for example, email address). PS shall comply with the request without delay, but within a maximum of one month, and shall notify the contact details provided for that purpose by the Data Subject. In the case of subscribing to the newsletter, the person concerned can change his / her data by clicking on the link in the footer of the newsletter without directly contacting the PS.

## 6.03 Right to erasure

PS shall delete the personal data of the data subject under the provisions of Article 17 (1) to (2) of the GDPR, if the conditions and in the manner set out therein are met.

The data subject may also initiate the deletion of personal data managed by the PS.

The PS shall reject the data subject's request for deletion if the further processing and storage of personal data are required by the conditions set out in Article 17 (3) of the GDPR. In the absence of such an obligation, the PS shall comply with the request without delay, but no later than within one month, and shall notify the person concerned of the contact details provided for this purpose.

## 6.04 Right to restriction of processing

If the conditions set out in Article 18 of the GDPR are met, the data subject may request that his or her data be blocked by PS (by clearly indicating the limited nature of the processing and ensuring that it is treated separately from other data). The consequence of the blocking is that personal data, except for storage, may only be processed for the purposes specified in Article 18 (2) of the GDPR. The blocking shall be maintained by PS for the period specified in Article 18 (1) of the GDPR. PS shall inform the person concerned in advance of the release of the lock.

## 6.05 Right to data portability

The data subject may request that PS send the personal data in a structured, widely used, machine-readable format to the contact details provided for this purpose. The data subject has the right to

transfer this data to another data controller and may request PS to transfer the data directly to the other data controller if this is technically feasible.

## 6.06 Right to object

The data subject may object to the processing of his or her data under the provisions of Article 21 of the GDPR, subject to the conditions set out therein. In the event of an objection, the PS will no longer process the personal data of the data subject, except in the cases provided for in Article 21 (1) of the GDPR. If personal data is processed for direct business acquisition, you have the right to object at any time to the processing of personal data concerning you for this purpose, including profiling, insofar as it relates to direct business acquisition. If you object to the processing of your data may no longer be processed for that purpose.

## 6.07 Complaints and remedies

You may request legal remedy regarding the processing of your data, you may file a complaint with the Data Protection Officer or at the supervisory authority if you suspect that the processing of your data violates the related legal regulation, and you may also file a petition to the court.

### **Supervisory authority (NAIH):**

Nemzeti Adatvédelmi és Információszabadság Hatósága /

**Hungarian National Authority for Data Protection and Freedom of Information**

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

Email: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)

Website: <https://www.naih.hu/>

Please note that this Notice is intended to provide you with clear and transparent information about the processing of personal.

Last review: Oct 20, 2021