

Data Processing Guide of the Hungarian Canoe Federation on data provided by applicants for volunteer activities at the 2019 ICF Canoe Sprint World Championship

As set forth in Article 3 (1) (d) of Law LXXXVIII. of 2005 on volunteering in the general interest (hereinafter "law on volunteering") as a non-profit civil organisation, the Hungarian Canoe Federation (hereinafter "HCF") is entitled to receive volunteers in the general interest in the context of sports activities in line with the organisation's profile. The HCF was listed 11th in the Ministerial Decree no. 23681-2/2005 registered by the Hungarian Minister for Youth, Family, Social and Equal Opportunities.

The HCF will host the ICF Canoe Sprint World Championship and Qualification Program (hereinafter "WC") between 21st and 25th August 2019 in Szeged, Hungary.

1. Objective of the data processing guide

In the followings the HCF informs applicants for volunteer activities in the general interest and volunteer participants of the WC about its data processing practices and legal remedies available to applicants. The data processing services provided by the HCF are in accordance with the terms and conditions of the Hungarian National Law CXII of 2011 on Information Self-Determination and Freedom of Information (hereinafter "law on information") and of the Directive 2016/679 of General Data Protection Regulation of the European Parliament and the Council (hereinafter "GDPR") and complies with any other applicable regulations.

2. Data Controller's Contact Information and Data:

Name: Hungarian Canoe Federation
Headquarter: 1138 Budapest, Latorca Street 2.
Registration number: 01-07-0000016
Tax Identification Number: 18160037-2-41
E-mail address: info@mkksz.hu
Phone number: + 36-1-465-0091, + 36-1-465-0092
Fax: + 36-1-465-0095
Website: www.kajakkenusport.hu and www.szeged2019.com

3. Data processing

The legal basis for processing personal data of volunteers applying for activities in the general interest and volunteer participants of the WC is as follows:

- voluntary consent to data processing based on appropriate information under Article 6 (1) (a) of the GDPR (hereinafter: "Consent");
- according to Article 6 (1) (b) of the GDPR, data processing is necessary for contract performance (hereinafter: "Contract performance")
- according to Article 6 (1) (c) of the GDPR, data processing is necessary for the fulfillment of legal obligations of the controller (hereinafter: "fulfillment of legal obligation")
- according to Article 6 (1) (f) of the GDPR, data processing is necessary for the legitimate interests of the controller or of a third party (hereinafter: "legitimate interest")

Below, the abridged names are used to indicate the legal basis for each data processing.

a) Handling personal data of volunteers

Processed data type	Data source	Purpose of processing data	Legal basis for data processing
Family name (at birth)	Applicant	Identification Contact Proposal	Consent
Gender	Applicant	Proposal	Consent
Nationality	Applicant	Proposal	Consent
Mother's name	Applicant	Proposal Identification	Consent
Place and time of birth	Applicant	Proposal Identification	Consent
Home address	Applicant	Proposal Contact	Consent
E-mail address	Applicant	Proposal Contact Identification	Consent
Phone number	Applicant	Quote Contact Identification	Consent
Membership as canoeist	Applicant	Proposal	Consent
Days on duty	Applicant	Proposal	Consent
Accommodation	Applicant	Proposal	Consent
Field of activity	Applicant	Proposal	Consent
Volunteered in the past	Applicant	Proposal	Consent
Language skills	Applicant	Proposal	Consent
Identification number and residence of legal representative	Volunteer's legal representative	Approval in case of minor applicant	Fulfilment of legal obligations

HCF selects volunteers from the applicants. Once the application period is closed, the HCF will notify the applicants via e-mail whether it wishes to recruit the applicant as a volunteer or not. For the processing of the above listed personal data of the applicant, consent is given to HCF by filling and submitting the application form available on the website of WC, www.szegeged2019.com. In the case where the applicant is a minor or is unable to fill in the parental consent form, this can be sent via email to volunteer@szegeged2019.com.

Consent to the processing of personal data may be withdrawn at any time by sending an email to volunteer@szegeged2019.com. In the event of consent withdrawal the HCF shall delete all data belonging to the applicant. If legal relationship is not established between the HCF and the applicant to carry out voluntary activities, the HCF will delete any personal data after the applicant has been notified. If HCF enters into contractual relationship with the volunteer, it will process the received data as set out and for the duration specified in section 3 (b), explained below.

b) Processing personal data of volunteers (persons engaging as volunteers with HCF) at the WC

The HCF will make a proposal to the applicant for volunteering at the WC, if the applicant undertakes the task, the HCF will process data according to the law on volunteering in order to establish a volunteer relationship, to organize, provide, certify and register the activity, as follows:

Processed data type	Data source	Purpose of processing data	Legal basis for data processing	Duration of data processing
Family name (at birth)	Voluntary	To engage as a volunteer Contact To organize volunteer activity	Fulfillment of legal obligation Contract performance	5 years after the cessation of legal relationship, as set out in Article 14 (2) of law on volunteers
Nationality	Voluntary	To engage as a volunteer	Fulfillment of legal obligation Contract performance	5 years after the cessation of legal relationship, as set out in Article 14 (2) of law on volunteers
Mother's name	Voluntary	To engage as a volunteer Identification	Fulfillment of legal obligation Contract performance	5 years after the cessation of legal relationship, as set out in Article 14 (2) of law on volunteers
Place and time of birth	Voluntary	To engage as a volunteer Identification	Fulfillment of legal obligation Contract performance	5 years after the cessation of legal relationship, as set out in Article 14 (2) of law on volunteers

Home address	Voluntary	To engage as a volunteer Identification Contact	Fulfillment of legal obligation Contract performance	5 years after the cessation of legal relationship, as set out in Article 14 (2) of law on volunteers
E-mail address	Voluntary	To organize volunteer activity Contact	Contract performance	4 months after the cessation of legal relationship
Phone number	Voluntary	To organize volunteer activity Contact	Contract performance	4 months after the cessation of legal relationship
Identification number and residence of legal representative	Volunteer's legal representative	To engage as a volunteer	Fulfillment of legal obligation Contract performance	5 years after the cessation of legal relationship, as set out in Article 14 (2) of law on volunteers
Allowances related to voluntary employment	Voluntary	to comply with accountability requirements of HCF	Fulfillment of legal obligation	10 years after the cessation of legal relationship
Audio and video recordings at the WC	Voluntary	To promote the sport of canoe sprint within the scope of WC	Legitimate interest	

4. Who is entitled to have access to the data?

Only those employees and contributors of the HFC are entitled to access personal data, as set out in this informational guide who's scope of duties are related to the purpose of data processing during the organization and execution of the WC, and are responsible for the maintenance, analysis, accumulation and evaluation of the data, as well as finances associated with the WC.

5. Our data processing partners

The developer and operator of the WC website is BEMIND Service Provider Ltd. (8200 Veszprém, Damjanich Street 7/A., Hungary, Company Reg. No. 19-09-512458, Tax Identification Number 12420917-2-19)

Contact info: (birincsik@bemind.hu).

Our data processing partner provides general web server hosting service ensuring the functioning and security of the website, but does not handle the data stored in our system beyond this scope. For security reasons, the service provider performs data logging on the servers; the data generated during visits to the interfaces are:

- date of the visit
- title of the page you're viewing
- address of the referral page (from which the visitor arrived)
- visitor's IP address
- visitor's browser header (*user agent*), which contains the type and serial number of the operating system and browser
- all actions, deletions, additions, modifications made by the user are logged.

During the operational set up of the WC, we provide the following organizations with the data:

- PetGo Trade and Service Provider Ltd. (6727 Szeged, Bokányi Dezső Street 6, Cg.06-09-020135, Tax Identification Number: 24322586-2-06) for the recruitment, training and coordination of volunteers at the WC.
- Judit Kőkényné Slovak self-employed person (1064 Budapest, Rózsa Street. 68. 4th floor. 1, registration number: 51022747, tax number: 76732917-1-42) for accounting purposes.
- Hotel or other partnering agencies in contractual relationship with HCF for the provision of volunteer accommodation.

With exception to the above listed partners, we do not transmit personal data of the participants to any other company.

6. Transmission of data

The HCF only transmits data of volunteers to third party if it is required by law or if consented by the volunteer. Volunteer data can be used for statistical purposes and can be transmitted for statistical purposes only in a way that prevents personal identification. The HCF is obliged to transmit volunteer data to the Central Bureau of Statistics in accordance with Article 14 (4) of law on volunteers.

7. Definitions, data security, rights, remedies

Definitions of terms related to data processing, further detailed information on data processing activities of the HCF and on how to correct, delete and exercise other rights regarding personal data as set out in the law on information and in the GDPR are included in the Data Protection Policy of the HCF:

<http://kajakkenusport.hu/szovetseg/dokumentumok/szabalyzatok/adatvedelmi-szabalyzat/>

If you feel that HCF or any of its employees or contributors have violated your right to protect personal information, please contact us via any of the methods below in order for us to resolve the issue as soon as possible.

Hungarian Canoe Federation

Headquarters: 1138 Budapest, Latorca Street 2.

E-mail address: info@mkksz.hu

Phone number: + 36-1-465-0091, + 36-1-465-0092

If you consider that the HCF has not taken the appropriate steps in relation to your concern, you have the option of bringing the case to the court or to the Hungarian National Authority for Data Protection and Freedom of Information.

Hungarian National Authority for Data Protection and Freedom of Information

Postal address: H-1530 Budapest PO box.: 5.

Address: H-1125 Budapest Szilágyi Erzsébet fasor 22/C.

Phone: + 36-1-391-1400

Fax: + 36-1-391-1410

E-mail address: ugyfelszolgalat@naih.hu

Website: www.naih.hu

8. Amendment

The Data Controller reserves the right, if necessary, to change this Data Processing Guide and Privacy Policy in case there is a change in the services it offers, or in the technical system, or if it

is required by law. Any amendment shall not imply that personal data is processed differently from its original purpose. This Privacy Policy and any amendments thereto may be published by the HCF on its webpage, www.szeged2019.com.