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Information pursuant to Articles 7, 13 and 14 of Regulation (EU) 2016/679 of 27 April 2016

General Data Protection Regulation

1. Purpose of processing

Personal data is processed within the scope of the Data Controller's activities and, depending on your requests, for the following administrative and accounting purposes:

1. Fulfilment of tax or accounting obligations
2. Customer management (contract administration, order management, invoicing).
3. Sharing of organisational content and updating of future activities of the Data Controller
4. Direct marketing activities

The legal basis for the processing of Personal Data for the purposes indicated are:

- with regard to points 1) and 2), the legal basis is Article 6(1)(b) of the GDPR, for the provision of services or activities requested by the data subject
- with regard to point 3), the legal basis is Article 6(1)(f) of the GDPR, for the purpose of directly sending advertising material in relation to the Data Controller's products or services referred to in Article 130.4 of Legislative Decree 196/03 (so-called soft spam)
- with regard to point 4), the legal basis is Article 6(1)(a) of the GDPR, for the purpose of sending direct advertising material relating to the products or services of the Data Controller

2. Methods, duration and security measures for processing

The data will be processed mainly using electronic and IT tools and stored on IT media, paper media and any other type of suitable media that can only be accessed by authorised personnel, in compliance with the minimum security and confidentiality measures provided for in the certification body's procedures.

Personal data will be stored at the operational offices at 1052 Budapest, Bécsi utca 5. 2nd floor. 8th door, for:

- a retention period of 10 years for companies that obtain the certification or attestation service.
- a retention period of 5 years for companies that receive the offer but decide not to accept it.
- a retention period of 5 years for companies that give their consent for direct marketing activities, limited to such activities.

For companies that obtain certification, the data will be published both on the website **cqacertification.eu** and, in the case of Accreditation, also on the IAF website in the appropriate section at www.iafcertsearch.org

The data is processed in a lawful and correct manner, adopting appropriate security measures to prevent unauthorised access, disclosure, modification or unauthorised destruction of the data. The technical and organisational IT and/or telematic measures used to maintain the data are aimed at ensuring the stability and ethical provision of the service.

3. Consequences of refusing to provide data

If one or more mandatory data fields are not filled in, the data subject will not be able to use the requested service, as certification activities are necessarily subject to the communication of such data to third parties.

4. Parties to whom personal data may be disclosed.

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Data may be disclosed to:

a. Credit institutions, insurance companies, law firms and tax consultants, data processing centres;
b. Collaborators who share the purposes set out by CQA Certification;
c. Administrative staff acting as data processors and persons in charge of processing for the management of the service requested, who have been duly trained in personal data security and privacy rights;
d. The tax authorities, tax police, financial police, labour inspectorate and, in general, all bodies responsible for verifying and checking
e. the regularity of the fulfilment of the purposes indicated above;
f. Trade associations for the performance of the services listed in the above purposes.
g. To the intermediary of the certification body with which CQA Certification Kft operates for the management of invoicing for certification services. In this case, personal data may be transferred to third countries, countries where intermediaries qualified by our certification body are present. The transfer methods are electronic and, in any case, the data is sent for the sole purpose of providing the intended service and any other activity is prohibited.

5. Rights of the data subject

With regard to the processing of personal data, the data subject has the right:

a. to obtain confirmation of the existence or otherwise of personal data concerning him/her, even if not yet recorded, and its communication in intelligible form.
b. to obtain information on:
    i. the origin of the personal data;
    ii. the purposes and methods of processing;
    iii. the logic applied in the case of processing carried out with the aid of electronic instruments;
    iv. the identification details of the data controller, data processors and designated representative;
    v. the subjects or categories of subjects to whom the personal data may be communicated or who may become aware of it in their capacity as designated representative in the territory of the State, data processors or persons in charge of processing.
c. to obtain:
    i. the updating, rectification or, where interested therein, integration of the data;
    ii. the erasure, anonymisation or blocking of data that has been processed unlawfully, including data whose retention is unnecessary for the purposes for which it has been collected or subsequently processed;
    iii. certification that the operations referred to in letters a) and b) have been brought to the attention, also with regard to their content, of those to whom the data have been communicated or disseminated, except in the case where this proves impossible or involves a manifestly disproportionate effort compared to the right being protected.
d. to object, in whole or in part:
    i. on legitimate grounds, to the processing of personal data concerning him/her, even if pertinent to the purpose of collection;

ii. to the processing of personal data concerning him/her for the purpose of sending advertising or direct sales material or for carrying out market research or commercial communication.

iii. to lodge a complaint with the supervisory authority.

6. Data Controller

The data controller is

CQA Certification Kft.

Registered Office: 1094 Budapest, Liliom utca 1/A 6th floor. 3rd door

Administrative Office: 1052 Budapest, Bécsi utca 5. 2nd floor. 8th door

VAT number HU32742271

Mail info@cqacertification.eu

7. Transfer of data outside the EU

In the event of data being transferred outside the European Union, the Data Controller hereby guarantees that the transfer of data outside the EU will take place in accordance with Articles 44 et seq. of the GDPR and the applicable legal provisions, stipulating, where necessary, agreements for the transfer of personal data established in third countries that do not guarantee an adequate level of personal data protection.

8. Conclusions

To exercise the rights provided for in the EU Privacy Regulation, listed above, the data subject must send a written request to the company **CQA Certification Kft.**, with registered office in 1094 Budapest, Liliom utca 1/A 6th floor. 3rd door, e-mail: **info@cqacertification.eu**, for the attention of the Data Controller.

Place and Date: Budapest, 24/03/25

Martina Schmidt

Martina Schmidt

☐ **I give my consent to the processing of data for commercial purposes**

The undersigned, _____, having acquired the information provided by the data controller, gives his/her consent for the processing of data necessary for carrying out the operations referred to in point 4) of the purposes.

Place

Date

Stamp and Signature