

# **DATA PROCESSING INFORMATION FOR PARTICIPANTS OF THE 8TH INTERNATIONAL SOCIODRAMA CONFERENCE AND PRE-CONFERENCE PROGRAM ORGANIZED BY THE HUNGARIAN PSYCHODRAMA ASSOCIATION (ASSOCIATION)**

The following information aims to provide you with essential details regarding the handling and protection of your personal data by the Association in relation to your participation in the program (seminar, workshop, conference, congress, or other event) organized by the Association. The processing of your data is carried out in accordance with the General Data Protection Regulation<sup>1</sup> (GDPR) of the European Union and the Act No. CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information<sup>2</sup> (Infotv.).

## **What data do we process?**

Among the participant's personal data, the following are processed:

- a) Name,
- b) Gender,
- c) Contact information: email address, phone number,
- d) Country,
- e) Billing information: billing name, address, tax number,
- f) Educational institution, workplace,
- g) Data related to participation in the program: payment of participation fee, registration (signature on attendance sheet), details of the program (location, time, title), source of information about the program, reasons for participating in the program,
- h) Messages sent during registration or related to the program,
- i) Subscription to newsletters,
- j) Photos and videos taken during the event, photos and videos of lectures, workshops, etc.,
- k) Preference for provided meals at the event (regular, vegetarian, vegan, non-preferred),
- l) In case of applying as a speaker: photo, professional qualifications, abstract, type of participation, brief introduction, proficiency in English, website, Facebook page, co-speaker details if applicable (name, qualifications, introduction, website, Facebook page).

## **Purpose of data processing**

- a) Organizing the program, maintaining records of participants and presenters, providing discounted participation fees, communication, making presenter photos and introductions accessible to interested parties on the conference website and/or in the program booklet,
- b) Issuing invoices for participation fees,
- c) Documenting the event, taking and making photos and videos of participants and presentations available to members, archiving, and making photos publicly available on the Association's website or Facebook page,
- d) Surveying participant needs, developing programs and marketing, informing interested parties,

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<sup>1</sup> On the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Regulation (EC) No 95/46 of April 17, 2016, the European Parliament and Council Regulation 2016/679/EU.

<sup>2</sup> The Act CXII of 2011 on Informational Self-Determination and Freedom of Information.

- e) Arranging accommodation,
- f) Providing meals.

The provision of personal data is primarily based on the contract between the Association and the participant; in order to participate in the Association's event, it is necessary to provide the requested information on the registration form. It is not mandatory for the participant to send messages related to the program or subscribe to newsletters. The provision of data is mandatory with regard to those data for which processing is based on legal requirements.

### Legal basis for data processing

- a) Execution of the contract between the Association and the participant<sup>3</sup>,
- b) The legitimate interest of the Association to document the event and clarify the facts in case of potential disputes, claims, or official proceedings, as well as to develop and promote the Association's programs and activities<sup>4</sup>,
- c) Fulfillment of legal obligations regarding invoicing<sup>5</sup>,
- d) Participant's consent to the processing of data provided in the message sent by them, as well as for sending newsletters<sup>6</sup>
- e) Speaker's consent to the processing of non-mandatory data (English proficiency, website, Facebook page) and to the creation of photos and videos of their presentation, workshop, etc., and making them accessible to members/public on the Association's website or Facebook page<sup>7</sup>.

The Association hereby informs participants and those who apply for presentations, workshops, or case studies that any of the given consents can be withdrawn at any time, but this does not affect the lawfulness of data processing based on consent before its withdrawal.

The legal regulations that oblige the Association to perform data processing include, among others, the following:

- Act C of 2000 on Accounting,
- Act CL of 2017 on the Rules of Taxation,
- Act CXXVII of 2007 on Value Added Tax, Decree No. 64/2011 (XI. 29.)
- NEFMI on the Continuous Further Education of Medical Doctors, Dentists, Pharmacists, and Healthcare Professionals with a Higher Vocational Qualification.

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The Association has a legitimate interest in documenting its programs and promoting them. The Association has conducted prior interest balancing tests (including compatibility analysis) and concluded that data processing is necessary to pursue its legitimate interests and that these interests do not override the data subjects' interests or fundamental rights and freedoms requiring personal data protection. Upon request, the Association will provide you with the results of the interest balancing test.

***Please note that you can object to the processing of your personal data based on the legitimate interests of the data controller at any time due to reasons related to your specific situation.***

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<sup>3</sup> Article 6(1)(b) of the GDPR.

<sup>4</sup> Article 6(1)(f) of the GDPR

<sup>5</sup> Article 6(1)(c) of the GDPR.

<sup>6</sup> Article 6(1)(c) of the GDPR.

<sup>7</sup> Article 6(1)(a) of the GDPR.

## **Who has access to participant data? What organizational and security measures do we implement to protect them?**

Regarding personal data, the data controller is the Hungarian Psychodrama Association:

- registered office: 1132 Budapest, Visegrádi utca 19. IV/1.,
- registering court: Budapest Metropolitan Court,
- registration number: 01-02-0001156,
- represented by: Gábor György Baják, President.

The Association's executives and employees involved in program organization (participants in program organization), authorized employees, and the Association's IT specialist, Peter Rónai (registration number: ; registered office: ), have access to your personal data. The Association's printed materials for the program are managed by the data processor General Nyomda Kft. (6728 Szeged, Kollégiumi út 11/H, +3630 449 0518).

***Please note that for reasons related to your own situation, you can object at any time to the processing of your personal data based on the data controller's legitimate interest.***

In case of participant's request, the Association records the data related to further training points on the OFTEX portal, operated by ENEF Kft. (company registration number: 13-09-066514, registered office: 2151 Fót, Mária u. 14/a., representative: Iván Ferenczy, CEO, electronic delivery address: nfkft@nf.hu), and forwards it to the higher education institution to which the participant has enrolled.

As a data processor, the Association uses the services of OTP Bank Nyrt. (company registration number: Cg.01-10-041585, registered office: 1051 Budapest, Nádor utca 16., electronic delivery address: informacio@otpbank.hu; website: www.otpbank.hu) for the payment of participation fees, and for accounting, the services of GYL CONSULTING Kft. (company registration number: Cg.01-09-725689; registered office: 1094 Budapest, Ferenc krt. 25. 3rd floor 8.; representative: Tibor Gyüre, CEO; electronic delivery address: office@gylco.hu). The accounting office as a data processor only has access to the invoicing data you provided and does not use them beyond the obligations related to invoicing and accounting.

Regarding telephone contact, as a data processor, the Association uses the services of Magyar Telekom Nyrt. (company registration number: Cg.01-10-041928; registered office: 1097 Budapest, Könyves Kálmán körút 36.; website: <http://www.telekom.hu>), for electronic communication, Google LLC (1600 Amphitheatre Parkway Mountain View, CA 94043 USA, data protection information: <https://policies.google.com/privacy>; Google LLC under the EU-USA Privacy Shield / Privacy Shield, more information: <https://www.privacyshield.gov/list/>), the participating organization where the adequate level of personal data protection is ensured), New Wave Media Group Kft. (registered office: 1126 Budapest, Nagy Jenő utca 12., company registration number: 01-09-189828; website: <http://nwmgroup.hu/index.html>), and UPC Hungary Kft. (registered office: 1095 Budapest, Soroksári út 30-34. Haller Gardens building; company registration number: 01-09-366290; website: <https://www.upc.hu/>), for postal communication, the Hungarian Post Zrt. (registered office: 1138 Budapest, Dunavirág utca 2-6.; company registration number: Cg.01-10-042463; electronic delivery address: [ugyfelszolgalat@posta.hu](mailto:ugyfelszolgalat@posta.hu); website: [www.posta.hu](http://www.posta.hu)). For the electronic forms used for registration, Google LLC is a data processor (with the aforementioned data).

The data processing operations carried out by data processors are performed by employees with delegated tasks and authorization for data processing. The safe storage of data is ensured in a locked office.

The Association ensures the security of data with the following IT security solutions: virus protection, password protection.

The Association and data processors only process your data if and as long as one of the specified purposes of data processing is in place. The Association and data processors are particularly interested in managing accurate and

up-to-date information about you. Therefore, if your data changes or if we handle it inaccurately, please inform the Association immediately. As a data subject, you have the right to request the data controller to rectify inaccurate personal data concerning you without undue delay and to request the completion of incomplete personal data.

### **How long do we process and retain data?**

We process participant data from the time of registration until the end of the conference and, as a general rule – with the exceptions detailed below – we retain this data for 5 years following this date. The Association's interest is to be able to clarify the facts in a possible future legal dispute, or for the purpose of asserting or defending rights or in administrative proceedings. Contact information is processed for 60 days following the conclusion of the event. Data processed based on consent is retained until the consent is withdrawn, and in the absence of withdrawal, for 5 years from the granting or renewal of the consent.

Photos, images, and audio recordings made at the event are preserved in the Association's archives and are transferred to the archives when the Association ceases to exist.

According to accounting regulations, the Association is obliged to keep invoices issued for participation fees in readable form, with reference to accounting entries, for 8 years.

Finally, if during the above periods, the Association becomes aware of a crime, misdemeanor, or other offense for which the data lawfully processed by it is suitable for proving, the Association may process the relevant personal data even beyond these deadlines until either a) the court or administrative proceedings related to the offense have become legally binding or b) the authorized person has not declared that they will not initiate court or administrative proceedings in the matter.

### **Can you request the deletion or restriction of data usage?**

You can request the Hungarian Psychodrama Association to delete the personal data being processed if the personal data are no longer necessary for the purposes they were collected for or if, in your opinion, the personal data are being processed unlawfully. Additionally, for reasons relating to your own situation, you can object at any time to the data processing (data storage) based on the legitimate interest of the Association. In case of objection, the Association cannot further process your personal data, unless it can demonstrate compelling legitimate grounds for the processing which override your interests, rights, and freedoms, or which are related to the submission, enforcement, or defense of legal claims. Alongside the objection, you can also request the restriction of data processing for the period until it is determined whether the legitimate grounds of the data controller override your legitimate grounds. If not, you have the right to request the Association to delete your personal data without undue delay, and the Association is obliged to delete the data without undue delay.

You can also request the restriction of data processing if you dispute the accuracy of the processed personal data (in this case, the restriction applies for the period allowing the data controller to verify the accuracy of the personal data), or if you believe that the personal data are no longer needed for the purposes they were collected for, but you need them for submitting, enforcing, or defending legal claims, or if, in your opinion, the personal data are being processed unlawfully, but you object to their deletion and instead request the restriction of their usage.

### **How can you access information related to your personal data?**

As a participant, you can request information from the Association about which of your personal data are being processed, for what purposes, how they are processed, and who they might be shared with. You can also request a copy of the data stored by the Association. These requests, for the first instance of each data category, will be fulfilled free of charge. Your rights to access and obtain information, safeguarding the protection of your data, can be provided only after prior identification. Please communicate such requests to us using one of the following contact details: Email: info@pszichodrama.hu, dramakongresszus@gmail.com Mailing address: 1380 Budapest, Pf.: 1215

The same contact details can be used to raise complaints related to the legality of data processing.

Furthermore, in case of unlawful processing of your personal data or violation of your rights related to informational self-determination, you can file a lawsuit with the Budapest Metropolitan Court (registered office: 1055 Budapest, Markó utca 27.; mailing address: 1363 Budapest, Pf. 16.) or – at your discretion – with the court having jurisdiction over your place of residence or stay, or you can submit your complaint to the National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/c., tel: +36-1-391-1400; fax: +36-1-391-1410; email: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)).