

Privacy Notice
for the users of legal services provided by **Jaczkovics Law Office**

1. Contact details of the Controller and the Processor

Name: **Jaczkovics Law Office** (hereinafter referred to as “Office” or “controller”)
Registered seat: H-1064 Budapest, Vörösmarty u. 43. fszt. 3.
E-mail address: iroda@jaczkovics.hu
Phone number: +36-1/374-9020
Fax number: +36-1/374-9021
Website: <https://jaczkovics.hu/>

2. Abbreviations used in connection with data processing

GDPR Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

Privacy Act Act CXII of 2011 on the Right to Informational Self-Determination and on Freedom of Information

Attorneys Act Act LXXVIII of 2017 on the Professional Activities of Attorneys-at-Law

AML Act Act LIII of 2017 on the Prevention and Combating of Money Laundering and Terrorist Financing

Accounting Act Act C of 2000 on Accounting

HBA Regulation No. 16/2018. (XI.26.) HBA Regulation No. 16/2018. (XI.26.) on the safeguarding of documents related to legal practice

HBA Regulation No. 10/2019. (VI. 24.) HBA Regulation No. 10/2019. (VI. 24.) on the fulfilment of obligations determined in Act LIII of 2017 on the Prevention and Combating of Money Laundering and Terrorist Financing and in Act LII of 2017 on the fulfilment of financial and asset-related restrictive measures adopted by the European Union and the UN Security Council.

3. Processors engaged during data processing activities carried out

For the provision of accounting tasks:	DISCANTUS Könyvelő és Tanácsadó Korlátolt Felelősségű Társaság (registered seat: H-2092 Budakeszi, Szél u. 11/A., company registration number: 13-09-093896, represented by: STUPEK József managing director; email: stupekj@t-online.hu)
To perform maintenance and development tasks related to the Praetor computer program as an internally organized information system:	Wolters Kluwer Hungary Kft. (registered seat: H-1117 Budapest, Budafoki út 187-189. A. ép. 3. em.; company registration number: 01-09-696382; represented by: KÉZDI Katalin managing director; email: info-hu@wolterskluwer.com)
For the provision of IT services:	GBM Consulting Informatikai Kereskedelmi és Szolgáltató Korlátolt Felelősségű Társaság (registered seat: H-1162 Budapest,

	Simándi u. 50.; company registration number: 01-09-931042; represented by: BÓNA Péter managing director; email: info@gbmconsulting.net
For the technical implementation of remote identification and telepresence:	Operators of electronic telecommunications equipment audited by the Hungarian Bar Association.

4. About data processing activities carried out

4.1 Data processing carried out in relation to the conclusion, performance of a contract of service between the Office and the data subject

Purpose of the data processing	To take the necessary steps for the conclusion of a contract of service between the Office and the data subject, to conclude and perform the given contract of service, to enforce the rights and obligations arising from the contract and to maintain communication related to the contract of service.
Legal basis for the data processing	For natural person clients, Article 6(1) (b) of the GDPR. For clients who are legal persons or entities without a legal personality, data relating to their representatives and contact persons shall be processed on the basis of Article 6(1) (f) of the GDPR, i.e., the legitimate interest of the Office. It is in the legitimate interest of the Office to ensure that the rights and obligations related to a given contract of service are exercised and fulfilled on a continuous basis and in full, and that communication with the legal person or entity without a legal personality concerned is ensured.
Scope of processed data	Where the client is a natural person, as a data subject, in particular the natural identification data of the data subject, their address, telephone number, email address. The name, position, telephone number and email address of the representative or contact person of the legal person or entity without a legal personality acting as the client.
Source of data	In the case of contracts of services concluded with natural persons, the data are obtained from the data subject. In the case of legal persons and entities without a legal personality, the Office obtains personal data related to the conclusion and performance of contracts from the party that it has entered into a contract with.
Duration of storing the data	The Office shall keep the contract of service concluded by it – having regard to clause 3.5. a) of HBA Regulation No. 16/2018. (XI.26.) – until the expiry of the limitation period of the rights deriving from it, and escrow contracts concluded by the Office – having regard to clause 3.5. b) of HBA Regulation No. 16/2018. (XI.26.) – for a period of 10 years after their termination. The Office shall store the personal data necessary for the fulfilment of its accounting obligations, contained in the given contract of service and other documents related to this contractual relationship, for a term of 8 years after the end of the year in question, in accordance with the provisions of Section 169 of the Accounting Act.

4.2 Data processing carried out as a result of the legal services provided by the Office

Purpose of the data	The performance of tasks falling within the scope of a legal practice, in
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processing	<p>particular:</p> <ul style="list-style-type: none"> - legal representation of clients before courts, authorities and in extra-judicial disputes; - drafting and countersigning documents; - preparation of legal positions, legal opinions; - performance of attorneys' escrow activities.
Legal basis for the data processing	<p>For natural person clients, Article 6(1) (b) of the GDPR.</p> <p>For clients who are legal persons or entities without a legal personality, data relating to their representatives and contact persons shall be processed on the basis of Article 6(1) (f) of the GDPR, i.e., the legitimate interest of the Office. It is in the legitimate interest of the Office to ensure that the provision of legal services related to a contract of service, the rights and obligations resulting from a given contract of service are exercised and fulfilled on a continuous basis and in full, and that communication with the legal person or entity without a legal personality concerned is ensured.</p> <p>Where special categories of personal data are processed in the context of providing legal services, the Office shall act in compliance with the conditions set out in Article 9(2)(f) of the GDPR.</p>
Scope of processed data	<p>The data set out in clause 4.1 of this privacy notice, with the proviso that – depending on the nature of the assignment to be performed – in relation to the performance of assignments falling within the scope of legal practice, the provisions of laws and their implementing regulations (in particular, but not limited to, Act CXXX of 2016 on the Code of Civil Procedure, Act CXLI of 1997 on the Real Estate Registry, Act V of 2006 on Public Company Information, Company Registration and Winding-up Proceedings, etc.) may also require the processing of additional data, too.</p> <p>In the case of telepresence (signature via a videophone), in addition to the above data, the image, the voice and the data subject's other personal data that can be detected via a videophone.</p>
Source of data	<p>As a rule, the source of the data is the data subject.</p> <p>The Office obtains personal data related to the conclusion and performance of contracts with legal persons and entities without a legal personality from the party that it has entered into a contract with.</p> <p>The data of third parties that may be concerned in connection with the provision of a given legal service are obtained by the Office from the party it enters into a contract with, or from a competent office where the conditions of Act LXVI of 1992 on the Registration of Personal Data and Addresses of Citizens are met.</p>
Duration of storing the data	<p>As a rule, the Office processes the personal data for a period of 5 years from the termination of the contractual relationship (general limitation period), unless relevant legislation prescribes a longer retention period, or when the Office and its client has agreed on a longer retention period, having regard to the provisions of HBA Regulation No. 16/2018. (XI.26.).</p> <p>According to the Attorneys Act and HBA Regulation No. 16/2018. (XI.26.), the retention period of data is, in particular:</p> <ol style="list-style-type: none"> a) in the case of a disposition of property upon death drafted by a member of the Office and other documents containing a declaration of succession, or other related documents, five years after the date of entry into force of a decision on the transfer of property relating to the testator's estate; b) in the case of a document annexed to an application for the registration of a company or a change, not involving the countersignature of a document, 10 years from the date of submission of the application; c) 5 years after the binding or final closure of proceedings in the case of a decision or an order on the merits of a case concerning documents generated

	<p>or used in proceedings before a court, authority or another public authority; 5 years after the binding or final closure of proceedings in the case of a document processed in connection with such proceedings which is not held by the court, authority or other public authority; 1 year after the binding or final closure of proceedings in the case of other documents;</p> <p>d) in the case of a document in escrow, until the termination of the escrow contract;</p> <p>e) 1 year for documents not falling under the above categories;</p> <p>f) where a paper document is converted into an electronic document, 10 years from the date the copy was made;</p> <p>g) in the case of countersignature of a document, 10 years in the case of documents countersigned by a member of the Office and other documents relating to the matter for which the document was countersigned, unless a longer period is provided for by law or the parties have agreed on a longer retention period;</p> <p>h) 5 years from the date of conversion in the case of paper documents converted into electronic form and countersigned by a member of the Office;</p> <p>i) the Office – having regard to the provisions of clause 3.8 of HBA Regulation No. 16/2018. (XI.26.) – may store documents containing personal data after the term provided for by laws, HBA Regulation No. 16/2018. (XI.26.) and determined in an agreement with the client if the document can be used as evidence in the course of the enforcement of a claim related to the legal relationship on which it is based.</p>
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4.3 On data processing carried out in the course of customer due diligence and related customer identification obligations

Purpose of the data processing	To comply with the customer due diligence obligations set out in the AML Act to prevent and deter money laundering, terrorist financing, fraud and other criminal offences.
Legal basis for the data processing	To comply with a legal obligation pursuant to Article 6 (1) (c) of the GDPR, taking into account the provisions of the AML Act, the Attorneys Act and HBA Regulation No. 10/2019 (VI. 24.).
Scope of processed data	<p>In the case of a natural person, in particular:</p> <ul style="list-style-type: none"> - given name and family name, - given name and family name at birth, - nationality, - place and date of birth, - mother's birth name - address or alternatively, place of residence, - type and number of identification document, - place of residence in Hungary for a foreign person; - their status as a key public figure; information indicating that their close relative or partner is a key public figure; information indicating that they are closely associated with a person who is a key public figure, - in the case of Hungarian citizens, a copy of the official identification document and the official address certificate, if applicable, - in the case of foreign nationals, a copy of their travel document or identity card, document certifying the right of residence or the document granting the right of residence, if applicable; <p>For legal persons or entities without a legal personality in particular:</p>

	<ul style="list-style-type: none"> - name and position of the person with right of representation, - the name, address or, failing this, the place of residence of the agent for service of process, - in the case of a person having the right to act in the name or on behalf of a legal person or an entity without a legal personality, a copy of the document referred to in the above paragraph. <p>In the case of legal persons or entities without a legal personality, and if the client acts on behalf or in the interest of the beneficial owner in connection with the contract of service, or the mandate or transaction to which it relates, in relation to the beneficial owner:</p> <ul style="list-style-type: none"> - given name and family name, - given name and family name at birth, - nationality, - place and date of birth, - address or alternatively, place of residence, - type and number of identification document, - place of residence in Hungary for a foreign person, - where the beneficial owner is a legal person, the nature and proportion of the ownership stake, - their status as a key public figure; information indicating that their close relative or partner is a key public figure; information indicating that they are closely associated with a person who is a key public figure. <p>In the cases specified in the AML Act and in HBA Regulation No. 10/2019. (VI. 24.), data relating to the source of the funds or assets involved in the transaction and the source of the customer's assets.</p> <p>Where the customer is identified during the Customer Due Diligence via remote identification (identification via a videophone), in addition to the above data, the image, the voice of the data subject as well as other personal data relating to them that can be detected via a videophone.</p>
Source of data	The Office obtains the personal data processed by it from the party it has entered into a contract with, and, pursuant to Section 7(3) of the AML Act, is entitled to carry out a data search from a public register.
Duration of storing the data	<p>Having regard to Section 56(2) and Section 57(1) of the AML Act, personal data is processed for a term of 8 years from the termination of the business relationship or from the performance of the mandated transaction.</p> <p>In the case of an inquiry from the Bar Association, an investigative authority, the prosecution service, a court, then – having regard to Section 58(1) of the AML Act – personal data is processed for the term stipulated in the inquiry, but only up to a term of 10 years from the termination of the business relationship or from the performance of the mandated transaction.</p> <p>If, during the customer due diligence, a copy was made, either in a paper-based or electronic form, of the original documents presented in person or the pages thereof showing personal data for customer identification under Section 32(1) and (7) of the Attorneys Act, those are immediately destroyed by the Office – in line with the provisions of Section 5.4 of HBA Regulation No. 10/2019. (VI. 24.) – if a data request is filed concerning the data subject under Section 32(3) of the Attorneys Act.</p>
Recipient	In the event of any information, fact or circumstance indicating money

	laundering or terrorist financing, the Office is obligated to report these to the Budapest Bar Association (H-1055 Budapest, Szalay utca 7).
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4.4 On data processing carried out in relation to the fulfilment of the customer identification obligation

Purpose of the data processing	With the exception of a mandate for legal counselling, identification of the client or the person acting on their behalf before the conclusion of the contract of service.
Legal basis for the data processing	To comply with a legal obligation pursuant to Article 6 (1) (c) of the GDPR, taking into account the provisions of Section 32 of the Attorneys Act.
Scope of processed data	<ul style="list-style-type: none"> - the data content of a personal identification document, - personal data contained in the register, or extract from such a register, of an authority registering the legal person or other entity, - and, where applicable, the data specified in Section 32(3) of the Attorneys Act requested electronically from the register of personal data and addresses, the register of driving licenses, the register of travel documents and the central register of aliens. <p>In the case of remote identification (identification via a videophone), in addition to the above data, the image, the voice of the data subject and their other personal data that can be detected via a videophone.</p>
Source of data	The Office obtains the personal data it processes from the party it has entered into a contract with, and, having regard to the provisions of Section 32(3) of the Attorneys Act, it runs electronic searches in the register of personal data and addresses, the register of driving licenses, the register of travel documents and the central register of aliens, and it submits data requests to the register of the authority where the legal person or other organization is registered.
Duration of storing the data	<p>If no data request is filed under Section 32(3) of the Attorneys Act, the data will be processed until the time the processed personal data are accessed.</p> <p>If a data request is filed under Section 32(3) of the Attorneys Act, then, having regard to Section 33(7) of the Attorneys Act, personal data shall be processed for a term of 8 years from the termination of the business relationship or the performance of the mandated transaction, with the proviso that if a request is made by a chamber, an investigative authority, the prosecution service or a court – subject to the provisions of Section 58(1) of the AML Act –, personal data will be processed for the period specified in the request, but not longer than 10 years from the termination of the business relationship or the performance of the mandated transaction.</p> <p>If a copy was made, either in a paper-based or electronic form, of the original documents presented in person or the pages thereof showing personal data for customer identification, those are immediately destroyed by the Office – in line with the provisions of Section 5.4 of HBA Regulation No. 10/2019. (VI. 24.) – if a data request is filed concerning the data subject under Section 32(3) of the Attorneys Act.</p>

4.5 On data processing resulting from the obligation to maintain a register in relation to the fulfilment of the customer identification obligation

Purpose of the data processing	In the case of compulsory legal representation, to promote the security of legal transactions and enforce the limits of legal practice.
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Legal basis for the data processing	To comply with a legal obligation pursuant to Article 6 (1) (c) of the GDPR, having regard to the provisions of Section 33 of the Attorneys Act, which shall define the conditions of data processing.
Scope of processed data	<p>In the case of an identified natural person:</p> <ul style="list-style-type: none"> - natural identification data, - residence address, - nationality, stateless person, refugee, immigrant, resident or EEA-national status, - the type and serial number of the identification document used for identification, - the identifier of the reply received during the data request specified in Section 32(3) of the Attorneys Act, - identifiers in the cases where identification of a natural person is mandatory, - the data defined in the AML Act, i.e. those set out in clause 4.3 of this privacy notice. <p>For identified legal persons and other entities, among others:</p> <ul style="list-style-type: none"> - the natural identification data of the person acting on their behalf, - the data defined in the AML Act, i.e. those set out in clause 4.3 of this privacy notice.
Source of data	The Office obtains the personal data it processes from the party it has entered into a contract with, and, having regard to the provisions of Section 32(3) of the Attorneys Act, it runs electronic searches in the register of personal data and addresses, the register of driving licenses, the register of travel documents and the central register of aliens, and it submits data requests to the register of the authority where the legal person or other organization is registered.
Duration of storing the data	<p>Under Section 33(7) of the Attorneys Act, personal data is processed for a term of 8 years from the termination of the business relationship or from the performance of the mandated transaction.</p> <p>In the case of an inquiry from the Bar Association, an investigative authority, the prosecution service, a court, then – having regard to Section 58(1) of the AML Act – personal data is processed for the term stipulated in the inquiry, but only up to a term of 10 years from the termination of the business relationship or from the performance of the mandated transaction.</p>

4.6 On data processing carried out in relation to third parties involved in the performance of assignments

Purpose of the data processing	Identification of third parties involved in the performance of assignments, establishing contact, communication with such persons, preparation/conclusion of agreements, taking other measures and performing other tasks that are strictly necessary depending on the nature of the assignment.
Legal basis for the data processing	As a general rule, Article 6(1)(b) GDPR and Article 6(1)(c) GDPR for the fulfilment of a legal obligation arising in the course of the performance of a contract.
Scope of processed data	<p>Scope of personal data processed, in particular:</p> <ul style="list-style-type: none"> - the data set out in clauses 4.2-4.5 of this privacy notice; and - other personal data as defined in relevant sectoral legislation, depending on the type of the assignment.

Source of data	<p>As a general rule, the Office obtains the personal data it processes from the party it has entered into a contract with, and, if the conditions of Act LXVI of 1992 on the Registration of Personal Data and Addresses of Citizens are met, from the competent office.</p> <p>Where relevant, the Office, having regard to the provisions of Section 32(3) of the Attorneys Act, runs electronic searches in the register of personal data and addresses, the register of driving licenses, the register of travel documents and the central register of aliens, and it submits data requests to the register of the authority where the legal person or other organization is registered.</p>
Duration of storing the data	In compliance with the provisions of clauses 4.2-4.5 of this privacy notice.

4.7 On data processing carried out in relation to the fulfilment of the customer registration obligation

Purpose of the data processing	Verifiability of compliance with the rules governing legal practice and protection of clients' rights where the right to pursue a legal practice has terminated.
Legal basis for the data processing	To comply with a legal obligation pursuant to Article 6 (1) (c) of the GDPR, having regard to the provisions of Section 53 of the Attorneys Act, which shall define the conditions of data processing.
Scope of processed data	<ul style="list-style-type: none"> - the case identifier generated by the Office, - the customer's name, - the subject of the case, - the date the contract of service was concluded and - the registration number of the court proceedings relating to the case, or the file number of other proceedings.
Duration of storing the data	<p>The Office will process the personal data</p> <ul style="list-style-type: none"> - for 5 years after the termination of the mandate, - where a document is countersigned, for 10 years after the date of countersignature, - in the case of registering a right to a real estate into a public record, 10 years from the date the right has been registered.

4.8 Fulfilment of accounting obligations, handling invoicing data

Purpose of the data processing	<p>The provision of certain legal services, i.e. the performance of contracts of service, are economic events for which the Office is required to keep the supporting accounting records under the Accounting Act.</p> <p>In other words, the purpose of the data processing is to fulfil an accounting obligation, i.e. the fulfilment of a legal obligation to safeguard the accounting documents supporting the bookkeeping, as defined in the Accounting Act.</p>
Legal basis for the data processing	To comply with a legal obligation pursuant to Article 6 (1) (c) of the GDPR, taking into account the provisions of Section 169 of the Accounting Act.
Scope of processed data	The data processed include, in particular, the billing name and billing address of the data subject, the name of the legal service provided, the amount of the fee payable, the method of payment and its due date, and, where applicable, the postal address provided by the data subject.
Duration of storing the data	Pursuant to Section 169(2) of the Accounting Act, the personal data are processed for 8 years until the closure of the fiscal year.

5. The principal rights of the data subject related to processing

5.1 Right to access

The data subject shall have the right to obtain from the controller, through the contact details provided in point 1 of this privacy notice, information as to whether or not their personal data are being processed and, if such processing is taking place, the right to obtain information as to whether or not

- what personal data, on what legal basis, for what data processing purposes is processed by the controller and for how long;
- to whom, when and under what legislation has the controller granted access to their personal data or to whom their personal data have been transferred;
- the source of the personal data;
- the controller applies automated decision-making, as well as its logic, including profiling.

The controller shall, upon the data subject's request, provide the data subject with a copy of the personal data subject to the processing, free of charge for the first time, and may charge a reasonable fee based on administrative costs thereafter.

In order to meet data security requirements and to protect the rights of the data subject, the controller shall verify the identity of the data subject and of the person who wishes to exercise their right of access, and, to this end, the information, access to data and the issuing of copies of the data are also subject to the identification of the data subject.

5.2 Right to rectification

The data subject may, through the contact details set out in clause 1 of this privacy notice, request the controller to rectify any of their personal data. Where the data subject can credibly demonstrate the accuracy of the rectified data, the controller shall comply with the request within a period of up to one month and shall notify the data subject thereof using the contact details provided by the data subject.

5.3 Right to blocking (restriction of processing)

The data subject may, through the contact details provided in clause 1 of this privacy notice, request the restriction of processing of their personal data by the controller (by clearly indicating the restriction of processing and ensuring that processing is carried out separate from other data). The controller will comply with this request if one of the following conditions is met:

- the data subject contests the accuracy of the personal data, in which case the restriction applies for the period of time necessary to allow the controller to verify the accuracy of the personal data,
- the data processing is unlawful and the data subject opposes the erasure of the data and instead requests the restriction of their use,
- the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims,
- the data subject has objected to the data processing (in this case, the restriction applies for the period until it is established whether the legitimate grounds of the controller override those of the data subject).

5.4 Right to object

The data subject may, at any time, through any of the contact details provided in clause 1 of this privacy notice, object to processing based on Article 6(1)(f) of the GDPR on grounds relating to their particular situation if they consider that the processing of their personal data by the controller in connection with the purposes indicated in this privacy notice is not adequate. In this case, the controller shall demonstrate that processing of the personal data is justified by compelling legitimate

grounds which override the interests, rights and freedoms of the data subject or which are related to the establishment, exercise or defense of legal claims.

5.5 Right to erasure

The data subject may, through the contact details provided in clause 1 of this privacy notice, request the erasure of their personal data which means that the controller is obligated to erase the data concerning the data subject without undue delay if:

- the personal data are no longer necessary for the purposes for which they were processed by the controller;
- the personal data have been unlawfully processed;
- the controller is under a legal obligation to erase the data and has not yet done so.

5.6 Right to remedy

If the data subject considers that the data processing infringes the provisions of the GDPR or Act CXII of 2011 on the Right to Informational Self-Determination and the Freedom of Information, or holds that the way in which the data controller processes their personal data is injurious, we recommend to first contact the data controller directly with a complaint. All complaints will be investigated.

If, despite their complaint, the data subject still has a grievance about the way the controller processes their data or wishes to contact the authorities directly, they can lodge a complaint with the National Authority for Data Protection and Freedom of Information (address: H-1055 Budapest, Falk Miksa utca 9-11.; mailing address: H-1363 Budapest, Pf. 9.; email: ugyfelszolgalat@naih.hu; website: www.naih.hu).

To protect their data, the data subject may turn to court, which will rule on the case out of turn. In this case, you are free to choose whether to bring your claim before the court of your domicile (permanent address) or residence (temporary address) (<http://birosag.hu/torvenyszekek>).

You can find the court in your place of residence or domicile at the website <http://birosag.hu/ugyfelkapcsolati-portal/birosag-kereso>.

This notice is effective and applicable from 18 March 2024, and, at the same time, the privacy notice dated 1 February 2019 issued in the same subject is repealed.