

HÉTFA Privacy Policy

INTRODUCTION

In alignment with the [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 (hereinafter: GDPR) and other relevant legislation, HÉTFA Research Institute (hereinafter as: HÉTFA or Controller) is committed to user privacy. HÉTFA as a controller attach great importance to the protection of your personal data. In the present document we wish to provide you with information on the data processing activities carried out by HÉTFA Research Institute as well as the principles and rules we abide by during these activities.

HÉTFA Privacy Policy is divided into three main parts according to the type of data we collect and the method of collecting and processing:

- **WEBSITE**
Data generated by your activity on HÉTFA's websites
- **SERVICES AND PROJECTS**
Data you directly provide in the frame of HÉTFA's services and projects
- **THIRD-PARTY PLATFORMS**
Data collected through third-party platforms that HÉTFA uses
- **EVENTS**
Data in the form of photo and video taken at HÉTFA's events

The controller:

Hétfa Kutatóintézet Kft.
Registered seat: 1051 Budapest, Október 6 utca 19.
Tax registry number: 11687335-2-41
Phone: +36 1 621 2914 and +36 30/902-7448
E-mail address: info@hetfa.hu

HÉTFA undertakes to guarantee that all data processing related to its activity shall comply with the provisions and requirements of this Privacy Policy, its other internal policies and the currently effective legislation.

1. WEBSITE

We collect personal data through the use of our websites. Our website addresses are:

<https://hetfa.eu>

<https://hetfa.hu>

Our website is hosted by Infforrás Kft. (address: 7100 Szekszárd, Szent-Györgyi A. u. 7., legal representative: Hamar János). The host can be contacted at +3630/2272588, info@hamarjanos.hu.

The website facilities are looked after by an IT professional, with the aim to avoid malfunctioning of the website and keep the website safe from viruses and other malicious software which could compromise the security of data.

In order to ensure the effective functioning and security of our websites, as you browse our websites we automatically collect and store anonymized statistics to keep track of site usage, including your log information, the time/date of your visit, your internet protocol (IP) address, your device and software information such as your browser specifications and operating system.

This information is collected through the use of various technologies, including cookies which are small text files stored in your browser. There are a number of different types of cookies, however, our website uses:

- _ga cookie
https://cookiedatabase.org/cookie/google-various-services/gtag_ga/
- Wordpress_logged_in_ cookie
https://cookiedatabase.org/cookie/wordpress/wordpress_logged_in_/
- Wordpress_sec_ cookie
https://cookiedatabase.org/cookie/wordpress/wordpress_sec_/

You can manage your cookies in several ways, including:

- **Removing cookies from your device:** You can delete all cookies that are already on your device by clearing the browsing history of your browser. This will remove all cookies from all websites you have visited. Be aware though that you may also lose some saved information (e.g. saved login details, site preferences).

- Managing site-specific cookies: For more detailed control over site-specific cookies, check the privacy and cookie settings in your preferred browser.
- Blocking cookies: You can set most modern browsers to prevent any cookies being placed on your device, but you may then have to manually adjust some preferences every time you visit a site/page. And some services and functionalities may not work properly at all (e.g. profile logging-in).

Some part of HÉTFA's websites display content from third-party platforms, e.g. YouTube, Facebook and Twitter. To view this third-party content, you first have to accept their specific terms and conditions. This includes their cookie policies, which we have no control over.

Access and storage

Data collected by the website is not sent to any third parties and is only handled by the website editor and appropriate staff from HÉTFA. In terms of data storage, our website cookies have a default expiration time of 2 years.

2. SERVICES AND PROJECTS

In the frame of our services and projects, we collect data upon your expression of consent.

You can choose to voluntarily provide us personal data in the context of:

- registering to our events
- subscribing to our newsletters
- responding to our surveys

This data enables us to deliver our services and projects and may include your name, physical address, email address, phone number, title of organisation. In most cases, your data is only used for the purposes of the respective service or project. It may also be used by HÉTFA for the purpose of contacting the respondent for possible future consultation related to the theme of the service or project.

Access and storage

All the collected data is treated confidentially and is not shared with any third parties. In general, access to your personal data you directly provide is limited to appropriate staff within HÉTFA who are involved in the respective project or service. This data is usually kept for maximum 5 years after the end date of the respective project or service.

3. THIRD-PARTY PLATFORMS

We use third-party platforms which might have different privacy policies than HÉTFA. These platforms may collect data generated by your activity on their own sites and store it using cookies in accordance with their own specific terms and conditions. HÉTFA has no influence over the privacy policy of third-party platforms, we advise to review their policies in place.

The third-party platforms that we use includes:

Social media platforms

HÉTFA operates the following pages on third-party social media platforms:

- Facebook: <https://www.facebook.com/hetfa.kutatointezet>
- LinkedIn: <https://www.linkedin.com/in/hetfa-group/>
- Twitter: <https://twitter.com/HetfaResearch>
- YouTube: https://www.youtube.com/channel/UCm7sygUbLc_Zy-1J9Op_6TQ

Each of the platform has their own privacy policy with their own specific terms and conditions, which HÉTFA has no control over.

Our websites may contain content directly embedded from the above-mentioned third-party platforms. In this case, the respective platform's own privacy policy is in place.

Mailchimp newsletter

We use Mailchimp to send newsletters to our subscribers.

Data management by the platform: Mailchimp has its own privacy policy with specific terms and conditions, which HÉTFA has no control over. We advise to review the privacy policy of the platform in place.

Data management by HÉTFA: When subscribing to our newsletter, the person agrees to manage their personal data to be used for the purposes described above. The subscription to the newsletter is subject to the consent of managing the provided data (name, email and optionally first name and last name). The data you provide directly is typically kept until you unsubscribe from the newsletter.

Online registration surfaces

In the context of events, we usually use third-party platforms for registration purposes such as Google Form, Eventbrite, Google Sheets etc.

Data management by the platforms: Each of the platform has their own privacy policy with their own specific terms and conditions, which HÉTFA has no control over. We advise to review the privacy policy of the platform in place.

Data management by HÉTFA: The purpose of the registration surfaces is to ensure that those interested in our events can sign up online and provide data necessary for the participation in the event. The registration is subject to the consent. The person agrees to manage their personal data (name, e-mail address, address, title of organisation etc.) to be used for the purposes described above. One may modify or revoke its consent to their data being processed. If one wants to retrieve its consent given earlier, one may look for the person in charge specified for the event. The data you provide directly is typically kept until maximum 5 years after the end date of the project. The data is used only for the purpose of the respective project and can be accessed only by appropriate staff within HÉTFA.

Online survey forms

In the context of surveys, we usually use third-party platforms such as Alchemer, Typeform, Slido, Survey Monkey, Mentimeter, Doodle, Kahoot.

Data management by the platforms: Each of the platform has their own privacy policy with their own specific terms and conditions, which HÉTFA has no control over. We advise to review the privacy policy of the platform in place.

Data management by HÉTFA: Participation in the survey is voluntary and the data is treated confidentially and is not forwarded to any third parties. One is not obliged to provide personal data, and the lack of data does not have any potential consequences. One can revoke its participation at any time and request to delete its data from the person responsible for the survey. Only appropriate staff from HÉTFA who are involved in the research can access them. The data you provide directly is typically kept until maximum 5 years after the end date of the project.

Video conferencing tools

In the context of online meetings and video conferences, we usually use third-party platforms such as Zoom, Google Meet, Skype and Microsoft Teams.

Data management by the platforms: Each of the platform has their own privacy policy with their own specific terms and conditions, which HÉTFA has no control over. We advise to review the privacy policy of the platform in place.

Data management by HÉTFA: Participating in online meetings and video conferences may include the sharing of your personal data with other participants, such as your name, your email address, your video camera picture. One is not obliged to provide personal data or turn on the video camera during online meetings or video conferences. The data is treated confidentially and not forwarded to any third parties. HÉTFA may use the data (e.g. print screen of participant list, print screen of video camera pictures) for reporting purposes, in this case HÉTFA provides information to participants in advance on the measures.

4. EVENTS

At HÉTFA's events, we may take photos and make videos for documentation and promotion purposes, a selection of which may be published on our websites, social media channels and in print media.

Participants of our events are informed in advance if there will be a photographer at the event, thus your consent is specifically asked prior to the event. Should you participate in our event with a photographer, you explicitly agree to the royalty free use of your photographs and movie image by HÉTFA for documentation and promotion purposes and, for that purpose, waive the right to invoke any and all intellectual property rights, including but not limited to portrait rights, against HÉTFA, as regards to any photograph or movie image that is made of you.

If you do not agree that we take photo and make video of you, please contact us prior to participating in the event. Photos and videos will be kept for the time that is strictly necessary to achieve the purpose(s) for which they were collected.

CONTACT

If you have any questions about HÉTFA's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at info@hetfa.eu.

With your data processing complaint, you may turn directly to the Hungarian National Authority for Data Protection and Freedom of Information (address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.; phone: +36-1-391-1400; e-mail: ugyfelszolgalat@naih.hu; website: www.naih.hu).

UPDATE

HÉTFA keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 29 June 2022.