

4.13 Data processing related to contractual partners and tenderers participating in a procurement process (communication, implementation of relevant contract, data processing related to persons involved in performance as well as students supplied by student job centres).

Purpose of data processing	Legal basis of data processing	Scope of processed data	Data retention period, access rights, recipients of data transfers
<p>1. Processing data of contractual partners' contact persons and persons involved in the performance of the contract for the purpose of fulfilling the contract (implementation on a daily level) and exercising rights related to the contract.</p> <p>This includes, for example, processing the contact persons' postal address and other contact details indicated within the range of data, the instructions given by the contact persons acting on behalf of the parties (for example, in order to make payments), or sending official notifications using contact details and information related to contractual rights and obligations.</p> <p>The SAP system holding records of contracts is operated by companies involved as data processors.</p>	<p>Depend on whether the contract is concluded with the data subject (e.g. self-employed) or with another organisation: GDPR, Article 6(1)(b) – performance of a contract concluded with the data subject / GDPR, Article 6(1)(f) – the legitimate interest of Egis and the contracting organisation : the fulfilment of contractual obligations, exercising rights, and coordinating the cooperation of the parties.</p> <p>Providing personal data is a contractual requirement; without personal data Egis is unable to enter into and perform the contract.</p>	<p>Name and contact details (e-mail, telephone number, mobile number, fax number) of contact persons of contractual partners and of persons involved in the performance, and communication containing any personal data related to the contract (e.g. communication received from the contact person or any natural person acting on behalf of the partner).</p>	<p>5 years from the termination of the contractual relationship (Civil Code, Section 6:22 (1)).</p> <p>In respect of the fulfilment of tax liabilities: 5 years from the last day of the calendar year in which the tax concerned should have been declared or reported or, in the absence of such declaration or report, the tax should have been paid (Sections) and) of the Taxation Act). 78. § (3), 202. 1.)</p> <p>Accounting documents: 8 years (Sections 168-169 of the Accounting Act). §).</p> <p>Persons who have access within Egis: the competent business departments according to the contract.</p> <p>Data processors: SAP Hungary Kft. (1031 Budapest, Záhonyi u. 7.; ralph.van.uden@sap.com). Period of activity: open-ended contract.</p>

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			<p>EasyCon Kft. (1138 Budapest, Váci út 135-139. C épület; info@easycon.hu). Period of activity: 30.10.2020.</p> <p>DXC Technology Magyarország Kft. (1114 Budapest, Bartók Béla út 43-47.) Period of activity: open-ended framework contract; performance is not continuous.</p> <p>itelligence Hungary Kft. (1117 Budapest, Neumann János u. 1. Infopark A ép. fszt.; info-hu@itelligence.hu). Period of activity: open-ended contract.</p>
<p>2. Processing data of contact persons of contractual partners and of persons involved in the performance for compliance purposes related to the contract or any other actions related to the fulfilment of the contract including finding judicial remedy necessary for ensuring contractual rights.</p> <p>The SAP system that keeps a registry of agreements is operated by companies that are data</p>	<p>The legal ground of data processing is the legitimate interest of Egis (GDPR, Article 6 (1)(f)).</p> <p>The legitimate interest: processing compliance issues related to the contract or performing any other actions related to the performance of the contract including finding judicial remedy necessary for ensuring contractual rights.</p>	<p>Name and contact details (e-mail, telephone number, mobile number, fax number) of contact persons of contractual partners and of persons involved in the performance, and communication containing any personal data related to the contract (e.g. communication received from the contact person or any natural person acting on behalf of the partner).</p>	<p>5 years from the termination of the contractual relationship (Civil Code, Section 6:22(1)).</p> <p>Regarding the fulfilment of tax obligations: 5 years from the last day of the calendar year in which a tax return, data submission or notification should have been made or, in the absence of this, tax should have been paid (Act XCII of 2003 on the Rules of Taxation, Sections 78 (3) and 202 (1)).</p>

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processors.			<p>Accounting documents: 8 years (Sections 168-169 of the Accounting Act).</p> <p>Persons who have access within Egis: the competent business departments according to the contract.</p> <p>Data processors:</p> <p>SAP Hungary Kft. (1031 Budapest, Záhonyi u. 7.; ralph.van.uden@sap.com). Period of activity: open-ended contract.</p> <p>EasyCon Kft. (1138 Budapest, Váci út 135-139. C épület; info@easycon.hu). Period of activity: 30.10.2020.</p> <p>DXC Technology Magyarország Kft. (1114 Budapest, Bartók Béla út 43-47.). Period of activity: open-ended framework contract; performance is not continuous.</p> <p>itelligence Hungary Kft. (1117 Budapest, Neumann János u. 1. Infopark A ép. fszt.; info-hu@itelligence.hu). Period of activity: open-ended contract.</p>

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<p>3. Assessing the professional competence of colleagues intended to be involved or taking part in the performance of organisations which are providing service for Egis in the course of Egis’s procurements or of tendering organisations participating in the related procurement process as well as students supplied by student job centres.</p>	<p>Article 6 (1) (f) of the GDPR – legitimate interest of Egis.</p> <p>The legitimate interest: to ensure transparent operation and verify the secure and corruption-free functioning of the corporate structure. To this end, Egis must be able to subsequently demonstrate its selection criteria applied in the course of procurements for its internal control. The process is regulated by a separate internal procedure: CEO Resolution 25/2017 on the General Rules of Procurement at Egis. Point 4.3.7. j) of the Resolution, for example, provides that Egis may require proof of professional competence for the minimum content elements of the tender.</p> <p>Processing the data is a prerequisite of concluding and maintaining the relevant contract.</p>	<p>Data processing includes, for example, a personal interview with data subjects in order to ascertain the data subject’s competence and professional competence, and reviewing documents supporting professional competence with regard to persons intended to be involved in performance (e.g. certificates, qualifications, professional CVs, entitlement to perform special technical tasks).</p> <p>Relevant individuals: Persons intended to be or currently involved in performance by the contractual partner (including persons participating in tendering and, following selection, any other newly involved person in the course of performing the contract) as well as students supplied by student job centres.</p> <p>Range of personal data: Personal data disclosed by the data subject (e.g. name, information about qualifications, professional background, professional experience, any</p>	<p>Egis will retain the tender documentation submitted by tenderers in the course of the procurement procedure (including non-winning tenders) also after the procurement procedure has been closed. Period of retention (Civil Code, Section 6:22(1)): for non-winning tenders 5 years following the conclusion of tendering; for winning tenderers 5 years following the termination of the contractual relationship established with the chosen partner. The purpose of the retention of data is to enable Egis to satisfactorily verify the legality of the selection criteria in the course of potential internal audit, legal dispute or official request.</p> <p>If the tendering documentation (and the personal data contained in it) is subject to an ongoing legal dispute, official procedure or the enforcement of a warranty/guarantee claim, it will only be erased after the conclusion of the official procedure, legal dispute or the enforcement of the warranty/guarantee claim.</p>

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		personal data given by the data subject in the CV or featured in the document verifying professional competence).	<p>Persons who have access within Egis: Egis colleagues of business departments performing, requiring or using the given procurement, colleagues of the Legal Department, colleagues of the Internal Audit Department (in the event of the internal audit of the procurement procedure).</p>
<p>4. Inspecting the presence of persons involved in performance by external contractual partners providing service for Egis on Egis premises as well as students supplied by student job centres (and thus contractual performance) with the help of the data recorded by the registered passes provided by Egis .</p>	<p>GDPR, Article 6(1)(f) – the legitimate interest of Egis and the contractual partner.</p> <p>The legitimate interest of Egis: to inspect the contractual performance of the contractual partners (e.g. a person acting on behalf of the partner was present at a given time on Egis premises in order to fulfil the task assigned to them, and in view of this inspecting other data related to performance, e.g. number of hours or other period specified in the contract), ensuring administration and issuing/ inspecting certificates of performance.</p> <p>Egis also uses the data recorded by the passes for security</p>	<p>Relevant individuals: Persons involved in performance by the contractual partner as well as students supplied by student job centres.</p> <p>The contractual partner as well as the student job centre transfers the list of names of the above persons to Egis and Egis issues passes in their names. In the event of a change in persons, the contractual partner shall update the list of names.</p> <p>Data recorded by the entry system: Data of movements related to each registered pass (date, time and place of entry/exit) as well as the name of the person entering, the name of the department where this person is performing work on Egis</p>	<p>5 years from the termination of the legal relationship existing with the contractual partner (Civil Code, Section 6:22(1)) except if there is an ongoing official procedure, legal dispute or a warranty/guarantee claim awaiting enforcement, in which case the data will be erased after the conclusion of the official procedure, legal dispute or the enforcement of the warranty/guarantee claim.</p> <p>Accounting documents: 8 years (Sections 168-169 of the Accounting Act).</p> <p>Persons who have access within Egis: designated colleagues of the business department performing the inspection of the service and/or authorised to issue the certificate of</p>

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	<p>purposes. For details in connection with this (purpose, legal grounds, range of data, data retention period, entitled persons to access data, potential data transmissions), see Appendix 4.6 (<i>Data Processing for safety and security purposes</i>), section 1.</p> <p>Processing the data is a prerequisite of concluding and maintaining the relevant contract.</p>	<p>premises and the name of the employer company. Using the above data, Egis inspects the number of persons concerned and the duration of work performed by them.</p> <p>Range of data additionally processed by Egis: total number of hours of service provided for Egis in the current month, and any other performance elements specified by the contract that can be expressed as a figure (e.g. actual performance of the service, performance of service complying with the number of hours stipulated by contract).</p>	<p>performance and the assigned persons of the Security Department.</p> <p>Data transmission: Egis may transmit data for the purpose and legal grounds indicated in this section to the given contractual partner/student job centre.</p> <p>Acting as an independent data controller: PRODIÁK Iskolaszövetkezet (student job centre) (8000 Székesfehérvár, Szabadságharcos út 57., egis@prodiak.hu). Period of activity: 30.09.2019 (extension in progress).</p>