

Privacy Policy

regarding the request for recordings stored in the Theatre Archive

The Csokonai National Theatre Debrecen (hereinafter: Theatre) is the owner of the Theatre Archive, which contains recordings of Theatre performances created within the framework of the "Romanian-Hungarian Cross-border cultural incubator for performing arts" - "CBC Incubator" project (ID number ROHU445). Recordings from the Theatre Archive can be requested for research purposes. The Theatre handles the personal data of applicants in accordance with the provisions of this data management information.

The Theatre is committed to protecting the personal data it manages. The Theatre considers it of utmost importance to respect the right of informational self-determination of those concerned, and undertakes to ensure that its data management complies with the legal regulations in force at all times.

Data controller:

Csokonai National Theatre Debrecen
Data controller representative: Dr. Szabolcs Mátyássy
Address: 4024 Debrecen, Kossuth u. 10. sz.
Registration number: 460947
Tax number: 15460943-2-09
E-mail : adatvedelem@csokonaiszinhaz.hu

1. **Data subject:** All persons who request a recording from the Theatre Archive for research purposes.
2. **Managed data:** Datas recorded on the data sheet: name of the applicant, date of birth, nationality, address, e-mail address, phone number.
3. **Purpose of data processing** Identification of the researcher, transmission of the recording to the applicant.
4. **Legal basis for data processing:** Article 6(1)(e) of the GDPR: data processing is necessary to fulfill the public task of the Theatre.
5. **Duration and location of data processing:** The Theatre stores the data for 5 years in accordance with its document management policy.
6. **Persons with access to the data:** The production manager of the Theatre, the director and the persons handling the documents during filing can access the applicant's data in order to perform their tasks related to the application.
7. **Use of the data**
The Theatre uses the applicant's data in the following cases:
 - for the transmission of recordings,
 - in the event of a claim in criminal or civil proceedings, to conduct the proceedings,
 - for the exercise of the rights of the person concerned.
8. **Origin of processed data:** The data comes from the subject
9. **Recipient of the persons, organizations, data processing, joint data management, data transmission involved in data management:** The Data Controller does not use a data processor for data management
10. **Data transfer to a third country:** No data transfer takes place.
11. **Automated decision making:** the data controller does not perform automated decision-making in relation to the data managed on the basis of this Privacy policy.

12. Your rights

- Information and access to personal data, right of access by the data subject
Right to rectification
- your obligation to correct or modify the personal data
- Right to restriction of processing
- Right to object

Procedure and deadlines related to exercising the rights of the data subject

The data subject can submit his request for the exercise of his rights according to the above in writing, to the e-mail address provided in this Data Management Information Sheet or by letter sent to the current headquarters of the Theatre. The request sent by letter is considered authentic by the Theatre if the right holder can be clearly identified based on the sent request.

The Theatre informs the person concerned of the measures taken following the above-mentioned request without undue delay, but in any case within one month from the receipt of the request. If necessary, taking into account the complexity of the application and the number of applications, this deadline can be extended by another two months. The Theatre will inform the person concerned about the extension of the deadline, indicating the reasons for the delay, within one month of receiving the request. If the data subject submitted the application electronically, the information must be provided electronically, if possible, unless the data subject requests otherwise. If the Theatre does not take measures following the request of the data subject, it shall inform the data subject without delay, but at the latest within one month of the receipt of the request, of the reasons for the failure to take action, as well as of the fact that the data subject may file a complaint with the supervisory authority and exercise his right to judicial redress.

You can file your complaint about data management directly with

National Data Protection and Freedom of Information Authority
address: 1055 Budapest, Falk Miksa utca 9-11
phone: +36-1-391-1400;
e-mail: ugyfelszolgalat@naih.hu;
website: www.naih.hu

Data security, data storage location

The Theatre takes all the necessary measures expected of it to ensure the security of the data, and ensures an adequate level of protection, especially against unauthorized access, change, transmission, disclosure, deletion or destruction, as well as against accidental destruction and damage. The Theatre takes care of data security with appropriate technical and organizational measures.

The Theatre selects and operates the IT tools used for the management of personal data in such a way that the processed data:

- be accessible to those authorized to do so (availability);
- its authenticity and authentication must be ensured (authenticity of data management);
- its immutability can be verified (data integrity);
- be protected against unauthorized access (data confidentiality).

Legal enforcement, right to complain, right to go to court

If you have questions or comments regarding the data management of the Theatre, or if you feel that the processing of your data is unlawful, please contact the Theatre in the first instance at the contact details provided. If your rights are violated, you can go to court. According to your choice, the lawsuit can also be initiated before the court of your place of residence or residence.

During data management, the Theatre retains:

- confidentiality: protects the information so that only those authorized to do so can access it;
- integrity: protects the completeness and accuracy of the information and the method of processing;
- availability: it ensures that when the authorized user needs it, he can really access the desired information, and that the related tools are available to him.

To this end, the data controller determines the authorization levels for manual and automated data processing as follows: a main employee or his/her deputy is entitled to record an entry in the manually and electronically maintained register, the data controller keeps the paper-based declarations and the paper-based register, as well as the related documents (e.g. destruction protocol, acknowledgment of receipt), organized in a folder and locked in a safe.

The Theatre stores electronically recorded data in the IT system. The data generated on a paper basis is stored by the Theatre in accordance with the rules for document management.

The Theatre only transmits or makes available the processed data to third parties if the data subject has expressly consented to this, or if this is required by law.

Further, detailed information on the data management of the data included in this data management information and the exercise of the Data Subject's rights and interests can be found in the general data management information of the Theatre: <http://csokonaiszinhaz.hu/adatkezelesi-tajekoztato/>

The Csokonai National Theatre Debrecen