

Information for the BUD Leadership Monitor 360-degree assessment of senior management

The purpose of data processing

In February 2023, the BUD group is conducting a 360-degree survey of senior management, management and group leader staff. The survey will include a self-assessment by managers and an assessment by their supervisors, subordinates and other employees working with them. Detailed feedback will be provided about the results to all assessed managers, and a summary assessment will also be produced.

The legal basis for processing

The legitimate interest of the employers. An interest balancing document has been prepared of the procedure, which is available for viewing at the Company's head office.

The source of data

The BUD group employee who participates in the 360-degree assessment program.

The place of processing

Budapest Airport Zrt. head offices, 1185 Budapest, BUD International Airport.

The scope of the data processed

The results of the assessments carried out, the content of the individual assessments for each person.

Data storage

On the servers of Budapest Airport Zrt. The data is also processed and stored by Naucrates s.r.o. and the TTC TELEPORT, s.r.o. , both are located in the Czech Republic. Both companies act as sub-processors in the process. Reports and raw data are also stored web-based (Sharepoint) that it owned by Assessment Systems Group. Data there is stored only for the contract's time frame.

Data storage time

The data will be kept by Budapest Airport Zrt. until the end of the employment of the person assessed.

The name of the data processor

Name: Assessment Systems Hungary Kft.

Head offices: 1074 Budapest, Dohány u. 12-14.

Contact information: +36 1 492 0362, info@asystems.hu

The rights of the data subject

- **Right to prior information**
The data subject has the right to be informed of facts and information relating to processing before processing starts.
- **Right of access**
The data subject has the right to receive feedback on whether or not his or her personal data are being processed, and, if such processing takes place, the right to access his or her personal data and information about the processing of his or her personal data.

- Right to rectification
The data subject has the right to obtain, at his or her request and without undue delay, the rectification of inaccurate personal data relating to him or her, or the amending of incomplete data, having regard to the purposes of the processing.
- Right to the erasure of personal data
The data subject has the right to obtain the erasure of personal data relating to him or her, where the conditions defined by legal provisions are met.
- Right to restrict the processing of personal data
The data subject also has the right to obtain, at his or her request, the restriction of processing by the controller, if the legal conditions for such a restriction exist.
- Right to object
The data subject has the right to object to the processing of his or her personal data at any time, on grounds relating to his or her particular situation.

The enforcement of rights relating to processing

The data subject may turn to the data protection officer in connection with the enforcement of his or her rights for the protection of personal data, via the email address dpo@bud.hu.

In case of the infringement of his or her rights to the protection of personal data, the data subject may turn to the Hungarian National Authority for Data Protection and Freedom of Information; address: 1055 Budapest, Falk Miksa utca 9-11, Hungary, website: www.naih.hu, e-mail: ugyfelszolgalat@naih.hu.

The data subject may initiate a civil lawsuit against the controller if he or she experiences that the processing of his or her personal data is unlawful. The lawsuit belongs in the competence of the court. The data subject may also choose to launch the lawsuit in front of the court with jurisdiction based on his or her place of residence. The court with jurisdiction based on the controller's registered address is the Budapest-Capital Regional Court (1055 Budapest, Markó utca 27., +36 1 354 6000).

Other information about data processing

Budapest Airport stores the data provided by the participant in protected databases, access to which is restricted to persons whose access to the data is indispensable for the performance of their work. Budapest Airport Zrt. takes reasonable steps to ensure that the personal data stored by it are not accessible to unauthorized persons. Data are handed over to other organizations only on the basis of a legal obligation or an official request, if the legal conditions for such a handover are met. Budapest Airport Zrt. uses the stored data only for the purposes required by law.

The data subject exercises his or her rights in relation to data processing in accordance with the rules set out in the General Data Protection Regulation (regulation (EU) 2016/679 of the European Parliament and of the Council).