

TERMS AND CONDITIONS

EDMF Language Services Kft. (hereinafter referred to as: EDMF Kft.), as the operator of the website under domain name www.edmf.com (hereinafter referred to as: Website), hereby publishes the Website rules and the rules relating to data management as part of Website-related services, data protection principles as well as data management information. Your use of the Website constitutes your acceptance of the terms and conditions contained herein. If you have any questions that cannot clearly be answered based on this declaration, please send them by e-mail to contact@edmf.com or by post to H-1118 Budapest, Budaörsi út 22. fszt. 4., and EDMF Kft. will reply.

Details of Data Manager

The Data Manager is EDMF Kft., operator of the Website.

Registered office: 2091 Etyek, Szőlőskert utca 2.

Company registration number: 07-09-014521

Represented by: Douglas Arnott, Managing Director

E-mail address: contact@edmf.com

Data management registration number: NAIH-112322/2017

Data is processed by EDMF Kft. The company reserves the right to involve further data processors in future data management (e.g. in the case of periodic prize draws), and Users will be notified accordingly by means of revising this Document.

Users can share information and data about themselves on the Website in two different ways:

- Personal information submitted and shared specifically during the use of Website services (see Part I).
- Information shared with the Data Manager in connection with use of the Website with regard to visiting and using the Website (Part II).

I. Management of data submitted specifically by Users

1. What personal information is required?

a) When requesting a quote (and making an order), you must provide the following personal information:

- Full name
- Company name
- Telephone number
- E-mail address

b) When registering for newsletters, you must provide the following personal information on the Website:

- Surname
- First name
- E-mail address

c) When personally subscribing to newsletters, you must provide the following personal information:

- Full name
- Telephone number
- E-mail address
- Date
- Signature

The Data Manager shall use data for providing services available on the Website and for the following purposes in particular:

- efficiently providing services available on the Website;
- liaising with the primary aim of duly informing Users,
- dealing with any commercial and/or technical problems efficiently and quickly;
- registering/fulfilling quotes requested/orders made on the Website,
- (hand-)delivering the products ordered to Users,
- liaising with Users in connection with quotes requested/ orders made;
- sending out electronic newsletters popularising the services and offers of EDMF Kft. as well as containing professional materials,
- along with other promotional messages
- and business policy requests (hereinafter referred to as: Newsletters), if the User specifically agreed to this upon registration, for the duration until withdrawal of consent.

2. Purpose and duration of data management

The Data Manager shall manage personal information whilst the purposes of data management apply, thus primarily during the term of the legal relationship with the given User (after which personal data submitted by the User concerned will be deleted), and until the User requests deletion of their data or withdraws their consent.

3. Legal basis for personal data management

By using the functions specified in Subsections 1 a)-c), Users agree that their personal data shall be managed by the Data Manager. Personal data management is based on voluntary consent given by Users with knowledge of this document. Users may only submit their own personal data on the Website. Should you submit someone else's personal data, you must obtain the consent of the person concerned.

4. Who can have access to the registered data?

The Data Manager and designated Data Processor(s) are entitled to have access to personal information according to effective laws. In the absence of a specific legal provision, the Data Manager may only hand over data suitable for individual identification to third parties with the consent of the User concerned.

5. Users' rights associated with their managed data

At the request of the User, the Data Manager shall provide information on the User's data it manages and the source of such data, the purpose, legal basis and duration of the data management, and – if the User's personal data is forwarded – the legal grounds of the forwarding and the recipient of the data. You may request further information by e-mail at contact@edmf.com and by post at the following address: H-1118 Budapest, Budaörsi út 22. fszt. 4., while also verifying your known data and indicating your postal address in both cases. The Data Manager shall respond in writing within 30 days of receipt.

Users may request the correction of their personal data (indicating the correct data) by e-mail at contact@edmf.com or by post at the following address: H-1118 Budapest, Budaörsi út 22. fsz. 4. Users must verify their known data and indicate their postal address in both cases. The Data Manager shall immediately make the correction in the records, and shall notify the party concerned in writing accordingly.

Users may request – complete or partial – deletion or blocking of their data at any time by e-mail to contact@edmf.com or by post to the following address: 1118 Budapest, Budaörsi út 22. fsz. 4., free of charge, without reason, verifying their known data and indicating their postal address. The Data Manager shall immediately terminate the relevant data management following receipt of the deletion request, and shall delete the User from the records.

Instead of deletion, the Data Manager can block personal information if required by the User or if based on available information it can be assumed that deletion would damage the rightful interests of the User. Personal information blocked in this way can only be managed whilst the data management purposes that excluded deletion of personal information apply.

If the Data Manager does not correct, block or delete information at the request of the User, it shall state the factual and legal reasons for rejecting the request for correction, blocking or deletion in writing within 30 days of receipt of the request. If the request for correction, blocking or deletion is rejected, the Data Manager shall inform the User about how to seek judicial remedy and apply to the Hungarian National Authority for Data Protection and Freedom of Information.

Furthermore, Users may decide at any time that they no longer want to receive Newsletters from the Data Manager. Users can revoke their consent to receiving Newsletters free of charge and without reason or limitation at any time by clicking on “unsubscribe” at the bottom of newsletters, by e-mail to contact@edmf.com, or by post to H-1118 Budapest, Budaörsi út 22. fsz. 4. (while also indicating the precise personal

information necessary for identification).

Upon receipt of a request for unsubscribing, the Data Manager shall immediately delete the data of the unsubscribing User from the database used for sending out Newsletters, and shall send out no further Newsletters to the User.

If the withdrawal of the consent only affects data management for Newsletter purposes, the Data Manager shall immediately delete the User only from the database used for sending out Newsletters, and may further manage the User's data for due performance of quotes requested/orders made via the Website.

Users may object to the management of their personal information

- if the management or forwarding of the personal data is only required for the Data Manager to meet its legal obligations or to enforce the legitimate interests of the Data Manager, the data recipient or a third party, except for mandatory data management;
- if the use or forwarding of the personal data is carried out for marketing, public opinion polling or scientific research purposes;
- in other statutory cases.

The Data Manager shall examine and make a decision on the substantiation of the objection as soon as possible but within no more than 15 days of submission of the request, notifying the applicant of its decision in writing. If the User disagrees with the decision of the Data Manager, and if the Data Manager fails to meet the above deadline, the User may refer to the court within 30 days from notification of the decision and the last day of the deadline.

II. Information otherwise collected in connection with the use of the Website

1. What information is otherwise collected in connection with the use of the Website?

If the User does not specifically submit personal data or information as described in Part I on the Website, the Data Manager will not collect or manage any personal data of the User in such way that the User concerned could be identified.

By visiting the Website, Users agree that in connection with the Website the Data Manager shall use cookies managed by an external service provider necessary to register data and information specified therein. Such data includes data of the computer the User is logged in to, which is generated during the use of the Website and automatically registered by cookies used on the Website as a result of technical processes (e.g. IP address of the User's computer). Automatically registered data is automatically logged by the system – without the separate declaration or action of the User – upon visiting the Website. Such data will not be connected to personal user information, i.e. the User cannot be identified based on these data. Such data may only be accessed by external service providers managing cookies and by the Data Manager.

In connection with the Website, the Data Manager shall use the services of the Google

Analytics system, whereby cookies managed by Google Analytics help with measuring the number of visitors to the Website and other web analytical data (e.g. from which other website did the User come to the Data Manager's Website, which pages were viewed, and how long the browsing lasted for, etc.). Information collected by cookies is stored on external servers operated by Google. Google Analytics can provide further information on the management of such data: <https://www.google.com/analytics>.

Electronic advertisements of the Data Manager are published by the external service provider (Google) on internet web pages, using cookies to target advertisements. Google's use of cookies can be blocked in the Advertisement Settings: <http://www.google.com/intl/en/policies/technologies/ads/> Data management by external service providers mentioned above shall be governed by their specific data protection requirements, and the Data Manager will not take any responsibility with regard to such data management.

III. Links

EDMF Kft. takes no responsibility for the content, data and information protection measures of external websites available from the Website. If EDMF Kft. learns that a site it has linked or linking itself violates personal rights or effective legislation, it will immediately remove the link from the Website.

IV. Data security

The Data Manager undertakes to ensure data security and prevent deletion, illegal use or change of stored data. It shall also ensure that the managed data is not accessed, disclosed, forwarded, changed or deleted by unauthorised persons. Users acknowledge and agree that upon providing personal information on the Website, full protection of such data cannot be guaranteed on the internet. In the case of unauthorised access or data disclosure despite the Data Manager's efforts, EDMF Kft. shall not be liable for such data acquisition, unauthorised access or any damages incurred by the User in such cases.

EDMF Kft. does everything to ensure that personal data is managed in accordance with legal regulations. If Users feel that EDMF Kft does not comply with them, they should report to the Data Manager by e-mail at contact@edmf.com and by post to H-1118 Budapest, Budaörsi út 22. fsz 4.

If you feel that your right to personal data protection has been violated, you may seek legal remedy from the following competent authorities through the applicable laws:

- Hungarian National Authority for Data Protection and Freedom of Information
- Court

V. Possibilities of law enforcement

The National Media and Infocommunications Authority shall act in cases concerning electronic Newsletters. Detailed regulation can be found in Act CXII of 2011 on Informational Self-Determination and Freedom of Information as well as in Act CVIII of 2001 on certain aspects of electronic commerce and information society services.

VI. Other provisions

The Data Manager shall preserve the right to unilaterally amend this Document at any time with prior notification sent to the parties concerned.

Budapest, 2 February 2017

EDMF Language Services Kft.
Data Manager