

GRANTING ACCESS TO DATA OF PUBLIC INTEREST AND PUBLICATION OF DATA SUBJECT TO MANDATORY DISCLOSURE

RULES ON THE HANDLING OF REQUESTS FOR INFORMATION OF PUBLIC INTEREST AND ON THE PUBLICATION OF INFORMATION SUBJECT TO MANDATORY DISCLOSURE

1.0 Goal

The purpose of this Code is to set out the internal rules of NEOEMKI LLC. (hereinafter referred to as the "Company") regarding the procedure for obtaining information of public interest and the disclosure of information subject to mandatory disclosure.

2.0 Field of application

The policy applies to all employees of the company.

The provisions of the policy shall apply to:

- the **processing** of data of public interest, public data of public interest and public data of its employees (hereinafter together referred to as "data of public interest") held by the Company,
- to the **publication** of data of public interest relating to its activities, which it holds in accordance with its powers and responsibilities.

3.0 References

Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information

Government Decree No 305/2005 (XII. 25.) on the detailed rules for the electronic publication of data of public interest, the unified public data retrieval system, the data content of the central register, the detailed rules on data integration

IHM Decree No 18/2005 (XII. 27.) on the publication models for the publication of data in publication lists

4/2013 (I.11.) Government Decree on Accounting of Public Finances

INT24 Fee policy

4.0 Definitions

Data officer: the department or person designated as such by this Policy or by the Company's Chief Executive Officer to produce or provide the data on a case-by-case basis.

General disclosure list: the list of data to be published by the Company in accordance with Annex 1 of the Info Act.

Data of public interest: any information or knowledge, in whatever form or by whatever means, relating to the Company's activities or generated in the performance of its public tasks, which is not personal data, irrespective of the way in which it is processed, whether in isolation or in the form of a collection.

In particular, data concerning the powers, competences, organisational structure, professional activities, including an evaluation of their effectiveness, the types of data held and the legislation governing their operation, as well as data concerning their management and the contracts concluded.

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Data in the public interest: any data not covered by the concept of data of public interest, the disclosure, availability or accessibility of which is required by law in the public interest. Pursuant to the Info Act, the name of the person exercising the functions and powers of the Company, scope of duties, job title, management mandate, other personal data related to the performance of public duties, as well as personal data whose disclosure is required by law, are public data. Personal data in the public interest may be disseminated in compliance with the principle of purpose limitation. Data relating to the use of the central and local government budgets and European Union subsidies, budget allocations, benefits, the management, possession, use, disposal, encumbrance, acquisition of any rights in relation to state and local government property, and data the disclosure or publication of which is ordered by a special law in the public interest shall not be considered business secrets. However, disclosure must not result in access to data, in particular proprietary information, the disclosure of which would cause disproportionate harm to the conduct of the business, provided that this does not prevent access to data which is in the public interest.

Disclosure to the public: making the data available to anyone.

Personal data: data which can be associated with the data subject, in particular their name, identification mark and one or more factors specific to their physical, physiological, mental, economic, cultural or social identity, and the inference which can be drawn from the data concerning them.

5.0 Responsibility

The data protection officer is responsible for the preparation and maintenance of the policy.

The Chief Executive is responsible for the operation of the policy and for the publication of data.

6.0 Submission of requests for access to data of public interest

The Company must make public interest data and public data of public interest (hereinafter collectively referred to in this section as "public interest data") held by the Company accessible to any person upon request, unless the law permits such restriction.

Anyone may request access to data of public interest orally (in person or by telephone), in writing (letter) or electronically (e-mail). The applicant may request answers to questions about the data of public interest, access to documents containing data of public interest, copies of documents containing data of public interest.

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Claims may be submitted:

In person: at the Company's secretariat during office hours (address given on the website)

By phone: at the secretariat's telephone number (given on the website)

By post: at the Company's postal address (given on the website)

By e-mail: at the central e-mail address (given on the website)

Requests for data of public interest, in whatever form, must be recorded on paper and filed.

The administrator shall make a note of oral requests for data, indicating the case number, the subject of the request, the data requested, the method of making the request, the name and contact details of the person making the request.

If, due to the nature of the case, immediate compliance is not possible, the administrator shall inform the claimant of this fact and inform them of the method of written request and shall indicate this in the note.

The accuracy of the record is certified by the applicant's signature.

If the request for data is received electronically but not to the e-mail address previously specified, all employees of the Company shall forward the request to that address.

If the data request is unclear, the Company shall promptly phone the applicant to clarify the request, in which case the time limit shall be calculated from the date of receipt of the clarified request.

The Company shall comply with the request for public interest data within 15 days of receipt.

If the data request is voluminous or concerns a large amount of data, or if the fulfilment of the data request would involve a disproportionate use of human resources necessary for the performance of the core activity, the deadline may be extended.

The applicant shall be informed of this within 15 days of receipt of the request.

The request for data must be made in an intelligible form and, where the Company is able to do so without undue difficulty, in the form and manner requested by the requester. A request for data shall not be refused on the grounds that it cannot be met in an intelligible form. Furthermore, a request may not be refused on the grounds that the non-Hungarian mother tongue of the requestor expresses the request in their mother tongue or in another language which they understand.

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If the Company has previously disclosed the requested data in electronic form, the request may be met by indicating the public source of the data.

7.0 Expenses

A copy of the document or part of a document containing the data, regardless of the way in which it is stored, may be given to the applicant. At the same time as the copy is issued, the applicant shall pay a specified fee. In the event of a request for a copy involving a higher cost, the applicant will receive a quotation of the expected costs. The applicant shall declare whether or not they wish to maintain the request once the costs are known. The time taken to obtain the declaration shall not be counted in the time limit for compliance.

8.0 Restriction of access

As a general rule, data of public interest held by the Company are public.

Refusal to comply with a data request, limited implementation of a data request, etc. is possible in the cases and in the manner listed below:

- In order to protect the personal rights of the author, the Company may comply with a request for access to a work protected by copyright as public interest information by allowing access to the parts of the work containing public interest information, instead of the form and manner requested by the data subject, within the time limit for compliance with the data request.
- The data created or recorded in the course of the procedure for making a decision within the scope of the Company's duties and powers and used to justify the decision shall not be made public for ten years from the date on which it was created.

The disclosure of such data may be authorised by the Company's managing director, after weighing the weight of the public interest served by disclosure and the public interest served by the exclusion of disclosure.

- The Company shall not be obliged to comply with the data request if the data subject does not provide their name, or in the case of a non-natural person, their designation, and the contact details where any information and notification relating to the data request can be provided. By providing their data, the applicant consents to the processing of that data.
- The Company shall not be obliged to comply with the data request to the extent that it is identical to a data request for the same set of data submitted by the same applicant within one year, provided that there has been no change in the data within the same data set.

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- If the document containing data of public interest also contains data that are not to be known by the applicant, on the copy of the document said data must be made unrecognisable.

If the request cannot be met, applicant shall be notified of this fact and the reasons for the refusal within 15 days and shall be informed of the right to seek redress before a court of law within 30 days of the notification.

The Company keeps a register of requests for data of public interest. The Company shall inform the National Authority for Data Protection and Freedom of Information about the rejected requests and the reasons for the rejections by June 30th each year.

9.0 THE RULES FOR THE PUBLICATION OF DATA SUBJECT TO MANDATORY PUBLICITY

The scope of data that the Company is obliged to disclose is partly defined by the Info Act and partly by other legislation. On its website, the Company publishes a general disclosure list in accordance with Annex 1 of the Info Act, clearly visible on the home page under "Data of public interest".

In particular, by publishing on its website, the Company complies with the disclosure obligations under other legislation.

10.0 Data provision and publication rules

The general publication obligation is fulfilled in accordance with the structure of the general publication list (Annex 1 of the Info Act), and the persons responsible are obliged to provide the data in the breakdown in accordance with the Annex.

The managing director is required to monitor the accuracy, timeliness and meaningfulness of the published information on an ongoing basis after publication.