

Identifying number:

Management of data of persons under 18 and those subject to guardianship in the Metropolitan Ervin Szabó Library

Before giving your data, please read our General Privacy Notice.

Library patron’s data

First and last name:

First and last name by birth:

Mother’s first and last name:

Place and date of birth:

Permanent address:

Authorized representative’s data

First and last name:

First and last name by birth:

Mother’s first and last name:

Place and date of birth:

Permanent address:

1. I, the undersigned, declare that I wish to be the patron of the Metropolitan Ervin SzabóLibrary.
2. I have read and accept to be bound by the prevailing Terms of Use published by theLibrary.
3. I have read and acknowledge the Privacy Policy.
4. I acknowledge that this statement will be valid till the termination of my membership.

.....
 ...Authorized representative’s
 signature

.....
 ...Library patron’s signature

.....
 date

.....
 date

Additional statement concerning the utilization of email services(In case of persons under 18 and those subject to guardianship)

I give my consent for the Library to use my email address.....
in the case of the following services:

- notice before due date
- notice before membership expiration
- receiving list of checked-out books
- feedback on the renewal through the Library portal
- notice about reservation
- notice about inter-library loan
- remote payment
- notice about changes in services
- notice about procedure of payment order

This statement will be valid till withdrawal.

.....
date

.....
signature by patron / authorized representative

General Privacy Notice(in short)

I. Data manager

Metropolitan Ervin Szabó Library

Principal office: 1088 Budapest, Szabó Ervin

tér 1. Representative: Kovácsné Koreny Ágnes

general director Website: <http://www.fszek.hu>

E-mail address of data protection officer: adatvedelem@fszek.hu

II. Patron's statement

Purpose of data management: Your (as on behalf of yourself, authorized representative or witness) identification is to ensure our service provision and the establishment of library membership.

Purpose of the management of data necessary for contact (e-mail address, phone number) is to keep in touch.

The legal grounds for data management are the relevant parts of Directive - item e) of 1. section of paragraph No. 6 of GDPR; data management is needed to implement data manager's duties of public interest.

Legal provisions relating to data management:

◆ 56.§ (3) and 57.§ (1) sections of Act CXL/1997 about protection of cultural goods, museums and other institutions with similar roles, public library system and general education; according to these sections it is compulsory to give the data mentioned above;

◆ Retention time of voucher is determined on the basis of Act C of 2000 on Accounting, Section 169. §(2) – for at least 8 years.

Duration of data management:

◆ Your data are retained for 5 (five) years in our system after the expiry of membership, and under a pseudonym (restorable) for another 10 (ten) years;

◆ Regardless of information mentioned above your data given in case of registration and the use of certain services requiring payment shall be retained for 8 (eight) years, as verifying documents connected to the invoice issued concerning the fee, on the basis of Act C of 2000 on Accounting, Section 169. § (2).

III. Use of the service related to e-mail notices

For this purpose, your e-mail address is managed together with the data given at registration.

Purpose of data management: To send a notice.

Claim (legal basis) of data management: relevant parts of Directive - item e) of 1. section of paragraph No.6 of GDPR; data management is needed to implement data manager's duties of public interest.

Duration of data management: E-mail messages are sent as long as you have valid membership. You can unsubscribe by sending an e-mail to adatvedelem@fszek.hu at any time if you do not want to get more e-mail notices.

IV. Rights; remedies for breach

You are authorized to ask for information about (access to) data management and to ask for correction concerning your personal data; data management can be restricted by request. If you wish to enforce any of your rights, please write it to us to any of the addresses mentioned above. We also inform you that You can make a complaint at the Hungarian National Authority for Data Protection and Freedom of Information or You can go to law.

Detailed Data Management Policy, with special regard to rights and remedies for breach, can be found on http://www.fszek.hu/english/data_protection.

General Privacy Notice in short for people under 18

I. Data processor

Your data are stored and used by the Metropolitan Ervin Szabó Library address of registered office: 1088 Budapest, Szabó Ervin tér 1. represented by: Kovácsné Koreny Ágnes, Director General website: <http://www.fszek.hu> e-mail of the data protection officer: adatvedelem@fszek.hu

II. Library patron's statement

If you want to be the member of the library, you have to give your data because it is necessary for fulfilling our duties. Your data are preserved for 15 years.

III. How to use e-mail service

If you want to get e-mail notifications, you have to give your e-mail address to us in order to fulfill your request. We will send our e-mail notifications to you as long as you opt out of this service.

IV. Rights and legal remedy options

V.

You may request information from the Library in letter or via e-mail; you may ask us to rectify your data or not to use them.

Besides, you have the right to file a complaint with the Hungarian National Authority for Data Protection and Freedom of Information (NADPFI) (www.naih.hu) or you are entitled to turn to a court.

Detailed General Privacy Notice can be found on http://www.fszek.hu/english/data_protection .