



PRIVACY NOTICE FOR CAMERA SURVEILLANCE SYSTEM OPERATION

www.fszek.hu

1. The Controller:

Data of the Controller:

Metropolitan Ervin Szabó Library
registered office: 1088 Budapest, Szabó Ervin tér 1.
represented by: Kovácsné Koreny Ágnes, Director General
Tax number: 15490768-2-42
e-mail: foigazgato@fszek.hu
postal address: 1088 Budapest, Szabó Ervin tér 1.
phone: +36 1 411 5000

(hereinafter jointly referred to as: 'MESZL')

In relation to privacy issues please contact us using the details below:

name of the data protection officer: Dr Tihanyi Erika

e-mail: adatvedelem@fszek.hu

2. Legislation we are bound by during processing:

- ✓ **GDPR (General Data Protection Regulation)** - REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2016/679 (27 April 2016) *on the Protection of Natural Persons with Regard to the Processing of Personal Data and on the Free Movement of Such Data, and repealing Directive 95/46/EC*;
- ✓ **Data Privacy Act** - Act CXII of 2011 *on the Right of Informational Self-Determination and on Freedom of Information*;
- ✓ **Act CXXXIII of 2005 on the Rules of Security Services and the Activities of Private Investigators**;
- ✓ **Act V of 2013 on the Civil Code.**

3. How do we process the images taken by the cameras and the related personal data?

Functioning of the camera surveillance system:

MESZL installed cameras in the central library at **1088 Budapest, Szabó Ervin tér 1.** and in the building at **1088 Budapest, Ötpacsirta u. 4.** The camera surveillance is indicated by the pictogram and warning text located at the entrance. The data recorded by the cameras is suitable for Your personal identification.

The cameras broadcast and record images. During recording the cameras capture images of events happening at the scene. The recorded images *transferred* by the cameras are monitored by the Operations Department.

MESZL *records* the images transferred by the cameras in a computer system and stores the *recorded images* on the server for the period specified below. Recordings are only viewed when there is a suspicion of a crime or a violation of regulations. The viewings, the names of the persons viewing the images and the reason for and time of viewing are recorded in a report included in **Annex 3.**

We do not use any cameras in areas where it may violate a person's dignity, therefore particularly in dressing rooms, bathrooms and toilets. For information about the placement and viewing angles of cameras, and the area or object they observe, see **Annex 1**.

The legal ground of processing (video camera surveillance):

The legal ground of processing is the legitimate interest of MESZL in property and personal protection both for members of staff and visitors.

The purpose of the processing (video camera surveillance):

The primary purpose of the camera system is property protection, followed by the protection of human life, physical safety and personal freedom as well as business secrets, as it is not possible to detect violations, to catch perpetrators, to prevent the violation of rights, or to prove them by other means.

The camera system is applied to the extent absolutely necessary and it does not impose any disproportionate restriction on the right of informational self-determination.

The duration of the processing (video camera surveillance):

3 working days: Except in the cases specified below, the registered recording shall be erased no later than three working days after registration, if not used.

30 days: The registered recording shall be erased no later than thirty days after its registration, if it is registered at a public event in order to protect human life, physical integrity, personal liberty or to prevent terrorist acts and acts of public endangerment.

It is considered use if the registered recording and other personal data are used as proof in a court or other administrative procedure.

You may, by certifying your right or legitimate interest, request the MESZL not to erase the recording and the related personal data recorded through other means (e.g. memo, written analysis) within 3 (three) or 30 (thirty) days from its registration. However, if the Authority fails to submit a request for the registered recording within 30 (thirty) days of the request for non-destruction, the recording and the related personal data recorded shall be destroyed and erased.

At the request of a court or other authority (e.g. police), the registered recording and the other related personal data shall be sent to the court or the authority without delay.

4. Your rights:

In connection with processing Your rights are detailed in Sections 4.1. to 4.5. If you would like to exercise one of these rights, please write us on one of the following contact details:

registered office: 1088 Budapest, Szabó Ervin tér 1.
e-mail: adatvedelem@fszek.hu

Identification

Before completing your request, we must always identify Your identity. Unfortunately, if we cannot identify You, we will not be able to meet your request.

Responding to the request

After identification we shall give you feedback in regards to Your request in writing, electronically or, upon your request, verbally. Please note that if You have submitted Your request electronically, we shall respond electronically. Of course, in this case also, you have the opportunity to ask for a different response method.

Administration deadline

We shall notify You within one month from the receipt of your request about the measures taken in relation to your request. This deadline may, however, be extended by two months if warranted by the complexity of the request or the number of requests, which we shall inform You about within the 1 (one) month deadline.

We are also obligated to inform You about the omission of the measure within the one-month deadline. You can file a complaint against this at NADPFI (Section 5.1) and exercise your right to legal remedy (Section 5.2).

Administration fee

The requested information and taken measures are free of charge. An exception is the case where the request is clearly unfounded or, in the case of its particularly repetitive nature, excessive. In this case, we may charge a fee or refuse to fulfil the request.

4.1. You may request information (access)

You can request information about whether you are included in any recorded image and whether we are processing your personal data related to that image and, if so:

- ✓ For what other purpose are we storing recorded images or personal data?
- ✓ Precisely what recorded images and personal data are being processed?
- ✓ Who do we transfer these data to?
- ✓ Who long do we store these data?
- ✓ What are your rights and options for legal remedies in relation to it?
- ✓ Do we make an automated decision regarding You by using Your personal data? In such cases, you may also ask for information on what kind of logic (method) we are applying, how such data processing is relevant and what are the expected consequences.
- ✓ If you have found that your data has been transferred to an international organisation or third country (non-EU Member State), you may request that we provide you with information on how we guarantee that your personal data is adequately processed.
- ✓ You can request a copy of the recording and the personal data (For additional copies we may charge a fee based on administrative costs.)

4.2. You may request correction (rectification)

If you come across any fault, you may request its correction.

4.3. You may request the erasure ('forgetting') of the recording

You may request us to erase the recorded image and your related personal data recorded in some other way.

Your request shall be fulfilled within 3 (three) working days of the receipt of the request in the following cases:

- a) The recorded image and your related personal data recorded in some other way are no longer needed for the purpose they were obtained;
- b) If the recording is processed based on Your consent.
- c) When it is established that the recorded image and your related personal data recorded in some other way are processed unlawfully.
- d) If required by EU or national legislation.

The recorded image and your related personal data recorded in some other way **may not be erased** if they are needed:

- a) to exercise rights to freedom of expression and information;
- b) based on legislation of the European Union or a Member State thereof, or out of public interest;
- c) based on public interest that relates to public health;
- d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- e) for the presentation, enforcement or defence of legal claims.

4.4. You may request us to restrict the processing

You have the right to request the restriction of the processing of the recorded image and your related personal data recorded in some other way if any of the following criteria applies:

- ✓ You contests the correctness of the recorded image and your related personal data recorded in some other way, in which cases the restriction shall only apply to the time period necessary for us to verify the correctness of the personal data;
- ✓ The processing has no legal ground, but You object to erasure of the data and instead requests the restriction of their use;
- ✓ We no longer require the recorded image and your related personal data recorded in some other way, but You request the data for the submission, enforcement or defence of legal claims;
- ✓ You objected to data processing; in such cases the restriction shall only apply to the time period necessary to determine whether the MESZL's justified needs precede Your justified needs.

Should the processing be subject to restriction, the recorded image and your related personal data recorded in some other way shall only be used, with the exception of storage, with Your consent or for the submission, enforcement or defence of legal claims or the protection of the rights of other natural or legal persons or in the important public interest of the European Union or a Member State thereof.

We shall inform You in advance of any potential lifting of restrictions.

4.5. Objection to the processing of the recording

You may object to the processing of the recorded image and your related personal data recorded in some other way. In the above cases we shall erase the recorded image and your related personal data recorded in some other way unless their processing is made necessary by legitimate obligations which take precedence over your interests, rights and freedoms, or are necessary for the submission, enforcement or defence of legal claims.

5. Legal remedy options

5.1. You may submit a complaint to NADPFI

If You feel that the recorded image and your related personal data recorded in some other way are being processed in violation of the Data Protection Regulation, You have the right to file a complaint with the Hungarian National Authority for Data Protection and Freedom of Information (NADPFI).

NADPFI

president: Dr Attila Péterfalvi

correspondence address: 1530 Budapest, P.O. Box.: 5

address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c

Phone: (+36 1) 391-1400

Fax: +36 (1) 391-1410

web: <http://naih.hu>

e-mail: ugyfelszolgalat@naih.hu

5.2. You may turn to the court

If You believe that the recorded image of you and your related personal data recorded in some other way are processed in violation of the Data Protection Regulation and violates Your rights under the Data Protection Regulation, You are entitled to turn to a court.

The case falls within the competence of the general court. If so requested by the data subject, the action may be brought before the general court in whose jurisdiction the data subject's home address or temporary residence is located. Any person otherwise lacking legal capacity to be a party to legal proceedings may also be involved in such actions. The Authority may intervene in the action on the data subject's behalf.

In addition to the provisions of the Data Protection Regulation, court proceedings are governed by Chapter 3, Title XII (Sections 2:51 to 2:54) of Act V of 2013 on the Civil Code, as well as other legal provisions governing court proceedings.

5.3. Liability and restitution

If the Controller causes damage with the illegal processing of the data of the data subject or violates the civil rights of the data subject, the Controller may be required to pay restitution for damages. The Controller shall not be liable for damages or paying restitution if they

demonstrate that the damage or the violation of civil rights were brought about by reasons beyond the scope of their processing activity.

6. Data protection and data transfer

Only the head of the Technical Directorate, Operations Department, has the right to access the recorded image.

The following persons may access the recording in the event of suspicion of a criminal offence or a violation of the law or other negligence of the employer's legitimate interests:

- ✓ Executive officers of the MESZL;
- ✓ other persons entitled to do so based on justified reasons

We record the recorded image and the name of the persons who processes personal data or who are authorised to access these data due to other reasons, along with the reason for and date of accessing the data.

At the request of a court or other authority, the recorded image or other personal data will be forwarded to the requesting court or to the authority. If there is a request for non-destruction and no request is submitted for the registered recording within thirty days of the request for non-destruction, MESZL shall erase the recording and other personal data unless they are used. (It is considered use if the registered recording and other personal data are used as proof in a court or other administrative procedure.)

Personal data is always processed in a confidential manner, with limited access, encryption and the maximisation of resilience, and by ensuring restoration in the event of a problem. Our system is tested regularly to guarantee security

Last update: 29 February 2024

ANNEX 1

Information about the placement and viewing angles of cameras, and the area or object they observe

Camera location	Angle of view	Surveilled area or object
Budapest, District VIII, Ötpacsirta utca 4.		
Courtyard	125	courtyard
Gateway	125	gateway
Garden	125	garden
Budapest, District VIII, Reviczky utca 1.		
Reviczky utca 1.	125	pavement section in front of the library
Main Library entrance	125	public entrance
Main Library atrium	125	atrium
Main Library upper cloakroom	125	self-service cloakroom lockers
Main Library upper cloakroom	125	self-service cloakroom lockers
Budapest, District VIII, Baross u. 18.		
Main Library service entrance	125	pavement section and part of the street in front of the service entrance
garage	125	part of the parking vehicles
garage	125	goods security gates located in the garage
Main Library Budapest Collection	125	reader's desk for protected documents
Main Library Budapest Collection	125	reader's desk for protected documents
Main Library lower cloakroom (8 cameras)	125	self-service cloakroom lockers

ANNEX 2

What to these terms mean? (Description of terms)

‘personal data’: any information relating to a natural person (data subject) (e.g.: camera recording, name, identification number, location data or data specific to the physical, economic, cultural or social identity of that natural person);

‘data subject’: identifiable natural person to whom the personal data relates. (E.g.: persons visible on the camera recording.)

‘processing’: any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transfer, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

‘Controller’: a natural or legal person, public authority, agency or other body which defines the purpose and means of processing of personal data alone or with others;

‘processing’: performing technical tasks in connection with data processing operations;

‘Processor’ - a natural or legal person, public authority, agency or other body which processes personal data on behalf of controller (under the assignment or instruction of, or according to decision of the controller);

‘third party’: a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data;

‘consent of the data subject’: any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;

ANNEX 3

Report template for the viewing of the recording

Report number:

Dated: (day)(month) 20..... (year)

Location:

.....

Recording information:

.....

Start and end time of the viewing of the recording:.....

Present are¹ (name, position, contact information):

.....

.....

Detailed description of circumstances justifying the viewing of the recording (and other personal data):

.....

.....

.....

Conclusions made during the viewing of the recording:

.....

.....

dated as above

Name of record keeper:

Signature of record keeper:

Signatures of persons present:

.....

.....

Created in copies (1 copy, 1 copy

Based on the request or data supply request of the court, public prosecutor, investigating authority, official body performing preparatory proceedings or any other authority, the recording and other personal data (including the report) must be forwarded to them immediately. If a request or data supply request is not submitted within thirty days of the request for non-destruction, the recording and other personal data (including the report) must be destroyed or erased unless the 3 or 30 day preservation period deadline has not yet expired.

¹ In the case of property protection activities, the name of the person, the type and number of the certificate authorising the personal performance of the activity, the name of the company and the number of its operating licence.