Instructional guide for the data protection officer notification system of the Authority

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According to paragraph 7, article 37 of the GDPR, any data controller or processor must publish
the contact details of their data protection officer (if present), as well as communicating them to the
respective data protection authority.

According to paragraph 4, article 25/L of the Information Act CXII of 2011, any data controller or
processor must communicate the name, postal and e-mail address of their data protection officer
(if present) to the data protection authority and the public. They must also notify The Authority of
any changes to these contact details.

The National Authority for Data Protection and Freedom of Information provides an on-line service
for notifying the Authority about data protection officers (DPOs) that can be used by controllers and
processors alike.

The Authority would like to call your attention to the fact that the data protection officer notification
system (hereinafter referred to as “notification system”) is only intended for notifying about new
DPOs. To modifying existing notifications (E.g. for reasons of changes to a controller’s/processor’s
identity, contact details or DPO) one must make an entirely new notification. Those data controllers
or data processors, where the electronic communication is mandatory, can request the deletion of
existing notifications through the Authority’s registered contact point for electronic communication.
Those data controllers or data processors, where the electronic communication is not mandatory,
can request the deletion of existing notifications beyond the Authority’s registered contact point for
electronic communication or by written.

1. Registration

Please fill out the following fields in order to sign up successfully.

Felhasználó név (User name): The user name does not necessarily need to contain personal
data.

Elektronikus levél (E-mail address): The e-mail address also does not need to contain
personal data, for example the address does not need to contain the name of the individual signing
up. It is up to their discretion which address they decide to use when signing up.
**Jelszó (Password):** Must be at least 6 characters long, must contain upper and lower case letters, at least one digit and a special character (i.e. _,.&)

**Jelszó ismétlés (Password confirmation):** Repeat the previously inserted password.

**Az adatkezelési tájékoztatót elolvastam, annak tartalmát megismertem és megértettem. (I confirm that I have read, acknowledged and agreed to the privacy statement.)**

**Click here** to access the privacy statement about the data processing performed by the data protection officer notification service of the Hungarian National Authority for Data Protection and Freedom of Information.

Next, please click **"Igen"** (meaning “Yes”) in the following drop-down menu, confirming you have read and agreed to the privacy statement.

**Letter and Digit combination:** Please copy the letters or digits that appear in the generated image.

After completing this page, the Authority will send you a confirmation e-mail where you will find further instructions to complete the registration process.

Please make sure to check your spam/unwanted folder in case you do not receive any confirmation mail on the e-mail address that you gave.
2. Már regisztrált, de nem aktív fiók (Already registered, but inactive registry)

To activate the registry, please fill in the e-mail address you previously used to sign up.

3. Belépés (Sign in)

Elektronikus levél cím (E-mail Address): Fill in the e-mail address you used during the registration process.

Jelszó (Password): Fill in the appropriate password
Jelszó emlékeztető igényléshez kérjük kattintson ide. (Click here in case you forgot your password)

By clicking this option, you will receive an e-mail at the previously given address reminding you of your password in case you forgot it.

Felhasználói fiók újra aktiválás / elfelejtett jelszó
Kérjük adj meg a regisztráció során használt e-mail címét:

Még nincs regisztrációja? (Not registered yet?)

In order to use the registry, you must first sign up. You can do this in case you have not yet done so by clicking on the link.

When experiencing trouble logging in:

When there is a problem while logging in, please click the “Belépés probléma esetén” button.
To activate the registry, please use the e-mail address you have previously given.

4. Bejelentés adatainak rögzítése (DPO notification form)

When filling in the notification form, be sure to complete all three segments in the menu (bejelentő (notifier), adatkezelő/adatfeldolgozó (data controller/processor), adatvédelmi tisztviselő (DPO)). When everything is filled in correctly, the BEKÜLDÉS (submission) button will appear, which will complete the submission of the notification when clicked on. In case there are fields missing, the link will not appear.

In order to change a DPO notification (E.g. in case of change of DPO, change of data processor/controller contact details), an entirely new notification must be made; this means that the details of the notifier, data controller/processor and DPO must be filled in anew.

4.1) Bejelentő (Notifier – person submitting the notification)

Please complete all empty fields.

Bejelentő neve: The name of the notifier.

Telefonszáma: The phone number of the notifier where he/she can be reached by The Authority about the DPO notification.

E-mail címe: The e-mail address of the notifier where he/she can be reached by The Authority about the DPO notification.

The e-mail address does not necessarily need to contain personal details of the notifier such as his/her name.
4.2 Adatkezelő/Adatfeldolgozó (Data controller/processor)

4.2.1 Data controller/processor is not a natural person

Start filling out this page only after you finished filling out the notifier’s details.

In case any fields are left empty or the form is filled out in an incorrect order, the system will not accept the submission.

Bejelentő (Notifier): The name of the notifier.

Adatkezelő/Adatfeldolgozó teljes neve (Full name of the data controller/processor): The full name or title of the controller/processor (For example the full name of the enterprise, organisation, foundation or public body whose activities lawfully require the notification of a Data Protection Officer).

Adatkezelő/Adatfeldolgozó rövid neve (Shortened name of the data controller/processor): The Authority’s DPO notification search engine needs at least 3 characters to yield search results, thus you should only fill out this field if the shortened name is at least 3 characters long. If this is not the case, or in case there is no shortened name, please reenter the full name.

Szervezeti forma (Type of legal entity): Please choose from the drop-down menu. If yours is not a Hungarian enterprise, organisation, etc. please choose “egyéb szervezet”.

Adatkezelő/Adatfeldolgozó adószáma (Controller’s/processor’s tax identification number): The tax identification number provided by the Hungarian National Tax and Customs Administration (or your national equivalent) for your enterprise with or without legal incorporation, or for your venture as self-employed entrepreneur.

Please keep in mind that the tax identification number should not be confused with the taxpayer number, which is used to identify natural persons in a fiscal context.

Egyéb szervezeti azonosító (Identification for other types of organisation): E.g. European identification, official organisation website, etc.
Adatkezelő/Adatfeldolgozó e-mail címe (Data controller’s/processor’s e-mail address): The e-mail address where the controller/processor can be reached for the confirmation mail of the submission of the notification.

Székhelye (Headquarters): Postal address of the controller’s/processor’s official headquarters. The e-mail address does not necessarily need to contain personal details of the notifier such as his/her name.

- **Irányítószám**: Post code
- **Település**: Municipality
- **Utca, házszám**: Street and house number
- **Postafiók**: PO box (If applicable)
- **Postafiók Irányítószáma**: Post code of the PO Box (If applicable)

Please make sure to check your spam/unwanted folder in case you do not receive any confirmation mail on the e-mail address that you gave.

### 4.2.2 Data controller/processor is a natural person

Start filling out this page only after you finished filling out the notifier’s details.

In case any fields are left empty or the form is filled out in an incorrect order, the system will not accept the submission.
Bejelentő (Notifier): The name of the notifier.

Adatkezelő/Adatfeldolgozó természetes személy neve (Full name of the natural person acting as data controller/processor): Full name of the natural person whose activities lawfully require the notification of a Data Protection Officer.

Adatkezelő/Adatfeldolgozó e-mail címe (Data controller’s/processor’s e-mail address): The e-mail address where the controller/processor can be reached for the confirmation mail of the submission of the notification.

Lakcím (Address): The address where the the natural person acting as data controller/processor resides. The Authority will use this data to identify said person.
- Irányítószám: Post code
- Település: Municipality
- Utca, házszám: Street and house number
- Postafiók: PO box (If applicable)
- Postafiók Irányítószáma: Post code of the PO Box (If applicable)

E-mail cím (e-mail address): This e-mail address does not necessarily need to contain personal details of the natural person acting as data controller/processor such as his/her name, nor does it have to be his/her personal e-mail address.

The data controller’s/processor’s e-mail address does not necessarily need to contain personal details of the natural person acting as data controller/processor such as his/her name. It is fully up to the data controller’s/processor’s discretion whether or not the e-mail address reveals their identity. The purpose of the given e-mail address is for the data controller/processor to be reached by The Authority about the DPO notification.

Please make sure to check your spam/unwanted folder in case you do not receive any confirmation mail on the e-mail address that you gave.

4.3. Adatvédelmi tisztviselő (Data Protection Officer (DPO))

4.3.1. Data protection officer is not a natural person

Please fill out this page only in case the responsibilities of the DPO will be carried out by a legal entity instead of a natural person.

Start filling out this page only after you finished filling out the notifier’s and the data controller’s/processor’s details.

If a legal entity acting as DPO, the name of the nominated natural contact person need to be recorded near the shortened name of the organisation to be appeared in the Authority’s DPO notification search engine (for example: Próba Kft. Minta Elek- contact person)

In case any fields are left empty or the form is filled out in an incorrect order, the system will not accept the submission.
Adatkezelő/Adatfeldolgozó (Data controller/processor): The name of the controller/processor that is notifying about its DPO.

Az URL cím, ahol az adatvédelmi tisztviselő elérhetősége közzétételere került (URL of the page where DPO contact details can be found): The address of the web page where the data controller/processor has published the contact details of their DPO. Please only fill out this field in case the controller/processor has a website.

Adatvédelmi tisztviselő szervezet teljes neve (Full name of the organisation acting as DPO): The official full name of the legal entity carrying out the responsibilities of the DPO. (The DPO may be a natural person or legal entity separate or in service of the data controller/processor.)

Adatvédelmi tisztviselő szervezet rövid neve (Shortened name of the organisation acting as DPO): The Authority's DPO notification search engine needs at least 3 characters to yield search results, thus you should only fill out this field if the shortened name is at least 3 characters long. If this is not the case, or in case there is no shortened name, please reenter the full name.

Adatvédelmi tisztviselő szervezet adószáma (Tax identification number of the organisation acting as DPO): The tax identification number provided by the Hungarian National Tax and Customs Administration (or your national equivalent) for the enterprise with or without legal incorporation acting as DPO, or for the self-employed entrepreneur acting as DPO.

Please keep in mind that the tax identification number should not be confused with the taxpayer number, which is used to identify natural persons in a fiscal context.
Cégjegyzékszám (Company registration number): The unique company registration number of the organisation acting as DPO. (This only applies to Hungarian companies acting as DPO as the company registration number is unique to Hungary. The Authority strongly recommends designating a DPO that speaks Hungarian and is familiar with Hungarian law. In case the organisation acting as DPO is foreign, you may leave this field empty.)

Szervezeti forma (Type of legal entity): Please choose from the drop-down menu. If the DPO is not a Hungarian enterprise, organisation, etc. please choose “egyéb szervezet”.

E-mail cím (E-mail address): Please verify that the DPO can be reached on the e-mail address you filled in, as The Authority considers the notification as completed only when the DPO confirms the content of the notification form within 15 days after the submission.

Levelezési cím (Postal address): The headquarters of the organisation acting as DPO.
   Irányítószám: Post code
   Település: Municipality
   Utca, házszám: Street and house number
   Postafiók: PO box (If applicable)
   Postafiók Irányítószáma: Post code of the PO Box (If applicable)

Telefon (Phone number): The telephone number where the organisation acting as DPO can be reached.

4.3.2 Data protection officer is a natural person

Please fill out this page only in case the responsibilities of the DPO will be carried out by a natural person instead of a legal entity.

Start filling out this page only after you finished filling out the notifier’s and the data controller’s/processor’s details.

In case any fields are left empty or the form is filled out in an incorrect order, the system will not accept the submission.

If the data processor nominate deputy data protection officer and wants it to be appeared both the data protection officer and the deputy data protection officer in the Authority’s DPO notification search engine, than the Authority suppose that the fact of the substitution has to be recorded near the full name of the deputy data protection officer (for example: Minta Elek – deputy data protection officer).
**Adatkezelő/Adatfeldolgozó (Data controller/processor):** The name of the controller/processor that is notifying about its DPO.

**Az URL cím, ahol az adatvédelmi tisztviselő elérhetősége közzététele került (URL of the page where DPO contact details can be found):** The address of the web page where the data controller/processor has published the contact details of their DPO. Please only fill out this field in case the controller/processor has a website.

**Adatvédelmi tisztviselő teljes neve (Full name of the natural person acting as DPO):** The full name of the person tasked with carrying out the responsibilities of the DPO. (The DPO may be a natural person or legal entity separate or in service of the data controller/processor.)

**E-mail cím (E-mail address):** Please verify that the DPO can be reached on the e-mail address you filled in, as The Authority considers the notification as completed only when the DPO confirms the content of the notification form within 15 days after the submission.

This e-mail address does not necessarily need to contain personal details of the natural person acting as DPO such as his/her name, nor does it have to be his/her personal e-mail address.

It is fully up to the DPO’s discretion whether or not the e-mail address reveals their personal identity. The purpose of the given e-mail address is for the DPO to be reachable by data subjects or The Authority.

**Levelezési cím (Postal address):** The Authority would like to call your attention to the fact that the given postal address of the natural person acting as DPO does not necessarily need to be their personal postal address.

The DPO must be reachable by data subjects or The Authority on this postal address.

- **Irányítószám:** Post code
- **Település:** Municipality
- **Utca, házszám:** Street and house number
- **Postafiók:** PO box (If applicable)
- **Postafiók Irányítószáma:** Post code of the PO Box (If applicable)

**Telefon (Phone number):** The telephone number where the natural person acting as DPO can be reached. *(Not mandatory)*
4.4. Submitted notifications

Notifications by the notifier to the notification system