

KLK HOTEL Zrt. Privacy Notice for Guests

KLK HOTEL Szálloda, Idegenforgalmi és Szolgáltató Zártkörűen Működő
Részvénytársaság

Registered seat: 4028 Debrecen, Kassai út 26.

Operating Centre: 4032 Debrecen, Egyetem tér 1.

Chief Executive Officer: Zsuzsanna Gönczi

E-mail: skhungary@sk-europe.com

Table of contents

I./ General information	2
1./ Data of the Controller	2
2./ Tasks of the data protection officer.....	3
3./ Fundamental principles	3
II./ Security measures.....	4
1./ Security measures applied towards the Employees.....	4
2./ Protection measures.....	4
3./ Principles applied during security measures	4
III./ Processing	5
1./ Definition of processing.....	5
1.1./ Online booking	5
1.2./ Occupying a room	6
1.3./ Use of a camera system	8
2./ Rights of the Guest as a data subject.....	9

2.1./ Right to erasure	9
2.2./ Right to information.....	10
2.3./ Right to receive confirmation	10
2.4./ Right of access.....	10
2.5./ Right to rectification	10
2.6./ Right to restriction of processing.....	11
2.7. Right to object	11
3./ Complaint handling.....	12
3.1./ Place, time, method of complaint administration, options to enforce rights	12
3.2./ Law enforcement options.....	12
IV./ Operation of the www.kossuthkollegiumok.hu website.....	12
V./ Managing personal data breach.....	12
1. Annex 1: Angles of view of the cameras	14
Dormitory building I.	14
External cameras	14
Dormitory building II.	14
Dormitory building III.	14
External camera	14
2. Annex 2: Control points of the card entry authorisation system.....	15
3. Annex 3: 'Cookie' Policy	16

I./ General information

1./ Data of the Controller

KLK HOTEL Zrt. provides accommodation services to its guests.

KLK HOTEL Zrt. (referred to in this notice as Company or HOTEL) has adopted the following privacy notice (hereinafter: Notice) for keeping records of its accommodation service activities and granting the rights of the data subjects:

Controller

NAME: KLK HOTEL Szálloda, Idegenforgalmi és Szolgáltató Zártkörűen Működő Részvénytársaság

Registered office: 4028 Debrecen, Kassai út 26.

Operating Centre: 4032 Debrecen, Egyetem tér 1.

Chief Executive Officer: Zsuzsanna Gönczi

E-mail: klk.hotel@collegehostels.hu

Company registration number: 09 10 000410

Tax number: 13815725-2-09

2./ Tasks of the data protection officer

NAME: Qualimed-IL Fejlesztő Iroda Kft.
Registered office: 4025 Debrecen, Bajcsy-Zsilinszky utca 12.
Company registration number: Cg.09-09-009596
Represented by: Lajos Bernáth, executive officer
Phone number: 0620/942-1192
E-mail: bernath.lajos@hunep.hu

3./ Fundamental principles

By preparing and making available this notice, the Company intends to fulfil its obligations laid down in the GDPR Regulation, including the information obligation to data subjects.

The purpose of this policy is to ensure that the data subjects receive adequate information about the data processed by the Company or transferred to a processor employed by the Company, of the name and address of the Processor, the purpose and legal ground as well as duration of processing, and the legal ground of the transfer of data.

The Company processes the personal data of guests only with the prior written consent of the data subject, or in order to execute a contract or perform a legal obligation. Prior to recording any data, the Company always informs the data subject of the purpose and legal ground of processing.

The Company applies the following principles during the processing of personal data:

- Lawfulness, fairness and transparency: Personal data must be processed lawfully, fairly and transparency for the Guests;
- Personal data are collected only for specific, clear and lawful reasons and they are not processed in any manner that is not compatible with these objectives.
- Accuracy: Personal data must be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Storage limitation: Personal data must be kept in a form which permits identification of the Guest for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to the implementation of the appropriate technical or organisational measures required in the GDPR Regulation in order to safeguard the rights and freedoms of the Guest;
- Integrity and confidentiality must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- Accountability: The Company is responsible for complying with the fundamental principles and must be able to demonstrate such compliance.

II./ Security measures

1./ Security measures applied towards the Employees

Employees engaged in processing at the Company and individuals involved in processing based on a contract with the Company shall treat the obtained personal data as business secret and shall preserve them. Individuals processing and accessing personal data shall provide a Confidentiality Statement. While performing their activities, the employees of the Company shall ensure that no unauthorised persons can have access to personal data and that personal data are stored and placed without being accessible, obtainable, alterable or destroyable by any unauthorised person.

The privacy system of the Company is supervised by the data protection officer.

2./ Protection measures

The Company applies the following measures in order to secure the personal data processed on paper:

- the data may only be accessed by authorised parties, no one else can access them and they cannot be disclosed to anyone else;
- all documents are kept in dry rooms, that can be locked efficiently and are equipped with fire safety and security equipment;
- only the competent individuals may have access to the actively processed folders and documents;
- the Company employee engaged in processing can only leave any room where processing takes place during the day if the data media assigned to them are locked or the office itself is locked;
- any employee of the Company engaged in processing must lock the paper-based data medium after finishing work

In order to secure the personal data stored on a computer or in the network, the Company applies the following measures and guarantees in compliance with the provisions of its effective IT Policy.

- all computers used during processing are owned by the Company or the Company has other rights to them, equivalent to the ownership right;
- processed data may only be accessed with valid, personalised and identifiable rights
- all computer relating to data are locked for monitoring purposes;
- if the legal ground of any processing has ceased, the data shall be erased irrecoverably;
- the Company regularly arranges for virus protection under network used for processing personal data;
- and shall take all reasonable actions to prevent access to the network by unauthorised persons by using the available computer technology equipment.

3./ Principles applied during security measures

Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the Company shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including, inter alia as appropriate; the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident; a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

The Company did not join the approved Code of Conduct or any approved certification mechanism.

The data are physically stored at the operating centre of the Company.

III./ Processing

1./ Definition of processing

In the building of Kossuth Lajos Dormitory, operated by KLK HOTEL Zrt. accommodation services are provided to third party natural persons (hereinafter: Guest) who are not students of the University of Debrecen and to whom the provisions of this Privacy Notice apply.

KLK HOTEL Zrt. performs the following processing activities on the data of its Guests:

1.1./ Online booking

Each interested party can see the number of available rooms and the offers of the Hotel online, on the website of the Hotel at www.kossuthkollegiumok.hu and, if they like the rooms or the offer, they can also book a room or finalise a reservation electronically. In addition the above, rooms for larger group can also be booked via e-mail.

1.1.1./ Categories of supplied data

Guest: name, phone number, e-mail address, address, payment options, remarks.

1.1.2./ Purpose of the processing

The Hotel can contact the individual booking the room by using the received data if any change occurs in relation to the booked accommodation or other useful information must be shared. In addition the data are also used for identification when Guests occupy the room.

1.1.3./ Legal ground of the processing

The received data are provided with the consent of the interested party (Article 6(1)a) of the GDPR).

1.1.4./ Recipients of personal data

The Hotel stores the received data in the cloud-based system of the website operated by it. The hosting provider of the website is WEBDEB ENGINE Kft. (registered office: 4029 Debrecen, Percses u. 13., e-mail: hello@webdeb.hu). The received data are not transferred to 3rd parties, unless the Guest actually occupies the room (see Section 1.2.2.).

Services ordered via electronic mail are stored in the mail system of the Hotel. In relation to the mail system the Hotel uses the services of an external hosting provider: Satrax Kft. (registered office: 4024 Debrecen, Vígkedvű Mihály u. 41., e-mail: satrax@satrax.hu, Phone: 06-52-412-026.)

The Hotel uploads the received data into the enterprise management software program operated by it, supplied by Hostware Kft. (registered office: Budapest, Róna u. 120., phone: 06-1-469-9000). The data are stored on the server owned by KLK HOTEL Zrt.

1.1.5./ Data transfer to 3rd countries

KLK Hotel Zrt. does not transfer the received data to any 3rd country.

1.1.6./ Term of storage

One week after the Guest has left the room, the Hotel erases the received contact data (phone number, e-mail). Such data are kept for a week in order to be able to contact the Guest of any items left behind, or of any information revealed later, during the cleaning. In view of the bill, the Hotel erases the names and address data 8 years after the last day of the year in which the bill was issued. Considering that when a booked room is not occupied, the Hotel bills the first night, and therefore the data included in the bill shall be erased in accordance with the provisions of this Section, while all other data will be erased on the last day of the booked accommodation. The Hotel erases the e-mail notification of the booking 5 years later.

1.2./ Occupying a room

There are 4 options to occupy a room:

- a) following an online booking
- b) following an individual prior booking (via e-mail, phone)
- c) simultaneously with the personal inquiry

1.2.1./ Categories of data supplied when the room is occupied, purpose and legal ground of processing

A) Whenever a Guest referred to in Section 1.2. a-c occupies a room, they complete a registration form and provide the following data:

Personal data	The category of Data Subjects;	Purpose of the processing	Legal ground of the processing
Name	All guests	Contact, invoicing	Required for executing the contract and performing a legal obligation (Section 169 of the VAT Act)
Place and date of birth	All guests	Tourist tax payment, identification	Required for performing a legal obligation (Section 30 of the Act on Local Taxes)
Full address	All guests	Tourism tax payment	Required for performing a legal obligation (Section 30 of the Act on Local Taxes)
Invoicing address	All guests	Billing	Required for performing a legal obligation (Section 169 of the VAT Act)
Phone number	All guests	Contact	Required for the execution of the contract
Nationality	3rd country citizen	Establishing other processor obligations	Required for performing a legal obligation (Sections 73(2) and 94 of Act II of 2007)

Name at birth	3rd country citizen	Fulfilment of a statutory obligation	Required for performing a legal obligation (Sections 73(2) and 94 of Act II of 2007)
Former surname and first name	3rd country citizen	Fulfilment of a statutory obligation	Required for performing a legal obligation (Sections 73(2) and 94 of Act II of 2007)
Passport number	3rd country citizen	Fulfilment of a statutory obligation	Required for performing a legal obligation (Section 73(2) and (2) of Act II of 2007)
Place and date of border crossing	3rd country citizen	Fulfilment of a statutory obligation	Required for performing a legal obligation (Section 73(2) and (2) of Act II of 2007)
Gender	3rd country citizen	Fulfilment of a statutory obligation	Required for performing a legal obligation (Section 73(2) and (2) of Act II of 2007)
Mother's surname and first name at birth	3rd country citizen	Fulfilment of a statutory obligation	Required for performing a legal obligation (Section 73(2) and (2) of Act II of 2007)
Signature	All guests	Contracting	Required for the executing a contract

1.2.2./ Recipients of personal data

- The Hotel enters the data received from the guests into a software program managed by it. The data of the program are stored on the Hotel's own server;
- The bookkeeping tasks of the Hotel are performed in a separate program operated by the Company and therefore the following data are required for billing: Name, address, duration of stay, accommodation fee are also recorded in this accounting program. Hosting provider for the data stored in the program: Hunép Universal Zrt. (registered office: 4025 Debrecen, Simonffy u. 34-36.);
- Hosting provider of the electronic mail system: Satrax Kft. (registered office: 4024 Debrecen, Vígkedvű Mihály u. 41., e-mail: satrax@satrax.hu, Phone: 06-52-412-026.);
- In order to fulfil the tourism tax payment liability or establish and certify exemption, each Guest who is exempt of tourism tax payment obligation must complete the form of 'Declaration on tourism tax exemption' the data contained in which (name, place and date of birth, permanent address, date of arrival, date of departure, legal ground of tax exemption, signature) are transferred to the following Organisation by the Hotel upon a specific request in the case of an inspection:

Mayor's Office of Debrecen Town with County Rights

Registered office: 4024 Debrecen, Piac utca 20.

Contact information: +36 52 511 400

Purpose of the processing: In support of the establishment of the tourism tax pursuant to the by-law of the General Assembly of the Municipality of Debrecen Town with County Rights 45/2013.(28 November) on local taxes;

- In relation to third country citizens the data are transferred as specified below:

Third country citizen: non-Hungarian citizens and stateless persons with the exception of individual exercising the right to free movement any stay (EEA citizen or family member accompanying or belonging to an EEA citizen or a Hungarian citizen).

Office of Immigration and Asylum Office

Registered office: 1117 Budapest, Budafoki út 60.

Contact information: +36 1 463 9100; migracio@bah.b-m.hu

Legal ground of the processing: Performance of the obligations laid down in Section 73(1) and (2) of Act II of 2007 on the entry and stay of third country citizens.

1.2.3./ Data transfer to 3rd country

The Hotel does not transfer the supplied data to 3rd countries.

1.2.4./ Term of storage

Personal data	Time of data erasure
Name	End of the 8 th year following the last day of the year in which the bill is issued
Place and date of birth	5 years after leaving the room
Full address	5 years after leaving the room
Invoicing address	End of the 8 th year following the last day of the year in which the bill is issued
Phone number	1 week after leaving room
Nationality	5 years after leaving the room
Passport number	5 years after leaving the room
Place and date of border crossing	5 years after leaving the room
Signature	When a document is destroyed, the end of the 8 th year following the last day of the year in which the bill is issued

1.3./ Use of a camera system

Based on a legal authorisation granted in Section 30 (1) of Act CXXXIII of 2005 on the Rules of Security Services and the Activities of Private Investigators, KLK HOTEL Zrt. uses an electronic surveillance system in the territory of the Hotel.

1.3.1./ Data categories

The electronic security systems records and store personal data and footages in compliance with the provisions of the effective laws and regulations.

1.3.2./ Purpose of the processing

The Hotel conducted an interest balancing test prior to installing the cameras, during which it was concluded that the cameras had to be installed to secure the facility and to protect the assets of the Company and the students and other hotel guests staying in the building.

1.3.3./ Legal ground of the processing

Enforcement of the legitimate interest of the processor or a third party pursuant to Article 6 f) of the GDPR.

1.3.4./ Recipients of personal data

KLK HOTEL Zrt. stores the data captured by the cameras on its own server.

If on the basis of the viewed recording any crime is suspected, KLK HOTEL Zrt. shall have the right to submit the footage to the competent investigation authority, in which case the respective footage shall not be erased until the criminal procedure is concluded. If anyone views the images, the Company prepares a report of the viewing, stating the name of the person viewing the records and the reason for and time of the viewing.

1.3.5./ Data transfer to a 3rd country

KLK Hotel Zrt. does not transfer the received data to any 3rd country.

1.3.6./ Term of storage

If the recorded images are not used, the operator of the cameras shall erase them from the system 3 days after their recording. All data shall be erased automatically, without any manual intervention. The recorded data may only be viewed by the Board of Directors, top managers and IT group leader of KLK HOTEL Zrt. and only and exclusively when a security incident or a crime is suspected. The employee working at the reception regularly monitors the current camera images with the help of a program installed on the computer at the reception. If the Employee working at the reception finds any irregularity on the recorded images, it shall be reported immediately to the direct line manager

We wish to inform everyone whose right or legitimate interest is affected by any image recording or the registration of data of any other person pursuant to the currently effective laws and regulations can request, within 3 days from the recording not to be destroyed or erased by the Company if they can certify their right or legitimate interest.

KLK HOTEL Zrt. shall submit the recorded image and other personal data to the requesting court or other authorities without any delay. If no request is made within 30 days from the application for no destruction, the Company shall destroy or erase the recorded images.

The angles of the camera lenses are included in Annex 1.

2./ Rights of the Guest as a data subject

2.1./ Right to erasure

You as a Guest, may request **your personal data to be deleted without any reason or delay**, in person or in writing, via electronic mail when

- the personal data are no longer required for the purpose for which they were collected or processed differently by the Hotel;
- the data were processed based on your consent and you have withdrawn that consent and there is no other ground of processing;
- You object to the processing and there are no overriding legitimate grounds for the processing;
- the personal data have been unlawfully processed by the Hotel;
- the personal data must be erased for compliance with a legal obligation in any EU or Member State law to which the Hotel is subject;
- the personal data have been collected in relation to the offer of information society services.

The Hotel shall not erase the data which must be stored as a legal requirement.

2.2./ Right to information

You have the right **to request information** from the Hotel in person or in writing about the processing of your personal data, or the method of processing, the blockage or erasure of data or request information of any measure relating to your processed data at any time. Guests may request the Company at any time to have access to their personal data.

The Company does not operate a cloud-base database or online registration platform so, when a Guest intends to exercise the right to request information, they may request it via electronic mail or in a posted letter.

2.3./ Right to receive confirmation

The Guest shall have the right to obtain from the Company **confirmation** as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:

- purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- the right to lodge a complaint with a supervisory authority;
- where the personal data are not collected from the data subject, any available information as to their source.

2.4./ Right of access

Each Guest is entitled to have access to their data and to receive copies of their personal data from KLK HOTEL Zrt. upon request.

2.5./ Right to rectification

Each Guest has the right to propose a modification in their data processed by KLK HOTEL at any time. This can be done by using the Hotel's contact details, on the phone, by post or via electronic mail.

2.6./ Right to restriction of processing

The Guest shall have the right to obtain from the Hotel restriction of processing where one of the following applies:

- the accuracy of the personal data is contested by the Guest, in which case the restriction related to the period during which the Company can verify the accuracy of the personal data;
- the processing is unlawful but the Guest opposes the erasure of the personal data and requests the restriction of their use instead;
- the Guest objected to data processing; in such cases the restriction shall only apply to the time period necessary to determine whether the Controller's justified needs precede the needs of the Data Subject.

Where processing has been restricted, such personal data shall, with the exception of storage, only be processed with the Guest's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

The Hotel shall notify the data subject Guest in advance based on the request of whom the data processing activity is restricted, regarding the lifting of such restriction.

2.7. Right to object

Each Guest shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her in the following cases:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Company or
- processing is necessary for the enforcement of the legitimate interest of the Company or a third party.

except where such interests are overridden by the interests or fundamental rights and freedoms of the Guest which require protection of personal data

The Company shall no longer process personal data unless demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the Guest or for the establishment, exercise or defence of legal claims.

The personal data supplied by the Guest to the Hotel may be processed for any purpose other than the original purpose of collection only if such processing is compatible with the original purpose of processing.

Each Guest may request the modification or erasure of their data or report objection to processing at any time, by sending an e-mail to the Hotel's central e-mail address postal address or in person in the financial office of the Hotel. The Company shall respond to the Guest's letter or satisfy the Guest's request, providing that it is compatible with its rights specified by law, without any unreasonable delay, or within no more than 15 days or, if this Policy specifies a sort of term, then within the term specified therein.

The Hotel informs the Guests that the processed data are not used for profiling or automatic decision-making.

3./ Complaint handling

3.1./ Place, time, method of complaint administration, options to enforce rights

Hotels may present their complaints about the Hotel's processing activity by using the following contact details: Postal address: KLK HOTEL Zrt. 4026 Debrecen, Kassai út 26. +36 52 532-348, e-mail: klk.hostel@collegehostels.hu

In the case of verbal complaints made on the phone or by using other electronic communication services, the Hotel shall send a copy of the report to the Guest not later than simultaneously with the relevant response. In every other case the Hotel shall proceed in accordance with the rules applicable to written complaints. The Company applies an individual ID to the complaints registered on the phone or with the help of some other communication device, based on which complaints can be retrieved more simply later. The Company responds the complaints received by it in writing within 15 days. Pursuant to this contract the measure means posting. If a complaint is rejected, the Company informs the Guest of the reason for the rejection.

3.2./ Law enforcement options

Any data subject may also turn to the competent court or to the Metropolitan Court in Budapest or request an investigation at the Hungarian National Authority for Data Protection and Freedom of Information (president: dr. Attila Péterfalvi, 1024 Budapest, Szilágyi Erzsébet fasor 22/C, [ügyfélszolgálat@naih.hu](mailto:ugyfelszolgalat@naih.hu), 036-13911400, www.naih.hu) in relation to any assumed infringement relating to the processing of their personal data.

If they wish to proceed against the Hotel's processing system directly in court, Guests can also do so directly, through the Court. The litigation may be instituted before the tribunal having competence at the place of permanent or temporary residence of the data subject.

IV./ Operation of the www.kossuthkollegiumok.hu website

Anyone can have access to the website operated by the Company without identifying themselves or providing their personal data and may obtain information on the related pages freely, without any restriction. The Company 'cookies' on its website.

The Hotel send online newsletters with news, information and offers and electronic direct marketing messages (hereinafter: Newsletter) to the individuals subscribing for the Newsletters of the website operated by it on multiple occasions a month. Following subscription for the Newsletter, the Hotel sends a confirmation e-mail to the User, informing the User also of the unsubscribing option and its method.

The website uses cookies in relation to which you may receive further information under the "further information" item of the pop up window and by reading the 'cookie policy' during your visit to the website. The cookie policy constitutes Annex 3 of this Notice.

V./ Managing personal data breach

A data breach incident is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transferred, stored or otherwise processed.

As soon as the Hotel becomes aware of any personal data breach relating to any data processed by it, it should notify the supervisory authority without undue delay and, where feasible, not later than 72 hours after having become aware of it, unless the Hotel is able to demonstrate, in accordance with the accountability principle, that the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons.

Where such notification cannot be made within 72 hours, the reasons for the delay should accompany the notification and the required information must be provided in detail without any undue further delay.

The Hotel should communicate to the data subject any detected personal data breach, without undue delay, where that personal data breach is likely to result in a high risk to the rights and freedoms of the Guest in order to allow him or her to take the necessary precautions. In the communication the Hotel describes the nature of the personal data breach as well as makes recommendations for the Guest to mitigate potential adverse effects.

Following the detection of a personal data breach the Hotel shall assess whether all appropriate technological protection and organisational measures have been implemented to establish immediately whether a personal data breach has taken place and to inform promptly the supervisory authority and the Guest. In order to do so, the director proceeding on behalf of the Hotel calls the members, all individuals processing data and the external IT expert, within 24 hours from learning about the incident, to conclude the root cause of the incident, to review any completed action plan and to elaborate actions plans to be implemented and to introduce measures required to avoid future incidents.

Annex 1: Angles of view of the cameras

Dormitory building I.

External cameras

Basement

First-second floors

Second-third-fourth floors

Dormitory building II.

Dormitory building III.

External camera

Basement

First-second floors

Third-fourth floors

Fifth-sixth floors

Annex 2: Control points of the card entry authorisation system

Dormitory One, entry points:

- reception lobby, southern side
- reception lobby, northern side
- 3rd floor southern wing passage
- basement economic way down
- basement south

Dormitory Two, entry points:

- reception lobby, rotor
- 3rd floor southern wing passage
- basement northern wing corridor grid
- basement southern staircase

Dormitory Three, entry points:

- hall rotor left side
- hall rotor right side
- basement northern exit
- basement northern corridor
- basement southern corridor
- southern side, laundry
- basement southern exit

Annex 3: 'Cookie' Policy

The www.kossuthkollegiumok.hu website uses cookies. The following part describes the use of cookies and how to manage and delete them.

What are cookies?

The information sent from the hard disc of a computer to a website is called 'cookie'. These are not computer programs, only small information files with which a website can register data about the browsing habits of the user. Most websites use cookies because they make the user experience more comfortable online. With the help of the cookies a website can provide personalised services (e.g. it remembers the login data, the products placed in the basket or other contents relevant for particular user).

There are different types of cookies: temporary cookies (session cookies), which are deleted when the browser is closed and permanent cookies, which are not deleted by the browsers but remain active until deleted or as long as they are valid (depending on the period that the website specified as the lifetime of the cookies).

How can cookies be deleted?

Most Internet browsers are initially set to accept cookies. You may alter the settings or block cookies, or may request a warning when cookies are set up on your device. There are numerous ways to manage cookies. Please check the browser information or the help page if you wish to know more about the browser settings and their modification.

If you switch off the cookies used by a website, you may lose many functions that are necessary for the adequate use of the website.

If you use different devices to view a website (e.g. computer, smartphone, tablet, etc.,) make sure that each browser on those devices is set up to suit your cookie needs.

Types of Cookies

a) Strictly required cookies - These cookies are required for the use of the website as they facilitate the use of the functions of the website, e.g. access to the secure parts of the website. Without those we cannot provide the requested services.

b) Performance cookies - These cookies collect information about the website use of the user, i.e., the pages visited more frequently or the error messages received from the website. These cookies do not collect identification information about the visitors. The information collected by the cookies is general and anonymous. It can only be used to improve the operation of the website,.

c) Function cookies - These cookies allow for the registration of the user choices (e.g. provided name, language or region) and facilitate the use of enhanced, personalised functions. The information

collected by such cookies may also be anonymous and are not suitable for monitoring visits to other websites.

d) targeted or advertising cookies - These cookies may be used to show advertisements that suit a user and a user's interests. With the help of such cookies the number of occasions when an advertisement is shown may be defined and the efficiency of the advertising campaigns can be concluded. Such cookies remember the visits to the website and share the information with organisations, including the publisher of the advertisement. In general, the targeted or advertising cookies relate to the functions of the organisation operating the website.

What cookies are used on the www.kossuthkollegiumok.hu website?

This website also uses cookies to guarantee personalised user experience.

Whenever you visit the page, it will send cookies to, or access cookies on, your computer. The list of the used cookies is indicated below:

- We use function cookies to manage pop up windows, the lifetime of which is 24 months; 1st party cookie.
- We also use function cookies to define the type of the used device and to identify a session. E.g. PHPSESSID, which is required on our website to identify your individual session cookie. These are 1st party cookies.
- To monitor the visit to the website we use performance and advertising cookies, session and permanent cookies, which are 3rd party cookies. E.g. __utma, __utmb, __utmc, __utmz, which are Google Analytics cookies. During the service data are transferred. The transferred data are not suitable for identifying the data subject. You may find more information about Google's privacy principles below: <http://policies.google.com/technologies/ads>.

Potential consequences of the lack of data supply: not all services of the website can be used, inaccuracy in the analytical measurements.

The purpose of processing is to identify and distinguish users, to identify the actual session of the users and to store the data supplied in the meantime, to prevent any data loss, to identify and monitor users, to perform web analytical measurements and to supply personalised services.

Legal ground of processing: consent of the data subject

Data subjects: visitors to the webhostel.hu website

Processed data: ID, date, time and previously visited page.

Duration of processing: In the case of session cookies processing lasts as long as the website is being visited. The expiry date of persistent cookie varies between 1 and 5 days. The cookies used by Google analytics are exceptions, as they function with much longer expiry times. By accepting this Legal Declaration and by visiting and using the website you accept the cookies. You can also accept the cookies with your browser settings. In general you can manage cookies in the Tools/Settings menu of the browsers under the Privacy/Background/Individual/Settings menu, under the name of cookie or monitoring.

