

| Record ¹ of processing activities | |
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| regarding the management of diplomatic card plates | |
| at the European Institute of Innovation and Technology | |

| Nr | Item | Description | | | |
|----|---|---|--|--|--|
| 1 | Reference number | DPO-41 | | | |
| 2 | Name of the data controller, the data protection officer and processor ² , if applicable and contact details | The data controller is the Head of Services and Finance Unit (contact e-mail: eit-buildingmanagement@eit.europa.eu). Contact e-mail of the Data Protection Officer: EIT-DPO@eit.europa.eu | | | |
| 3 | Purposes of the processing | In line with the Host Agreement, the purpose of processing personal data is to provide these personal data for the registration at the Protocol Office of the Ministry of Foreign Affairs (and the government subordinated state-owned company which is involved in the issuing of the diplomatic car number plates). Issuance of special licence plates is not regulated by the Vienna Convention (1961) and it is generally considered a facility provided by the receiving state for the convenience of the diplomatic corps. | | | |

¹ In line with article 31 of Regulation (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

² For more information., please see below (categories of data recipients).



Diplomatic and consular missions as well as bureaus/centres of international organisations based in Hungary and their staff are eligible for special licence plates. Diplomatic missions, international organisations and members of the diplomatic staff and high-ranking officials of international organisations are granted DT series number plates. There is no limit on the number of cars for the official use of the missions and international organisations' bureaus/centres. Members of the diplomatic staff or international organisations' staff with a family may obtain an additional CD licence plate beyond the one issued to the main emissary.

Special licence plates are issued by the licence bureau (Central Administration Office) upon presentation of a countersigned and stamped "gépjárműbejelentő lap" (declaration of status change of a vehicle).

• Application for special registration plates - declaration of status change of a vehicle

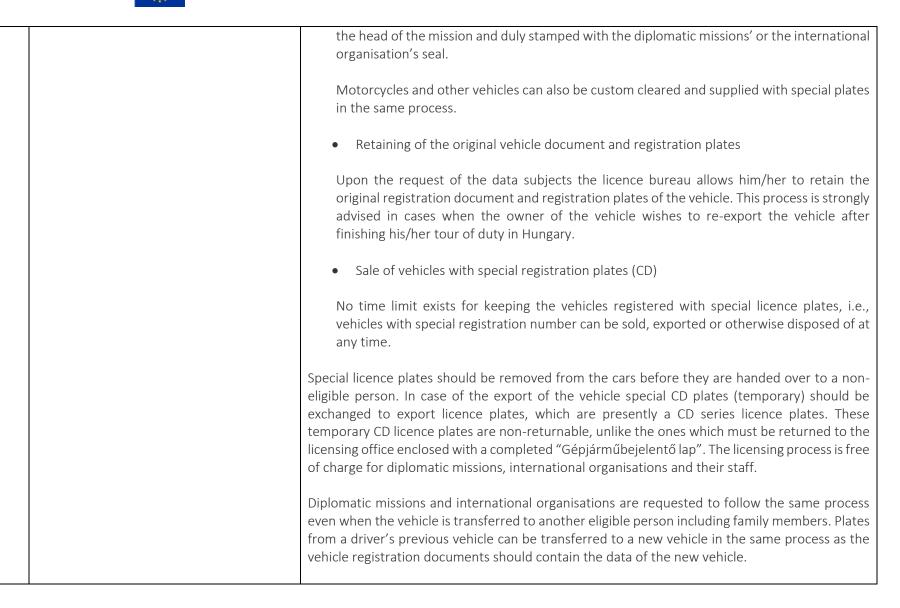
The process starts at the Protocol Office where the "gépjárműbejelentő lap" (i.e. declaration of status change of a vehicle) should be presented. This self-copying four-page sheet is available upon request at the Protocol Office.

Diplomatic missions and international organisations are expected to complete this form in the following cases:

- import of a vehicle,
- purchase of a vehicle in Hungary,
- sale of the vehicle or any other change in ownership,
- exporting the vehicle to another country,
- loss of a licence plate.

The application should be duly completed with the data of the vehicle – make, type, engine number, chassis number - and of the owner and former owner or car dealership. Ownership papers with translation, former registration papers, or sales contract/pro forma invoice is expected to be enclosed with the application form that is to be signed by the owner and

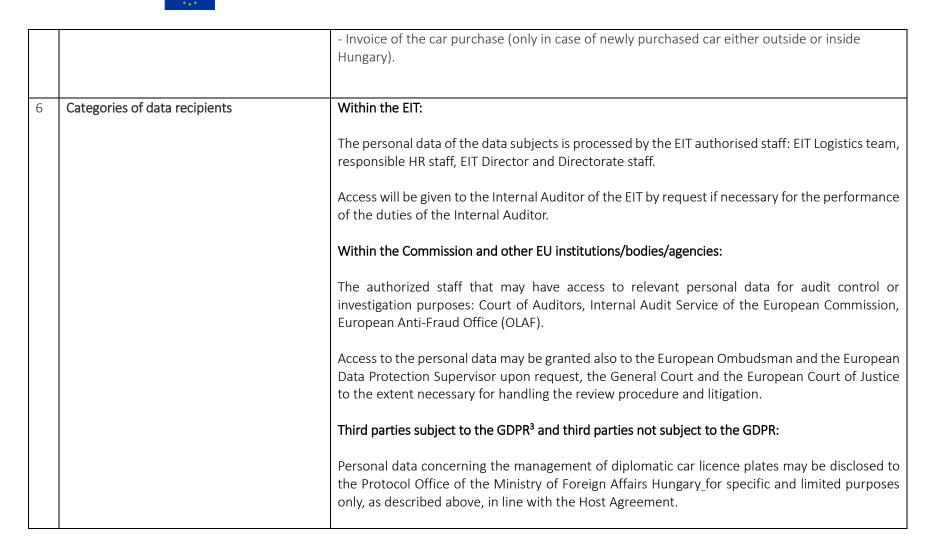






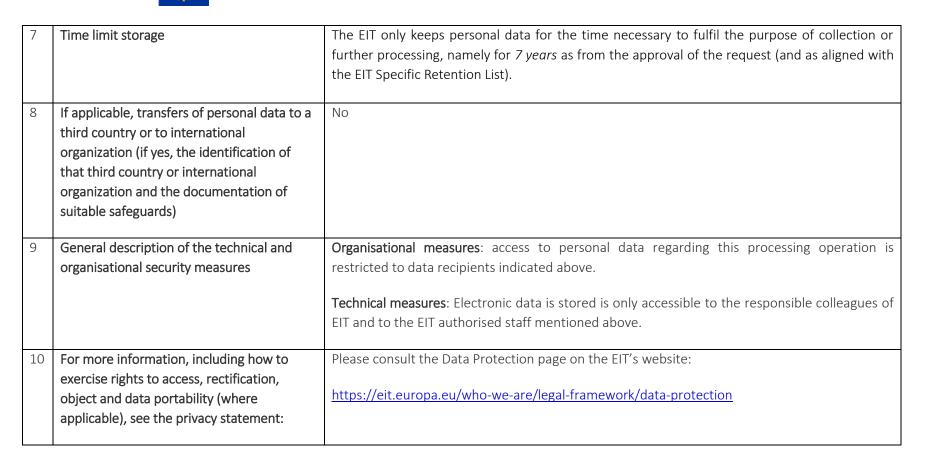
| | | The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data. |
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| 4 | Categories of data subjects | The data subjects are as referred in the Host Agreement: |
| | | "Article 9 Director and statutory staff 1. () (f) The Director and the statutory staff shall be exempt from paying motor vehicle registration duty provided the motor vehicle is placed into service with a DT or CK (it is only CD now) registration plate and they are not nationals of or permanent residents in Hungary." |
| 5 | Categories of the personal data processed | The following types of personal data are processed for the above-mentioned purposes in accordance with the Regulation: - Name, - Mother's maiden name, - Place of birth – fill not only the state, or country but the city/town/village as well, - Address, - Passport number, - number of MFA Card. The personal data are included in the following types of documents: - "Gépjárműbejelentő lap" (declaration of status change of a vehicle), - Registration book of the car, - Ownership proof, - Document with the technical data of the car (Certificate of conformity) of the data subject if |
| | | available, - Purchase order (only in case of newly purchased car either outside or inside Hungary) |





³ Regulation (EU) 2016/679 of the European Parliament and of the Council of 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 (General Data Protection Regulation, OJ L 119, 4.5.2016, p. 1–88)





Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement