

## PRIVACY NOTICE

About the **camera and access control system** at Henkel's head office

### 1. Data controller, scope of data processed

Henkel Magyarország Kft., the data controller (1095 Budapest, Lechner Ödön fasor 10/B.; 06 1 372 5555; [www.henkel.hu](http://www.henkel.hu)) has a camera system and access control system in its Budapest office.

#### A) Camera system

The following locations have motion detection cameras: corridors and other paths in the office area

Data processed: records by the security cameras

#### B) Access system:

Henkel also keeps records of entry and exit to and from the office building and its various parts.

Before entering our office, some of your data are recorded by the reception staff such as name, company name, date of entry, name of Henkel colleague hosting you; Then you receive a guest card, which enables you to move in the office and also access rights are granted to the card. When the card is used, i.e. when the doors are opened with the card, the access control system records the related log data, such as the location and time.

### 2. Purpose of the camera and access control system, legal basis for data processing

The purpose of the data processing is to protect Henkel's assets and business data, prevent unauthorized access, ensure restricted access to certain areas (exceptionally, to prevent accidents, to facilitate damage settlement).

Henkel has a **legitimate interest** in the protection of its assets and business data, as well as in the processing for the other purposes described above.

### 3. Additional circumstances of data processing

*Live images* of the cameras can be accessed by the reception staff and the office manager,.

Only employees designated by Henkel have access to the *recordings made* by the cameras and the *log data of the access control system*. Limited access is granted by a unique username and password. The recordings and data may only be viewed in justified cases for the purpose under point 2.

### 4. Duration of data processing

In view of the fact that we may only be informed of any shortage or damage after a delay, the retention period for camera recordings is 30 days. Card data recorded by the access control system will be deleted after 10 days. Further processing is only possible if these data are necessary for the establishment, exercise or defence of a legal claim.

### 5. Your rights

You may also request further information about the personal data we hold about you, request access to and rectification of that data, and object to the processing as set out below. You may also request the restriction or deletion of the processing of your personal data if the conditions for such restriction or deletion are met.

For this or any other request, please contact us at [henkel.magyarorszag@henkel.com](mailto:henkel.magyarorszag@henkel.com) or at the postal address above.

#### **Right to object**

**As a data subject, you may object at any time to processing based on Henkel's legitimate interests. In this case, Henkel shall immediately stop the processing of the data subject, unless Henkel can demonstrate that the processing is justified by legitimate grounds which override the interests, rights and freedoms of the data subject or if these data are needed for the establishment, exercise or defence of a legal claim.**

Submitting a complaint

In case of violation of your rights concerning your personal data, you can contact the national supervising authority, the Nemzeti Adatvédelmi és Információszabadság Hatóság (address: 1125 Budapest, Szilágyi Erzsébet fasor 22/C., phone: +36-1-391-1400, fax: +36-1-391-1410, e-mail: [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)).