

# Information on Data Processing

Please, read this information carefully to understand how we process your personal data and to get acquainted with your data processing related rights.

## 1. Data Controller

### Spomoco Information Technology and Services Ltd

**head office:** 2132 Göd, Ószapó str. 124., Incorporation number: 13 09 188746 Tax number: 26104898-2-13 registered in the registry of the Registry Court of the Tribunal of Budapest Region

**represented by:** Bánfalvi Géza

telephone number: +36 30 6945722

email: [privacy@spomoco.com](mailto:privacy@spomoco.com)

**website:** [www.spomoco.com](http://www.spomoco.com), [www.spomoco.hu](http://www.spomoco.hu), <http://www.spomoco.de> [app.spomoco.com](http://app.spomoco.com)

**Data Protection Registration Number:** NAIH-135560 (newsletter), 143662/2018 (complaint management) 143661/2018(Robinson list)

**Data Protection Officer:** Data Controller is not obliged to appoint a Data Protection Officer pursuant to article 37. of GDPR

**Data Protection Responsible:** Data Controller is not obliged to appoint a Data Protection Responsible pursuant to Chapter (1), § 24. of Act CXII./2011 on Informational Self-Determination and the Freedom of Information.

**Requests for Data Protection:** if you have any requests or questions regarding data processing, please send your request by postal mail to Data Controller's head office or by email to the above email address. We will send our answers without delay but not later than within 30 days to the address specified by you.

Data Controller considers it important to respect and enforce its customers' and all other natural stakeholders' (*hereinafter Stakeholders*) data processing related rights therefore it takes this opportunity to inform the Stakeholders that it respects their rights of privacy, and will act in the course of its data management in line with the Hungarian effective Rules for Data Protection and Data Security and other internal rules.

This brief Information on data protection has been made to give the Stakeholders essential information about the most important rules applicable to data protection by Data Controllers.

## 2. Applicable legal provisions

- Act CXII./2011 on the Freedom of Information
- (EU) Regulation 2016/679 (27. April 2016.) by the European Parliament and the European Council 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 (GDPR, general data protection regulation) – as of 25. May 2018.
- Act C./2000 on Accounting

- Act XLVIII./2008 on the basic requirements and certain restrictions of commercial advertising activities
- Act CXIX./1995 on the use of name and address information serving the purpose of research and direct marketing
- Act XLVII./2008 on the prohibition of unfair business-to-consumer commercial practices
- Act CVIII./2001 on certain aspects of electronic commerce services and information society services

### 3. Terms

„**data transfer**”: Transfer of managed personal data to data processor.

„**data processor**”: the natural or legal entity, public authority, agency or any other organisation processing data on behalf of data controller;

„**data processing**”: any operation or the sum of operations carried out on personal data or data files in an automatic or non-automatic way, i.e. gathering, entering, structuring, breaking up, storing, transforming or changing, querying, viewing, using, forwarding, disseminating or making available in any other way, collating or connecting, restricting, erasing or destruction;

„**data controller**”: the natural or legal entity, public authority, agency or any other organisation that on its own or together with others determines the purposes and methods of personal data processing; if the purposes and methods of data processing are determined by EU law or the law of a member state, data controller or the special aspects of the appointment of a data controller can also be determined by EU law or the law of the member state;

„**data forwarding**”: The forwarding of managed personal data to other data controllers for any purpose other than data processing;

„**data protection incident**”: breach of security to an extent which results in the inadvertent or illegal destruction, loss, transformation, illegal publication of or illegal access to personal data forwarded, stored or managed in any other way;

„**pseudonymization**”: processing of personal data in such a way that will no longer allow for the identification of the specific natural person that the personal data refers to without the use of further information, provided that such further information is stored separately and it is ensured by technical and organisational measures that this personal data cannot be connected with identified or identifiable natural persons;

„**stakeholder’s consent**”: unambiguous expression of stakeholder’s voluntary intention based on specific and adequate information with which the stakeholder distinctly indicates by way of a statement or an act his/her confirmation of providing consent to the processing of his/her personal data;

„**addressee**”: the natural or legal entity, public authority, agency or any other organisation to which the personal data is disclosed regardless of whether it is a third party or not. The public authorities that may have access to personal data during some audit and in line with EU law or the law of the member state, shall not be considered as addressees; the data processing of the aforementioned data by public authorities shall be in compliance with the data protection rules to be applied in line with the purpose of the data processing;

„**special data**”: personal data referring to racial or ethnic origin, political opinion, religion or belief or trade union membership, as well as genetic and biometric data for the identification of

natural persons, health data as well as personal data referring to the sexual life or sexual orientation of natural persons;

„**profiling**“: any form of automatic privacy management in the course of which personal data is used for the assessment of certain personal qualities of a natural person, in particular the analysis or forecasting of attributes in connection with work performance, financial situation, health status, personal preferences, interests, reliability, conduct, place of residence or movement;

„**Spomoco application**“: the Spomoco social smart sports calendar;

„**Spomoco account**“: an account created in the application upon registration or entry to Facebook;

„**personal data**“: any information about an identified or identifiable natural person (“stakeholder”); a natural person is identifiable if he/she can be identified in a direct or indirect way, in particular based on some id., e.g. name, number, information on location, online id. or one or several factors relating to the natural person’s physical, physiological, genetic, mental, financial, cultural or social identity;

#### **4. Data processing**

If Data Controller employs colleagues, the data can only be processed by Data Controller’s colleagues to the extent absolutely necessary for the completion of their tasks. If Data Controller does not employ any colleagues, the data shall be processed by Data Controller’s representative.

##### **4.1. Use of the Spomoco application**

**Sphere of Stakeholders:** trainers and athletes using the application

###### **4.1.1. Athletes**

Table containing the range of the data processed, the legal basis and purpose of data processing, the addressees and the period of data processing with regard to users registered as athletes:

| <b>Managed data</b> | <b>Mandatory?</b> | <b>Purpose of data processing</b>                  | <b>Legal basis of data processing</b> | <b>Who can see the data?</b>  | <b>Period of data management</b> | <b>How can the data be erased?</b>                            |
|---------------------|-------------------|--|---------------------------------------|---|----------------------------------|---|
| <b>Nick - name</b>  | Not mandatory.    | Easier identification between athletes and coaches | voluntary consent                     | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Erasure of the data by the user  | Upon your request, the system will erase the data at any time |

|                                    |  |  |                   |  |   |                                |
|------------------------------------|--|--|-------------------|--|---|--------------------------------|
| <b>Name (surname + first name)</b> | Mandatory data to be given upon registration | We are managing the data for the purpose of easier identification between athletes and coaches. We will address you by your first name when we send you notices or emails through the system.  | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition also athletes and coaches can see this data even if you have not connected with them, so this data is public. | The data will be erased when you have cancelled your registration | By cancelling the registration |
| <b>E-mail address</b>              | Mandatory data to be given upon registration | We send the link necessary to confirm your registration to your email address. Your email address is also necessary for entry into the application. Also, we send all notices and campaigns to your email address that are not sent (exclusively) via the application. (e.g. notification if someone would like to get in touch with you). You can also ask for an email notice of all communications and events within the application. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition also athletes and coaches can see this data even if you have not connected with them, so this data is public. | The data will be erased when you have cancelled your registration | By cancelling the registration |

|                         |  |   |                   |  |   |   |
|-------------------------|--|---|-------------------|--|---|---|
| <b>Pass word</b>        | Mandatory data to be given upon registration | You should key in the appropriate password for the email address to enter the application.  | voluntary consent | stored in an encrypted way, even we cannot see it.   | The data will be erased when you have cancelled your registration | By cancelling the registration                                |
| <b>Telephone number</b> | Not mandatory                                | If you want the users to see your telephone number, you may make the data public even in such a way that only your reconfirmed connections can see it for a faster and more personal communication. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition also athletes and coaches can see this data even if you have not connected with them. | Until the data is erased by the user                              | Upon your request, the system will erase the data at any time |

|                                 |               |   |                   |  |                                      |   |
|---------------------------------|---------------|---|-------------------|--|--------------------------------------|---|
| <b>Year of birth /Age group</b> | Not mandatory | To send personalised offers.<br>To help the work of coaches | voluntary consent | Year of birth can be seen by the colleagues of Spomoco who need it for their work.<br>Additionally the group of people (connected persons) can see the age group made on the basis of the data for whom you have given a right of viewing.<br>By connecting with the given person, you give the person the permission to see it. Only Spomoco can see your year of birth, everybody else can only see the age group. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
| <b>Date of birth</b>            | Not mandatory | To send personalised offers                                 | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work.   | Until the data is erased by the user | Upon your request, the system will erase the data at any time |

|  |   |   |                   |   |                                      |   |
|--|---|---|-------------------|---|--------------------------------------|---|
| <b>Address (country, town, ZIP code)</b> | Not mandatory. You can specify only your country, or both your country and town | To send personalized offers (the trainer's certain athletes would <b>get offers based on statistical data</b> )<br><b>E.g.: How many people do sports in your environment?</b><br>Community shaping, information giving, marketing information among users. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
|--|---|---|-------------------|---|--------------------------------------|---|



|                       |               |   |                   |   |                                      |   |
|-----------------------|---------------|---|-------------------|---|--------------------------------------|---|
| <b>Face book link</b> | Not mandatory | Social media access so that the users can also get in touch with each other within other applications | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
|-----------------------|---------------|---|-------------------|---|--------------------------------------|---|

|                     |               |   |                   |   |                                      |   |
|---------------------|---------------|---|-------------------|---|--------------------------------------|---|
| <b>Google+ link</b> | Not mandatory | Social media access so that the users can also get in touch with each other within other applications | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
|---------------------|---------------|---|-------------------|---|--------------------------------------|---|

|  |   |   |                          |  |  |
|--|---|---|--------------------------|--|--|
| <p><b>The next classes that you have signed up for</b></p> | <p>Our system records this automatically.</p> | <p>To send personalised (class) offers<br/>The athlete will be able to follow what classes he/she will have next.<br/><b>Other sportspeople can follow what class you booked, this helps fulfil the Sporty Motivated Community 'vision' as mentioned in the terms and conditions.</b></p> | <p>voluntary consent</p> | <p>After making the connection, the trainer can see the classes organised by the given trainer. Apart from the trainer, also the other trainers in the trainer's group (studio) can see the classes organised by all the trainers in the group if you have connected to the group. See the detailed description under point Groups.<br/><b>Other sportspeople, who are connected with a given trainer or group, can see. This is a default setting that can be changed in profile set up. If you change this setting, you will not be able to see either who booked a given class-</b></p> | <p>When the next class has been held, it will belong to the Earlier Classes data type. If you cancel before that point in time, it will go to cancelled classes.</p> |
|--|---|---|--------------------------|--|--|

|  |  |  |                   |   |  |  |
|--|--|--|-------------------|---|--|--|
| <b>Canceled classes</b>                            | Our system records this automatically. | Advice to trainers about the cancellation  | voluntary consent | We send notification for the trainer if you have cancelled a class. In addition the data can be seen by the colleagues working at Spomoco who need such data for their work   | Until the data is erased by the user       | Upon your request, we can erase the data at any time except if it is in the trainer's legitimate interest not to have the data erased. |
| <b>Earlier classes that you have not cancelled</b> | Our system records this automatically. | To send personalised (class) offers<br>The athlete will be able to follow what classes he/she has had. | voluntary consent | After making the connection, the trainer can see the classes organised by the given trainer in the past 6 months. Apart from the trainer, also the other trainers in the trainer's group (studio) can see the classes organised by all the trainers in the group if you have connected to the group. See the detailed description under point Groups. | Until the user's request to erase the data | Upon your request, we can erase the data at any time   |

|                             |  |  |                   |   |  |   |
|-----------------------------|--|--|-------------------|---|--|---|
| <b>Time of registration</b> | Our system records this automatically. | Necessary for loyalty programmes and statistics.                                 | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work.  | Until the user's request to erase the data | Upon your request, we can erase the data at any time          |
| <b>Profile image</b>        | Not mandatory                          | We are managing the data for easier identification between athletes and trainers | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user       | Upon your request, the system will erase the data at any time |
| <b>Traffic of messages</b>  | Stored automatically by our system.    | To ensure communication between the users.                                       | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work.  | Until the data is erased by the user       | Upon your request, the system will erase the data at any time |

|                               |                                     |  |                   |   |   |  |
|-------------------------------|-------------------------------------|--|-------------------|---|---|--|
| <b>System level processes</b> | Stored automatically by our system. | To record the completion of processes. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work | You may request its erasure upon the cancellation of your registration. | User data becomes anonymous from the point of its erasure it becomes statistical data. |
|-------------------------------|-------------------------------------|--|-------------------|---|---|--|

#### 4.1.2.Coaches/trainers

Table containing the range of the data processed, the legal basis and purpose of data processing, the addressees and the period of data processing with regard to users registered as coaches:

| <b>Managed data</b> | <b>Mandatory?</b> | <b>Purpose of data processing</b>                  | <b>Legal basis of data processing</b> | <b>Who can see the data?</b>  | <b>Period of data management</b>     | <b>How can the data be erased?</b>                            |
|---------------------|-------------------|--|---------------------------------------|---|--------------------------------------|---|
| <b>Nickname</b>     | Not mandatory     | Easier identification between athletes and coaches | voluntary consent                     | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition also athletes and coaches can see this data even if you have not connected with them, so this data is public within the system | Until the data is erased by the user | Upon your request, the system will erase the data at any time |

|                                   |  |   |                              |  |   |   |
|-----------------------------------|--|---|------------------------------|--|---|---|
| <b>Name (surname+ first name)</b> | Mandatory data to be given upon registration   | Easier identification between athletes and coaches<br>Invoicing   | voluntary consent<br>VAT Act | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition also athletes and coaches can see this data even if you have not connected with them, so this data is public. | The data will be erased when you have cancelled your registration   | By cancelling the registration                                      |
| <b>Invoicing name</b>             | It is mandatory to give the data upon purchasing the prepaid package. This data shall be given if the invoicing name is different from the name. | Invoicing<br>If the invoice is to be issued under a name other than the name of the natural person, the invoicing name is not classified as personal data | VAT Act                      | The data can be seen by the colleagues working at Spomoco who need such data for their work.   | The data is erased if you have cancelled your registration. Pursuant to act C./2000 on Accounting, the invoice with the data issued shall be kept by us for 8 years following its issue date. | By cancelling the registration, except for the data in the invoice. |

|                      |  |  |                   |  |   |                                |
|----------------------|--|--|-------------------|--|---|--------------------------------|
| <b>Email address</b> | Mandatory data to be given upon registration | We send the link necessary to confirm your registration to your email address. Your email address is also necessary for entry into the application. Also, we send all notices and campaigns to your email address that are not sent (exclusively) via the application. (e.g. notification if someone would like to get in touch with you). You can also ask for an email notice of all communications and events within the application. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition also athletes and coaches can see this data even if you have not connected with them, so this data is public. | The data will be erased when you have cancelled your registration | By cancelling the registration |
| <b>Password</b>      | Mandatory data to be given upon registration | You should key in the appropriate password for the email address to enter the application.   | voluntary consent | it is stored in an encrypted way, even we cannot see it.   | The data will be erased when you have cancelled your registration | By cancelling the registration |



|                         |               |   |                   |   |                                      |   |
|-------------------------|---------------|---|-------------------|---|--------------------------------------|---|
| <b>Telephone number</b> | Not mandatory | If you want the users to see your telephone number, you may make the data public even in such a way that only your reconfirmed connections can see it for a faster and more personal communication. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
|-------------------------|---------------|---|-------------------|---|--------------------------------------|---|

|                                 |               |   |                   |  |                                      |   |
|---------------------------------|---------------|---|-------------------|--|--------------------------------------|---|
| <b>Year of birth/ age group</b> | Not mandatory | For the athlete to see who he/she will train with | voluntary consent | The year of birth can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the age group made on the basis of the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. Only Spomoco can see your year of birth, everybody else can only see your age group. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
| <b>Date of birth</b>            | Not mandatory | To send personalised offers.                      | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work.   | Until the data is erased by the user | Upon your request, the system will erase the data at any time |

|                      |               |   |                   |   |                                      |   |
|----------------------|---------------|---|-------------------|---|--------------------------------------|---|
| <b>Facebook link</b> | Not mandatory | Social media access so that the users can also get in touch with each other within other applications | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
|----------------------|---------------|---|-------------------|---|--------------------------------------|---|

|                            |                      |  |                          |  |   |  |
|----------------------------|----------------------|--|--------------------------|--|---|--|
| <p><b>Google+ link</b></p> | <p>Not mandatory</p> | <p>Social media access so that the users can also get in touch with each other within other applications</p> | <p>voluntary consent</p> | <p>The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data.</p> | <p>Until the data is erased by the user</p> | <p>Upon your request, the system will erase the data at any time</p> |
|----------------------------|----------------------|--|--------------------------|--|---|--|

|                     |               |   |                   |   |                                      |   |
|---------------------|---------------|---|-------------------|---|--------------------------------------|---|
| <b>Twitter link</b> | Not mandatory | Social media access so that the users can also get in touch with each other within other applications | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
|---------------------|---------------|---|-------------------|---|--------------------------------------|---|

|  |  |  |                |   |  |  |
|--|--|--|----------------|---|--|--|
| <p><b>Invoicing address + correspondence address if different from the invoicing address</b></p> | <p>It is mandatory to give the data upon purchasing the prepaid package.</p> | <p>This information shall be disclosed in the invoiced sent by us.</p> | <p>VAT Act</p> | <p>The data can be seen by the colleagues working at Spomoco who need such data for their work. Our data processor is szamlazz.hu</p> | <p>The data is erased if you have cancelled your registration. Pursuant to act C./2000 on Accounting, the invoice with the data issued shall be kept by us for 8 years following its issue date.</p> | <p>By cancelling the registration, except for the data in the invoice.</p> |
|--|--|--|----------------|---|--|--|

|   |   |   |                          |  |   |  |
|---|---|---|--------------------------|--|---|--|
| <p><b>Classes created (Next classes and earlier classes), locations – i.e. the timetable!</b></p> | <p>Not mandatory</p>                          | <p>This data is processed so that the users can see your classes.</p> | <p>voluntary consent</p> | <p>The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition, athletes and trainers can also see this data before the connection if you have made it public. After the connection, the athlete will see the data. Also the trainers in the group will see the data. The link of the timetable can be saved, introduced in the website, the FB, etc.</p> | <p>Until the data is erased by the user</p> | <p>Upon your request, the system will erase the data at any time</p>   |
| <p><b>Cancelled classes</b></p>   | <p>Our system records this automatically.</p> | <p>Advice to the athletes about the cancellation.</p>                 | <p>voluntary consent</p> | <p>We send notification for the athletes if you have cancelled a class. In addition your cancelled classes can be seen by the colleagues working at Spomoco who need such data for their work</p>  | <p>Until the data is erased by the user</p> | <p>Upon your request, we can erase the data at any time, except if it is in the athlete's legitimate interest not to have the data erased.</p> |

|  |                                     |  |                   |   |                                      |   |
|--|-------------------------------------|--|-------------------|---|--------------------------------------|---|
| <b>Time of registration</b>                                  | Not mandatory                       | To send loyalty programme offers with regard to the anniversary of registration. To make statistics. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work.  | Until the data is erased by the user | Upon your request, we can erase the data at any time          |
| <b>Profile image</b>   | Not mandatory                       | We are managing the data for easier identification between athletes and trainers                     | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. In addition the circle of people (reconfirmed relations) can see the data that you have given a right of viewing. When you connect with a given person, you are also giving the person the permission to see the data. | Until the data is erased by the user | Upon your request, the system will erase the data at any time |
| <b>Social relations (your users) What do you think here?</b> | Stored automatically by our system. | To inform the users  | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. Apart from them, the other trainers in the group can also see it.  | Until the data is erased by the user | Upon your request, the system will erase the data at any time |



|                               |   |  |                   |  |  |  |
|-------------------------------|---|--|-------------------|--|--|--|
| <b>Group members</b>          | Stored automatically by our system. It is not obligatory to make a group or to enter. | To create coach groups.                    | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work. Athletes and trainers can see the group where you are a member. You can become a group member on the basis of invitation, or by making a group. | Until the data is erased by the user   | Upon your request, the system will erase the data at any time                                    |
| <b>Traffic of messages</b>    | Stored automatically by our system.   | To ensure communication between the users. | voluntary consent | The data can be seen by the colleagues working at Spomoco who need such data for their work.   | Until the data is erased by the user   | Upon your request, the system will erase the data at any time                                    |
| <b>System level processes</b> | <b>System level processes</b>   | Stored automatically by our system.        | voluntary consent | voluntary consent  | The data can be seen by the colleagues working at Spomoco who need such data for their work. | You can request the data to be erased simultaneously with the cancellation of your registration. |

### 4.1.3.Groups/studios

Groups are groups of trainers created on the basis of some organisational criteria such as a common location, a common sport or anything else. Groups can help tap on the synergies hidden in the connections, and in this way the athletes can try themselves in different sport disciplines or with different trainers, and the trainers can effectively fill their vacancies from the athletes of the trainers belonging to the same group.

Data processing table with regard to groups:

| <b>Role in the Group</b>        | <b>What can he/she see?</b>             | <b>Authorisations</b>  |
|---------------------------------|---|--|
| 1. Group administrator          | can see all classes of all the trainers | can set up everything within the group                                       |
|                                 |   | manages the rights, and can issue rights                                     |
|                                 |   | can issue admin and manager rights   |
|                                 |   | can remove/enter trainers  |
| 2. Manager invited to the Group | can see all classes of all the trainers | cannot remove the admin  |
|                                 |   | cannot give admin or manager rights to others                                |
|                                 |   | cannot take away admin or manager rights                                     |
|                                 |   | any new trainer invited by this manager can only get trainer or staff rights |
|                                 |   | otherwise he/she has the same rights as an admin                             |
| 3. Trainer invited to the Group | can see his/her own classes             | cannot modify group set-ups  |
|                                 |   | can modify his/her own classes with the group                                |
|                                 |   | can add his/her own classes within the group                                 |
|                                 |   | can erase his/her own classes with the group                                 |
| 4. Staff invited to the Group   | can see his/her own classes             | cannot modify his/her class within the group                                 |
|                                 |   | cannot cancel his/her own class within the group                             |
|                                 |   | can see when and what class he has   |

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|--|---|
| Athlete connected with the group trainer     | can see the classes of the trainer who has invited him/her,<br>can see the other classes of the trainer's group,<br>can see the athletes who have signed up for the classes of his/her trainer and studio |
| Athlete in connection with the Group trainer | cannot see anything from the group unless connected to at least one trainer of the group,<br>can already see the other classes as soon as connects to at least one trainer of the group.                  |

The operation of the groups cannot be deemed as data processing different from any other data processing, but it will be useful for you to understand what it means on the basis of the description.

#### 4.2. Newsletter and direct marketing activity, social media sites

You can subscribe to the newsletter based on your voluntary consent.

**Sphere of Stakeholders:** Any natural person who wishes to receive regular information about Data Controller's news, campaigns and discounts therefore subscribes to the newsletter service by providing his/her personal data.

#### **Sphere and purpose of the processed data:**

|                |   |
|----------------|---|
| name           | identification (legally mandatory data)         |
| e-mail address | to send the newsletter (legally mandatory data) |

The purpose of data management with regard to sending the newsletter is to provide the addressee overall or personalized information about Data Controller's most recent campaigns, events, news, any changes or losses of the delivery service.

Stakeholders may unsubscribe from the newsletter at any time at the bottom of the emails or by way of submitting an unsubscription request to be sent to the email address. You can also

unsubscribe from the newsletter by postal mail sent to the following address: 2132 Göd, Ószapó utca 124.

Data management period: until cancellation upon Stakeholder's request.

There is also a Facebook, Instagram and Google+ site for marketing activities, but no independent database or profile are created, which means that we are not gathering information about you from social media sites.

The data acquired on the basis of this paragraph can be processed in compliance with the above underlying principles by the colleagues of Spomoco who need such data for their work.

We will not disclose the data provided by you to any third parties.

#### **Data processor:**

We send newsletter to our customers with the use of the Mailerlite and WEbgalamb service.

UAB "MailerLite" Paupio st. 28, LT-11341 Vilnius, Lithuania.

Website: [www.mailerlite.com](http://www.mailerlite.com)

email: [info@mailerlite.com](mailto:info@mailerlite.com)

E.N.S. Informatikai és Rendszerintegrációs Zrt.

Headquarters and postal address: Fehér út 10, 1106 Budapest.

E-mail: [kapcsolat@webgalamb.hu](mailto:kapcsolat@webgalamb.hu)

Website: [www.webgalamb.hu](http://www.webgalamb.hu)

#### **4.2.1. Robinson list**

Pursuant to § 21. of Act CXIX./1995 on the use of name and address information serving the purpose of research and direct marketing, we are keeping records (prohibited list/Robinson list) of the name and address data of the Stakeholders who have requested that the management of their data for a given purpose shall be discontinued, or have not given their consent in spite of Spomoco's inquiry, or have enforced their right to prohibit data at the authority dealing with the registration of personal data and address data.

#### **4.3. Complaint management**

A complaint can be lodged based on voluntary consent, however it is mandatory for the processed data pursuant to the legal provision for data management (Act CLV./1997).

**Sphere of Stakeholders:** All natural persons who wish to lodge a verbal or written complaint about an ordered service/product and/or Data Controller's conduct, activity or omission.

The purpose of data processing is to identify the Stakeholder and the complaint, and to record mandatory data pursuant to legislation.

|  |                |
|--|----------------|
| complaint id.                            | identification |
| name                                     | identification |
| place, time and way of complaint receipt | identification |

**Sphere and purpose of the data processing:**

|  |                                    |
|--|------------------------------------|
| email address  | identification, keeping in contact |
| telephone number   | keeping in contact                 |
| time of a call   | identification                     |
| personal data provided during the conversation or in the email | identification                     |
| invoicing/mail address   | keeping in contact                 |
| product/service as the subject of complaint                    | investigation of the complaint     |
| documents attached   | investigation of the complaint     |
| reason of the complaint  | investigation of the complaint     |
| the complaint itself   | investigation of the complaint     |

The purpose of the data processing is to enable the lodging of the complaint and to remain in contact.

Duration of data management: Data Controller shall manage the minutes taken of the complaint and the duplicate copy of the answer for 5 years on a mandatory basis pursuant to 17/A § (7) of the applicable and effective Act CLV./1997.

#### 4.4. Request for information

Any request for information is based on voluntary consent.

**Sphere of stakeholders:** All natural persons who get in touch with Data Controller and ask for information based on the provision their personal data.

**Sphere and purpose of the processed data:**

|       |       |
|-------|-------|
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |

The purpose of the data processing is to provide adequate information for the stakeholder and to keep in contact.

Duration of data management: until the purpose is reached.

#### 4.5. Cookies

We sometimes need to place data files called “cookies” on your computer for the proper operation of the website and the application, as is done by other large websites and internet service providers.

**What are these cookies?**

Cookies are small text files stored by the website on the computers or mobile devices of those visiting its sites. The cookies help the website to remember your operations and personal set-ups (e.g. user name, language, font size and other individual set-ups related to the retrieval of the website) for a while, and in this way you do not need to specify them all over again every time you visit our website or navigate from one site to the other.

**The cookies used by us**

- There aren't user-input cookies
- authentication cookies

Name: PHPSESSID

Purpose, what data has access to: server cookie id

Lifetime: expire at end of the session

Important for the use of the website and application? yes/no

Connected to the operation or used on a continuous basis? operation

Our own cookie? yes/no

Any data connected with the cookie will only be managed by us.

We do not use the cookies for any other purpose.

- user centric security cookies

Name: \_csrf

Purpose, what data has access to: Blocks attempts to break down website, does not have access to data, has a unique code line.

Lifetime: expire at end of the session

Important for the use of the website and application? yes/no

Connected to the operation or used on a continuous basis? operation

Our own cookie? yes/no

Any data connected with the cookie will only be managed by us.

We do not use the cookies for any other purpose.

- user interface customization cookies

Name: language

Purpose, what data has access to: country code, returning user language settings on the site

Lifetime: 30 days

Important for the use of the website and application? yes/no

Connected to the operation or used on a continuous basis?

Our own cookie? yes/no

Any data connected with the cookie will only be managed by us.

We do not use the cookies for any other purpose.

Name: ll (lastlogin)

Purpose, what data has access to: last login date time

Lifetime: 24 hours

Important for the use of the website and application? yes/no

Connected to the operation or used on a continuous basis? continuous in lifetime

Our own cookie? yes/no

Any data connected with the cookie will only be managed by us.

We do not use the cookies for any other purpose.

Name: guest-trainerlessonid

Purpose, what data has access to: when client registering on a public timetable, identify the class, class id

Lifetime: 24 hours

Important for the use of the website and application? yes/no

Connected to the operation or used on a continuous basis? continuous in lifetime

Our own cookie? yes/no

Any data connected with the cookie will only be managed by us.

We do not use the cookies for any other purpose.

Name: public-trainer

Purpose, what data has access to: when client registering on a public trainer link, identify the trainer, trainer id

Lifetime: 24 hours

Important for the use of the website and application? yes/no

Connected to the operation or used on a continuous basis? continuous in lifetime

Our own cookie? yes/no

Any data connected with the cookie will only be managed by us.

We do not use the cookies for any other purpose.

Name: public-group-trainerlessonid

Purpose, what data has access to: when client registering on a public timetable, identify the class, class id

Lifetime: 24 hours

Important for the use of the website and application? yes/no

Connected to the operation or used on a continuous basis? continuous in lifetime

Our own cookie? yes/no

Any data connected with the cookie will only be managed by us.

We do not use the cookies for any other purpose.

### **Maintenance of cookies**

It is possible for you to maintain and/or discretionally erase the cookies. See more information about this on website [aboutcookies.org](http://aboutcookies.org). You can erase all the cookies stored on your computer, and you can prohibit their installation in most of the browser programs. In such cases, however it may happen that when you visit a site, you will have to make the set-ups manually every time, and you will have to understand that in such cases certain services and functions may not work.



## **4.6. Further useful information**

**4.6.1.**Some of your data – as you can also see in the table – can be seen by other users (those you have given a right to view) (the addressees). This however will not be deemed as data forwarding or data storing. Any other users can only see your data, but apart from viewing it, they cannot do any data processing on it, therefore you are not allowed either to carry out any data processing activities on the data of others apart from viewing (except if the other person has provided his/her expressed consent to this, but this is based on the personal relationship between the two of you regardless of Spomoco). In line with this, it is prohibited to save, use, gather, etc. any personal data from the Spomoco application.

**4.6.2.**By providing your mandatory data and ticking off a box (I accept the data processing information and the general contract terms and conditions) you are giving your consent to providing viewing access to such data for other users in line with your so called viewing set-ups, and to allowing Spomoco to manage your data for the purpose and duration specified in the above table.

**4.6.3.**By providing your non-mandatory data, you are giving your consent to providing viewing access to such data for other users in line with your so called viewing set-ups and to allowing Spomoco to manage your data for the purpose and duration specified in the above table. It is not necessary to mark the box here, you only have to do that upon registration, while you can provide such data following your registration. Of course, the password of your Spomoco account cannot be seen by any other users.

**4.6.4.**The Spomoco application does not ask you for any special personal data. If anybody asked you for such data on behalf of Spomoco, please report to us.

**4.6.5.**Data Controller does not forward data either within the EEC or to any third country (countries outside the EEC).

**4.6.6.**Spomoco does not do profiling.

**4.6.7.**Spomoco shall be responsible for keeping your data up to date and correct therefore please put through all changes in your data immediately also in your Spomoco account.

**4.6.8.**We will send you notification about your following actions concerning data protection issues in our application:

- connection to a trainer or athlete (information when you make some of your data viewable for the other party)
- connection to a group (information when during the connection you make some of your data viewable for the trainers in the group and the athletes connected to the trainer in the group)

## 5. Registration and entry with Facebook

You can register and enter in the application also with your Facebook profile. In such a case we only import your email address, name and public profile image from your Facebook profile, and we only do this upon registration. You can change your name and profile image within the application at any time (you can even erase your profile image), and when you enter for the next time, you will already see your modified data. Spomoco does not send any data from the application to Facebook.

## 6. Stakeholder rights

- **right of access (getting acquainted with the data, the fact whether there is data processing);**
- **correction of data if it is obsolete or incorrect;**
- **erasure (only in case of consent based data processing);**
- **restrict the processing of data;**
- **prohibit the use of personal data for direct marketing purposes;**
- **transfer of stakeholder's personal data to a third party service provider, or its prohibition;**
- **request for a duplicate copy of any personal data managed by Data Controller; or**

**protest against the use of personal data:** in case of a direct marketing purpose, or a legal basis in line with GDPR, Article 6. (1)e) (data processing necessary for a task carried out in the public interest) and f) (data processing in a legitimate interest). Stakeholders may also exercise their protesting rights through automatic tools based on technical specifications by way of unsubscribing from the newsletter.

- **right to data portability:** Any Stakeholder has the right to receiving his/her personal data relating to him/her, and having been provided by him/her to a data controller in a format properly structured, broadly used, and computer readable, and also has the right to forwarding such data to any other data controller without being hindered by the data controller to whom the Stakeholder has provided the data.

- **right to withdrawing consent**

Complaints about data processing: if a Stakeholder has any requests or questions in connection with data processing, he/she should send a request by postal mail to data controller's head office or by email to the above email address. We will send our answers without delay but not later than within 30 days to the address requested by you.

Data Protection Supervisory Authority in Hungary: National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/C) [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu).

Judicial option: Judging data protection cases belongs to the jurisdiction of regional courts. Any legal case can be initiated before the court competent at Stakeholder's permanent address or place of residence at Stakeholder's discretion.

In case of violation of any of Stakeholder's rights with regard to contents abusive of minors, instigating hatred or exclusion, the rights of a deceased person, or prejudice against his/her good reputation:

**National Media and Communication Authority 1015 Budapest, Ostrom u. 23-25.**

Mail address: 1525. PoB. 75 Tel: (06 1) 457 7100 Fax: (06 1) 356 5520 E-mail: [info@nmhh.hu](mailto:info@nmhh.hu)

If Data Controller violates the personal rights of a Stakeholder by their illegal processing of Stakeholder's data or by violating the requirements of data security, the Stakeholder may demand a violation penalty charge from Data Controller.

## **7. Data security**

Data Controller shall ensure the security of the data. For this purpose, Data Controller shall carry out the necessary technical and organisational measures, and create rules of procedure which will be guiding and necessary for the enforcement of data and confidential data protection rules.

Data Controller shall protect the data with appropriate measures from illegal access, change, forwarding, disclosure, erasure or destruction, as well as inadvertent destruction or damage, and inaccessibility due to some change in the technology applied.

Data Controller shall ensure the enforcement of data security rules (also) by way of internal rules, instructions and rules of operation substantially and formally separate from the Rules of Data Protection and Data Security, and the current Information.

When defining and applying data security measures, Data Controller shall take into consideration the prevailing technological development, and shall choose the one data management solution form the different options which provides the higher level protection for personal data, except if this would entail disproportionate difficulties.

Data Controller, in the sphere of his/her IT protection tasks shall ensure in particular the following:

- security measures against illegal access including the protection of software and hardware tools, and physical protection (access protection, network safety);
- measures providing data file recovery options including regular safety back-ups and the separated and safe management of duplicate copies (mirroring, mirroring of safe processing, safety back-ups);
- anti-virus protection for data files (anti-virus protection);
- physical protection of data files and their media including protection against damage caused by fire, water, lightning and other elementary damage, as well as recovery after damage caused by such events (archiving, fire safety).

Dated: 15. 10. 2018.