

Request for rectification



**HUNGARIAN
CONVENTION
BUREAU**



I. INFORMATION

Please be informed that under Article 16 of the GDPR Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council), our Company, as data controller, is entitled **to rectify** personal data concerning you. Taking into account the purpose of the processing, you are also entitled to request the **addition** of incomplete personal data *by means of a supplementary statement (section 4 of this form)*.

II. VERIFICATION OF IDENTITY

Please contact the colleague indicated in our “Privacy Notice” to provide you with accurate information about the data and form you can identify yourself with us in respect of your request.

*Depending on the **type of data** managed, you may need to verify your identity, because here too we follow the **principle of data saving!***

Please note that at the time of submitting **your application, you must prove your identity** to our Company **in an appropriate manner**. With this verification, **we ensure that your data is protected so that we do not give it to unauthorized persons or ask you for more information** than is necessary for unambiguous identification!

Please note that until your identity is verified in an appropriate form, our Company will not be able to comply with your request.

We inform you that the purpose of this data processing is to verify and check the identity necessary for the evaluation of the application, which is **processed until the end of the application process**.



III. THE PROCEDURE FOR SUBMITTING THE APPLICATION

- **In writing, in the case of a request by post:** By completing this form and sending you information confirming your identity. It is important that you **send your letter as REGISTERED to the** postal address specified in our *Privacy Notice!*
- In the case of a **personal** request: Complete this form and having information and documents confirming your identity.
- In case of a request sent **by email**, please send this form printed, signed and scanned, as well as the information confirming your identity in a body of letters or as an attachment to the email address specified in our *Privacy Notice*.

IV. REQUEST FOR SUPPLEMENTATION

I, the undersigned, as an applicant, ask that the Company, as data controller, complete my incomplete personal data with:

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V. REQUEST FOR CORRECTION

Data to be corrected	
Correct data	



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We will take action on your request within 30 days of receiving the request, but no later than proof of identity, and will inform you of our procedure in the following ways: *(please tick the appropriate one)*

in writing, by post

by e-mail

personally

In order to be able to initiate the procedure at your request and to provide you with information on the outcome of the procedure, please fill in the table below. The data marked with * **is mandatory**.

Surname*:	
First name*:	
Identification data required for the procedure*:	
Postal address: (To fulfill the chosen mode of information!)	
E-mail address: (To fulfill the chosen mode of information!)	
Phone number: (Contact information, optional!)	

Please be informed that on the basis of this request we proceed in accordance with our **Privacy Policy**. The data provided by you in this application may only be known to the employees of our Company for the time and to the extent necessary for the performance of their duties.



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IV. STATEMENTS

I, the undersigned as an applicant, acknowledge that the Company as a data controller is obliged to verify my identity in order to comply with this application.

Signature of the data subject

I, the undersigned, declare that the information provided by me is correct and that I am the person in respect of whom I am making this application.

Signature of the data subject

Date:



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