

Data Protection Declaration

Effective from 2022.06.01.

Last updated: 2023.08.29.

4D Consulting Kft. (hereinafter: Service Provider) operates the www.projexel.eu platform (hereinafter: Projexel), where it operates a platform for the purpose of providing document generation and business development services, during which it manages the data of visitors to the platform. In connection with the management of the data, the Customer using the electronic commerce services provided by the Service Provider (hereinafter the Customer) may find out about the use of his / her personal data managed on the platform.

Important: The Data Protection Declaration contains the principles and main issues of data management on the Service Provider's platform. In addition to it, please read the Privacy Policy published on our platform, which contains comprehensive information on data management and thus governs data management issues.

When making a purchase on the Projexel platform, the Service Provider respects the Customer's personal rights; treat the recorded personal data confidentially, in accordance with data protection legislation and international recommendations, in accordance with this privacy statement.

By using the platform, the Customer accepts the data protection practices of the Service Provider.

Purpose of data management

The purpose of data management is to carry out a successful purchase and to provide the service requested by the Customer, which includes the contract concluded between the Customer and the Service Provider with the fact of purchase, invoicing, delivery of the products (service packages) purchased by the Customer and documentation of performance.

Legal basis for data management

Act LXIII of 1992 on the protection of personal data and the disclosure of data of public interest applies to data processing by the Service Provider. Pursuant to Section 3 (1) (a) of the Act (hereinafter: Avtv.), on the basis of the voluntary consent of the Users, as well as Act CVIII of 2001 on certain issues of electronic commerce services and services related to the information society. Act No. 23/2014 Coll., on the tax administration identification of invoices, simplified invoices and receipts, and on the use of cash registers and taximeters ensuring the issuance of receipts. (VI. 30.) NGM Decree (hereinafter: NGM Decree). The consent is given by the Customer with regard to the individual data processing when purchasing in the Projexel platform by voluntarily providing the data in question.

Contact details of the data controller

Name: 4D Consulting Kft.

Headquarters: Karolyi utca 6., Kecskemet, 6000 Hungary

Mailing address: Karolyi utca 6., Kecskemet, 6000 Hungary

Phone number: +36306500212

Email: info@projexel.eu

platform: www.projexel.eu

Hosting provider information

Name: LittleShark Marketing Kft.

Location: 4034 Debrecen, Szamos utca 18., Hungary

Contact: kutas.ferenc@littleshark.hu

Given that the data management applies to users in a Customer relationship with the data controller, the Avtv. Pursuant to Section 30 a), it is not necessary to register data management in a data protection register.

Data to be managed and data management

The **personal data** stored by the Service Provider (name, address, telephone number, email address, billing and delivery data) is the data necessary for the fulfillment of the order. The service provider only stores username-password combinations in case of possible registration.

The management of e-mail addresses primarily serves the identification of the User, the keeping of contacts during the fulfillment of orders and the use of services, so e-mails are sent primarily for this purpose. The Service Provider sends letters containing advertisements or commercials to e-mail addresses only with the express consent of the User, in cases and in a manner that complies with legal regulations. By checking the checkbox, the Customer gives his consent to send the newsletter.

In case of credit card purchases, the Customer's **bank details** (bank card holder's name, bank card number, card validity, CVC code) are handled by a third party contracted with the Service Provider, Stripe Inc. In case of online credit card payment, the application of the Projexel platform redirects the Customer to the Stripe service page. Stripe is operated and provided by Stripe Inc. In the event of a successful transaction, the Customer will be redirected by the bank to the Service Provider's platform.

Technical data is also recorded during the use of the platform. For technical reasons, the Service Provider automatically records the User's IP address, the type of operating system and browser used by him and other information. This data is logged continuously, but is not linked to the data provided during use. Only the Service Provider has access to the data obtained in this way. The Service Provider may record the data of the Internet sites from which the Customer came to the platform, as well as the data of which it visited the platform, as well as the time and duration of the visit. The identity and profile of the Customer cannot be deduced from these data. The computer of the visitors of the platform is connected to the system by a so-called

identifies with a cookie. The Service Provider uses the above information only for the technical operation of the platform and for statistical purposes.

Ordering a product / service

The Service Provider ensures the ordering of products and / or services on the Projexel platform. The Service Provider handles the data provided by the Customer during the order. Service Provider Decree 114/2007 on the rules of digital archiving (XII.29.) Of the Ministry of Economy and Trade of Hungary, keeps the data provided by the Customer and the invoices issued on the basis thereof.

The Service Provider acts as the authorized invoice issuer of the Customer within the framework of the invoicing service, while utilizing the Billing system, and the Service Provider also keeps a register of the serial number range of the issued invoices pursuant to the relevant NGM decree.

Persons who get to know data, data processing

The data are primarily available to the Service Provider and the Service Provider's internal employees, however, they are not published or passed on to third parties.

The Service Provider may use a data processor (eg system operator, transport company, accountant) for the operation of the underlying IT system, the fulfillment of orders and the settlement of settlements. Service Provider is not responsible for the data management practices of such external actors.

In addition to the above, the transfer of personal data concerning the Customer may only take place in cases specified by law or with the consent of the User.

Data security

The Service Provider takes all necessary steps to ensure the security of the personal data provided by the Users both during the network communication and during the storage and guarding of the data.

Access to personal data is strictly limited to prevent unauthorized access, unauthorized alteration or unauthorized use of personal data: The development, installation and configuration of the Projexel platform server follow the latest security standards. Both the server and the Projexel platform are under constant administrative supervision. The Service Provider uses the server service from an external company ("hosting" service). The server is located in a secure and managed server room. The current status of the Projexel platform is backed up on a daily basis.

The security of the Customer's bank data is ensured by the encryption code on the Stripe Inc. platform: In case of online card purchases, the Customer provides the card data on the Stripe platform via the internet (browser) interface provided by the bank, via a communication channel protected by an encryption key. The browser program used by the Customer encrypts the cardholder's data with the help of SSL (Secure Sockets Layer) before sending, so that they

reach the bank in encrypted form, thus they cannot be interpreted by unauthorized persons. Only the bank has access to the data provided on the payment page, the bank does not forward it to the Service Provider.

Customer rights and enforcement

The Customer may correct his data on the platform until the order is sent.

The Customer is entitled to request information about the personal data managed by the Service Provider at any time, and may change them at any time via the platform or by e-mail to the Service Provider regarding the company name. The Customer is also entitled to request the deletion of his data via the contact details provided in this section or through the GDPR Compliance menu item.

At the request of the Customer, the Service Provider shall provide information on the data concerning it, managed by it, on the purpose, legal basis, duration of the data processing, as well as on who and for what purpose they receive or have received their data. The Service Provider shall provide the requested information in writing within 30 days of the submission of the request.

The Customer may contact the Service Provider's employee with any questions or remarks related to data management via the following contact details.

- Mailing address: 4D Consulting Kft., Hungary, 6000, Kecskemet, Karolyi utca 6.
- Email address: info@projexel.eu

Pursuant to the Civil Code and the Civil Code (Act IV of 1959) of Hungary, the Customer may enforce its rights in court or request the assistance of the NAIH.

If the Customer has provided the data of a third party for the use of the service, or has caused damage in any way during the use of the platform, the Service Provider is entitled to enforce compensation against the Customer. In such a case, the Service Provider shall provide all possible assistance to the acting authorities in order to establish the identity of the infringing person.

Please note: The whole text of the present Contract was written in English and Hungarian. Both versions are authentic, but for legal purposes the text in Hungarian is preferred.