

DATA PROTECTION NOTICE

concerning the processing of personal data carried out by InnoK Knowledge Management Institute Nonprofit Ltd. in connection with the attitude survey, the organisation of the citizens' assembly, communication, newsletter distribution, the handover of gift vouchers, and the organisation of the Budapest site visit of the Cooling Havens project

Effective from: 2 June 2026

1. Purpose of this notice

Budapest, Municipality of the 18th District (Pestszentlőrinc-Pestszentimre) Mayor's Office and InnoK Knowledge Management Institute Nonprofit Ltd., as joint controllers, provide in this data protection notice prior information to data subjects regarding the processing of personal data in connection with the attitude survey, the organisation of the citizens' assembly, the registration related to the event, communication, newsletter distribution, the handover of the gift voucher, and the preparation, organisation and delivery of the Budapest site visit of the Cooling Havens project.

The purpose of this notice is to ensure that data subjects receive clear, comprehensible and complete information about the purposes for which, the legal bases on which, the categories of personal data and the duration for which the controllers process personal data, as well as the rights to which data subjects are entitled in connection with the processing of their personal data.

In the course of the processing, the controllers act in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council, that is, the General Data Protection Regulation (hereinafter: GDPR), as well as the provisions of the applicable Hungarian legislation.

2. Details of the joint controllers

2.1. Controller 1

Name: Budapest, Municipality of the 18th District (Pestszentlőrinc-Pestszentimre) Mayor's Office

Registered seat: 1184 Budapest, Üllői út 400.

Contact details of the data protection officer: bp18@dataprotection.eu

2.2. Controller 2

Name: InnoK Knowledge Management Institute Nonprofit Ltd.

Registered seat: 1181 Budapest, Üllői út 286. ground floor 10.

Contact details of the data protection officer: info@urbanlab.hu

3. The essence of the joint controllership

The controllers jointly determine the purposes and the main means of the processing with respect to the attitude survey, the organisation of the citizens' assembly, the related communication, and the administration connected to the event.

In connection with the joint controllership, the safeguarding of data subjects' rights — in particular the provision of information and the receipt and handling of requests for access,

rectification, erasure and restriction, as well as objections and complaints — is a joint task of the controllers. The data subject may turn to the data protection officer of either controller.

4. Definitions

For the purposes of this notice:

Personal data: any information relating to an identified or identifiable natural person.

Data subject: the natural person whose personal data are processed by the controllers, in particular the person taking part in the attitude survey, the person applying for or participating in the citizens' assembly, and the person subscribing to the newsletter.

Processing: any operation performed on personal data, in particular the collection, recording, organisation, storage, use, transmission, erasure or destruction of the data.

Citizens' assembly: a participatory event involving the population, the data subjects and the local actors of the district, the purpose of which is the joint discussion of local matters, developments, problems and possible solutions.

Gift voucher: a voucher or other benefit of monetary value handed over in connection with participation in the citizens' assembly, under the conditions determined by the controllers.

Cooling Havens project: a project implemented within the framework of international or professional cooperation, in connection with which the controllers may carry out professional programmes, meetings, site visits and related organisational tasks.

Site visit: a professional visit related to the Cooling Havens project, taking place in Budapest, which may include the invitation and registration of participants, the coordination of their participation in the programme, the verification of their on-site presence, as well as travel, catering, accessibility and contact-related organisational tasks.

5. Overview of the processing operations

The controllers process personal data for the following main processing purposes:

- ✓ organisation of the attitude survey and questionnaire-based research;
- ✓ sending the newsletter;
- ✓ application and registration for the citizens' assembly;
- ✓ selection of the participants of the citizens' assembly and ensuring the composition of participants;
- ✓ keeping in contact with applicants and participants;
- ✓ catering arrangements, handling of food sensitivities and special diets;
- ✓ processing of data relating to previous participation;
- ✓ documentation and accounting of the handover of the gift voucher;
- ✓ the making, storage and use of image, audio and video recordings for educational, scientific, research, documentation and limited promotional purposes;
- ✓ handling of requests relating to the exercise of data subjects' rights;
- ✓ preparation, organisation and delivery of the Budapest site visit of the Cooling Havens project and the related communication.

6. Processing related to the attitude survey and questionnaire-based research

6.1. Purpose of the processing

The purpose of the processing is for the controllers to carry out an attitude survey covering the 18th district of Budapest, within the framework of which they involve the population and the data subjects of the district in the sociological survey to the widest possible extent.

The results of the research may be used in the development of the district, the preparation of local public-policy decisions, the exploration of residents' needs, and the establishment of local participatory processes.

6.2. Legal basis of the processing

The legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR.

6.3. Categories of personal data processed

In connection with the attitude survey and questionnaire-based research, the controllers may process the following personal data:

- ✓ surname;
- ✓ first name;
- ✓ e-mail address;
- ✓ technical data necessary for sending out and completing the questionnaire, if any such data arise;
- ✓ answers given voluntarily in the questionnaire.

6.4. Source of the data

The source of the data is the data subject.

6.5. Duration of the processing

The controllers process the data for as long as is necessary to conduct the research, process the results and close the research. Data suitable for identification are, following the closure of the research, erased or anonymised, unless the data subject has also consented to another processing purpose.

7. Processing related to newsletter distribution

7.1. Purpose of the processing

The purpose of the processing is for the controllers to inform data subjects who voluntarily subscribe, by e-mail, about the results of the research, news relating to the citizens' assembly and the participatory processes, as well as about the activities of the municipality and the events of the district.

7.2. Legal basis of the processing

The legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR.

7.3. Categories of personal data processed

- ✓ surname;
- ✓ first name;
- ✓ e-mail address;
- ✓ the fact and time of subscribing to the newsletter;
- ✓ the fact and time of unsubscribing.

7.4. Duration of the processing

The processing lasts until the data subject withdraws consent, unsubscribes or objects, or until the newsletter service is discontinued.

The controllers treat unsubscribing from the newsletter as a withdrawal of consent and as an objection to the processing, and they erase the data processed for the purpose of sending the newsletter.

8. Processing related to application and registration for the citizens' assembly

8.1. Purpose of the processing

The purpose of the processing is the organisation of the citizens' assembly, the registration of applicants, the handling of applications, the verification of eligibility to participate, the examination of ties to the district, and the performance of the organisational tasks necessary for the preparation and delivery of the citizens' assembly.

A further purpose of the processing is to enable the controllers, taking into account the socio-demographic, territorial and participatory characteristics of the applicants, to ensure the formation of a diverse body of participants that represents the population and data subjects of the district as well as possible.

8.2. Legal basis of the processing

The legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR.

8.3. Categories of personal data processed

In the course of the application for the citizens' assembly and the organisation of participation, the controllers process or may process the following personal data:

- ✓ surname;
- ✓ first name;
- ✓ sex;
- ✓ age group;
- ✓ neighbourhood of residence;
- ✓ postal code;
- ✓ street;
- ✓ house number;
- ✓ indication of how long the data subject has been living in the district;
- ✓ indication of whether the data subject plans to move out of the district in the near future;
- ✓ other ties to the district, in particular:
 - works in the district;
 - studies in the district;
 - usually shops in the district;
 - handles official affairs in the district;
 - member of a local civil-society organisation;
 - member of a local community club;
 - member of a local sports organisation;
 - other tie;
- ✓ level of education;
- ✓ other level of education;
- ✓ indication of whether the data subject has previously taken part in a citizens' assembly or focus-group research in the district;

- ✓ indication of previous participation in a citizens' assembly, in particular: 27 September 2025; 11–12 October 2025; 16–17 May 2026;
- ✓ indication of whether the data subject has previously taken part in focus-group research;
- ✓ other data relating to previous participation;
- ✓ e-mail address;
- ✓ re-entry of the e-mail address for verification purposes;
- ✓ telephone number;
- ✓ indication of where the data subject heard about the citizens' assembly;
- ✓ if the data subject heard about the citizens' assembly from an acquaintance or friend, the name of the referrer;
- ✓ if the data subject heard about the citizens' assembly at a school, the name of the school;
- ✓ indication of the channel through which the data subject would like the controllers to keep in contact.

8.4. Mandatory and optional data

The provision of the data marked with an asterisk on the application form is a condition for submitting the application. In the absence of such data, the controllers cannot process the application and cannot ensure the contact necessary for organising the citizens' assembly.

Completing the optional fields is voluntary. Failure to provide optional data does not automatically result in exclusion of the application, unless the data in question is indispensable for verifying the conditions of participation or for the organisation.

8.5. Source of the data

The source of the data is the data subject.

If the data subject provides the name of an acquaintance or friend as a referrer, the source of that data is likewise the data subject. It is the responsibility of the data subject to provide the name of a third person only lawfully and with the knowledge of the person concerned.

8.6. Duration of the processing

The controllers process the personal data relating to the application for, and the organisation of participation in, the citizens' assembly for as long as is necessary for the preparation, delivery and closure of the citizens' assembly, as well as for any subsequent administration.

The controllers process the registration and contact data for no longer than 12 months following the closure of the citizens' assembly, after which they erase or anonymise the data, unless further processing of the data is necessary on another legal basis, for example for the fulfilment of a statutory obligation.

9. Processing related to the selection of participants

9.1. Purpose of the processing

Application for the citizens' assembly does not necessarily mean that participation is automatically ensured. The controllers may form the body of participants of the citizens' assembly on the basis of the applicants' data, in order to ensure that the population and data subjects of the district are represented at the event as diversely as possible.

In the course of selection, the following may in particular be taken into account: the applicant's age group, sex, neighbourhood of residence, ties to the district, previous

participation, and other relevant socio-demographic characteristics.

9.2. Legal basis of the processing

The legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR.

9.3. Automated decision-making and profiling

In the course of selecting participants, the controllers do not apply solely automated decision-making within the meaning of the GDPR that would produce legal effects concerning the data subject or similarly significantly affect the data subject.

The applicants' data may be used to develop statistical, organisational and selection criteria; however, in the course of the selection process the controllers apply human decision-making and organisational judgement.

10. Processing related to communication

10.1. Purpose of the processing

The purpose of the processing is for the controllers to keep in contact with applicants and participants, and to send information about the status of the application, the result of the selection, the time, venue, programme and conditions of participation of the citizens' assembly, as well as other information relating to the delivery of the event.

10.2. Legal basis of the processing

The legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR.

10.3. Categories of personal data processed

- ✓ surname;
- ✓ first name;
- ✓ e-mail address;
- ✓ telephone number;
- ✓ preferred channel of communication;
- ✓ messages and administrative data generated in the course of communication.

10.4. Duration of the processing

The controllers process the contact data for as long as is necessary for the organisation and closure of the citizens' assembly, but for no longer than 12 months following the closure of the citizens' assembly.

11. Processing related to catering, food sensitivity and special diet

11.1. Purpose of the processing

The purpose of the processing is for the controllers to be able to provide adequate catering for the data subjects participating in the citizens' assembly, taking into account any food sensitivity, food allergy or special diet.

11.2. Legal basis of the processing

The provision of data relating to food sensitivity, food allergy or special diet is voluntary.

Since data relating to food sensitivity or food allergy may indicate health data, the legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR, as well as explicit consent pursuant to Article 9(2)(a) GDPR.

11.3. Categories of personal data processed

- ✓ indication of whether the data subject has a food sensitivity or follows a special diet;
- ✓ the type of food sensitivity or special diet;
- ✓ other information relating to food sensitivity or special diet.

11.4. Duration of the processing

The controllers process the data relating to food sensitivity or special diet solely for as long as is necessary for the catering arrangements and the delivery of the event, and erase them at the latest within 30 days following the closure of the citizens' assembly.

12. Processing related to previous participation

12.1. Purpose of the processing

The purpose of the processing is to establish whether the data subject has previously taken part in a citizens' assembly or focus-group research organised in the district. This information may be processed for the purpose of forming the body of participants, evaluating the participatory processes, and examining the composition of applicants.

12.2. Legal basis of the processing

The legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR.

12.3. Categories of personal data processed

- the fact of whether the data subject has previously taken part in a citizens' assembly;
- the date of the previous citizens' assembly, in particular: 27 September 2025; 11-12 October 2025; 16-17 May 2026;
- the fact of whether the data subject has previously taken part in focus-group research;
- other data relating to previous participation.

12.4. Duration of the processing

The controllers process the data for as long as is necessary for forming the body of participants of the citizens' assembly and for evaluating the participatory process, but for no longer than 12 months following the closure of the citizens' assembly.

13. Processing related to the handover of the gift voucher

13.1. Purpose of the processing

If the participants of the citizens' assembly receive a gift voucher, the controllers process personal data for the purpose of documenting the handover of the gift voucher, certifying the handover, preventing possible abuse, and fulfilling accounting and other statutory accounting obligations.

The purpose of the processing is to certify that the gift voucher was received by the participant entitled to it, and to ensure that the handover of the gift voucher to a participant takes place only in accordance with the organisational and accounting rules.

13.2. Legal basis of the processing

The legal basis of the processing related to carrying out the handover of the gift voucher is consent pursuant to Article 6(1)(a) GDPR.

The legal basis of the processing related to issuing, retaining and accounting for the document certifying the handover of the gift voucher is compliance with a legal obligation pursuant to Article 6(1)(c) GDPR.

The legal obligation is based in particular on the statutory provisions concerning the issuing and retention of accounting documents.

13.3. Categories of personal data processed

In connection with the handover of the gift voucher, the controllers process or may process the following personal data:

- ✓ recipient's surname;
- ✓ recipient's first name;
- ✓ recipient's residential address;
- ✓ the fact of receipt of the gift voucher;
- ✓ the time of receipt of the gift voucher;
- ✓ the name of the gift voucher;
- ✓ the issuer or type of the gift voucher;
- ✓ the face value of the gift voucher;
- ✓ the number of gift vouchers;
- ✓ the serial number or unique identifier of the gift voucher, if available;
- ✓ the legal title of the handover;
- ✓ the recipient's signature;
- ✓ the name and signature of the person carrying out the handover.

13.4. Verification of identity document

At the handover of the gift voucher, the controllers are entitled to verify the identity of the recipient by the presentation of an identity document, in order to ensure that the gift voucher is received by the person entitled to it.

The controllers do not record the number of the identity document and do not make a copy of the document.

The number of the identity document may be recorded only if expressly required by law, by a grant-accounting requirement, by a tax or accounting obligation, or by another previously certified and documented obligation. In such a case, the controllers inform the data subjects in advance and separately about the purpose, legal basis and duration of the processing and about the data subjects' rights.

13.5. Duration of the processing

The controllers retain the data forming part of the accounting document in connection with the handover of the gift voucher until the statutory deadline applicable to the retention of accounting documents.

Data relating to the organisation of the handover of the gift voucher that do not form part of an accounting document are erased by the controllers following the closure of the event and the accounting of the handover of the gift vouchers, at the latest within 12 months.

13.6. Recommended content of the acknowledgement of receipt

The acknowledgement of receipt drawn up regarding the handover of the gift voucher shall contain at least the following data:

- ✓ the name of the document;
- ✓ the serial number or unique identifier of the document;
- ✓ the name, registered seat and tax number of the handing-over organisation;
- ✓ the name of the person carrying out the handover;

- ✓ the name of the recipient;
- ✓ the residential address of the recipient;
- ✓ the name of the gift voucher handed over;
- ✓ the face value of the gift voucher;
- ✓ the number of gift vouchers;
- ✓ the serial number or unique identifier of the gift voucher, if any;
- ✓ the legal title of the handover;
- ✓ the date and place of the handover;
- ✓ the recipient's declaration of receipt;
- ✓ the recipient's signature;
- ✓ the signature of the person handing over.

14. Processing related to the organisation of the Budapest site visit of the Cooling Havens project

14.1. Purpose of the processing

The purpose of the processing is the preparation, organisation and delivery of the site visit related to the Cooling Havens project taking place in Budapest, including in particular the invitation and registration of participants, the management of eligibility to participate and of headcount, the coordination of the professional programme and venues, keeping in contact with participants and contributors, and the handling of catering, accessibility needs, admission, attendance sheet, programme changes and subsequent administration.

A further purpose of the processing is the professional documentation of the project, the certification of the performance of organisational tasks, and ensuring operational cooperation with project partners, speakers, venues and service providers.

14.2. Legal basis of the processing

The legal basis of the processing related to application for the site visit, the organisation of participation and communication is consent pursuant to Article 6(1)(a) GDPR.

Where the processing is necessary for the fulfilment of a project, funding, accounting or statutory accounting obligation, the legal basis of the processing is compliance with a legal obligation pursuant to Article 6(1)(c) GDPR.

The provision of information relating to food sensitivity, food allergy, an accessibility need indicating a state of health, or other special data is voluntary; where such data is processed, the legal basis of the processing is consent pursuant to Article 6(1)(a) GDPR, as well as explicit consent pursuant to Article 9(2)(a) GDPR.

14.3. Categories of personal data processed

In the course of organising the Budapest site visit of the Cooling Havens project, the controllers may process the following personal data:

- ✓ surname;
- ✓ first name;
- ✓ name of the organisation or institution;
- ✓ position or professional role;
- ✓ e-mail address;
- ✓ telephone number;
- ✓ country, city or organisational affiliation;

- ✓ participation status, feedback, time of registration;
- ✓ information relating to participation in individual programme elements of the site visit;
- ✓ data appearing on the attendance sheet, in particular name, organisation, signature, date and venue of participation;
- ✓ data relating to travel, arrival, departure or accommodation needs that are necessary for the organisation;
- ✓ catering preference, food sensitivity, food allergy or special diet, if provided voluntarily by the data subject;
- ✓ accessibility or barrier-free need, if provided voluntarily by the data subject;
- ✓ messages and administrative data generated in the course of communication;
- ✓ the fact of appearing in a photo, audio or video recording, only where such processing takes place during the documentation of the site visit on the basis of separate information and an appropriate legal basis.

14.4. Source of the data

The source of the data is primarily the data subject. In the case of an organisational or partner invitation, the source of the data may also be the data subject's employer, delegating organisation, project partner, or the contact person contributing to the organisation of the site visit, provided that the transfer of the data takes place lawfully.

14.5. Duration of the processing

The controllers process the personal data relating to the organisation and delivery of the site visit for as long as is necessary for the preparation, delivery and closure of the programme, as well as for any subsequent administration and project accounting.

The registration, contact and attendance data may be processed for no longer than 12 months following the closure of the site visit, after which they are erased or anonymised, unless further processing of the data is necessary for the fulfilment of a statutory, funding or accounting obligation.

The controllers process data relating to food sensitivity, special diet or accessibility need solely for as long as is necessary for the delivery of the site visit, and erase them at the latest within 30 days following the closure of the programme.

14.6. Automated decision-making and profiling

In the course of organising the Budapest site visit of the Cooling Havens project, the controllers do not apply solely automated decision-making within the meaning of the GDPR and do not carry out profiling.

15. Processing related to the making and use of image, audio and video recordings

15.1. Purpose of the processing

The purpose of the processing is for the controllers to make, record, store and use image, audio and video recordings, interviews, conversations and other audiovisual content during the citizens' assembly, the Budapest site visit of the Cooling Havens project, and the related professional, research or participatory events.

The purpose of the processing is in particular scientific processing, social-research analysis, educational and professional presentation, presentation, case study, project and event documentation, as well as the limited, non-commercial communication presentation of the activities of the organisations.

The use may extend to appearance on the own communication and social-media platforms of InnoK Knowledge Management Institute Nonprofit Ltd., in particular on Facebook, Instagram, LinkedIn and YouTube, in the form of social-media posts, short videos, reels or short films. The use does not extend to the sale of the materials to third parties, their independent commercial use, or their use for advertising purposes.

15.2. Legal basis of the processing

The legal basis of the making, storage and use of the image, audio and video recordings is consent pursuant to Article 6(1)(a) GDPR. Where the recording or its content may also concern special data, the legal basis of the processing is explicit consent pursuant to Article 9(2)(a) GDPR.

The consent of the data subject is voluntary. The refusal or withdrawal of consent may not in itself adversely affect the participation of the data subject in the event; however, in such a case the controllers do not make or use a recognisable recording of the data subject for the given purpose.

15.3. Categories of personal data processed

The controllers may process the following personal data:

- ✓ name;
- ✓ e-mail address;
- ✓ telephone number;
- ✓ residential address;
- ✓ the identification data appearing in the consent declaration, in particular identity-card number, place and date of birth, mother's name, where the provision of these is actually necessary for documenting the consent;
- ✓ the photo, audio and video recording made of the data subject;
- ✓ the data subject's image, voice, and statement, opinion or communication made in an interview or conversation;
- ✓ the information voluntarily provided or communicated by the data subject, as well as the content recorded in connection with participation in the event;
- ✓ the fact, time and documentation of the granting and withdrawal of consent and of any restriction of use.

15.4. Source of the data

The source of the data is the data subject, and the image, audio or video recording made of the data subject during the event. The content communicated, provided or appearing in the recording by the data subject likewise originates from the data subject.

15.5. Duration of the processing

The controllers retain the recorded and stored image, audio and video recordings, interviews and conversations for 1 year from the time of making, after which they erase or anonymise them, unless the data subject gave consent for a shorter period, withdrew consent, or the further retention of the data is necessary for the enforcement of a legal claim, the fulfilment of a statutory obligation or on another appropriate legal basis.

The withdrawal of consent does not affect the lawfulness of the processing carried out before the withdrawal. In the case of publicly published content, following the withdrawal the controllers take reasonable measures to remove it from the platforms managed by them or directly accessible to them.

15.6. Restrictions of use and identifiability

In the course of using the recordings, the controllers strive for data minimisation and for ensuring that the name, residential address or other direct identifying data of the data subject does not appear, unless the data subject has consented to this separately in advance, or the display of the data is lawfully necessary.

The face and voice of the data subject may appear in a recognisable manner in the recordings covered by the consent. Where the data subject consents only to a restricted use, the controllers ensure the use within the limits determined in the consent.

15.7. Automated decision-making and profiling

In the course of the processing related to the making and use of image, audio and video recordings, the controllers do not apply solely automated decision-making within the meaning of the GDPR and do not carry out profiling.

16. Data minimisation and necessity

The controllers process only such personal data as are necessary and proportionate for achieving the given processing purpose.

The controllers determine the scope of data necessary for the organisation of the citizens' assembly in such a way that they are suitable for processing the application, for communication, for forming the body of participants, for delivering the event and for accounting for any benefits, but do not result in unjustified or excessive processing.

The controllers strive in particular to process a document number, a copy of a document, health data or other sensitive data only where this is absolutely necessary and the processing has an appropriate legal basis.

17. Data transfer, recipients, processors

The controllers make personal data accessible only to the persons and organisations necessary for achieving the processing purposes.

Personal data may in particular be accessed by:

- the designated staff of the controllers;
- the duly authorised persons participating in the organisation of the citizens' assembly;
- the persons or organisations carrying out bookkeeping, accounting or financial tasks, solely with respect to the data necessary for accounting for the gift voucher;
- the service provider contributing to the catering arrangements, solely with respect to the data necessary for providing the catering;
- the partners, professional contributors, speakers, delegating organisations and contact persons of the Cooling Havens project, solely with respect to the data necessary for the organisation and delivery of the site visit;
- the service providers supporting the venues, catering, admission, technical delivery, interpreting, travel or accommodation logistics tasks of the site visit, solely with respect to the data necessary for performing their task;
- the service providers contributing to the technical processing, editing, archiving, publication or communication use of the image, audio and video recordings, solely with respect to the data necessary for performing their task;

- the operators of the social-media and video-sharing platforms used by InnoK Knowledge Management Institute Nonprofit Ltd., where a recording authorised by the data subject is published on such a platform;
- authorities acting on the basis of law, where the data transfer is necessary for the fulfilment of a statutory obligation;
- The controllers engage a processor only where the processor provides appropriate data-protection and data-security guarantees, and conclude with it a processor agreement pursuant to the GDPR.

18. Transfer of data to a third country

The controllers do not transfer personal data to a third country or to an international organisation.

In the course of communication with the foreign project partners participating in the Cooling Havens project, access to the data or data transfer may take place only to the extent necessary for the organisation of the project and the site visit. Where this would involve transfer of data to a third country, the controllers inform the data subjects in advance and separately, and ensure the appropriate guarantees pursuant to the GDPR.

Should the engagement of a service provider involving transfer of data to a third country become necessary in the future, the controllers inform the data subjects of this in advance and ensure the appropriate guarantees pursuant to the GDPR.

19. Data security measures

The controllers apply appropriate technical and organisational measures for the security of personal data.

The controllers in particular ensure that:

- personal data are accessed only by authorised persons;
- the data are processed in a purpose-bound manner;
- accesses are limited and verifiable;
- paper-based documents are stored in a closed place not accessible to unauthorised persons;
- electronic data are protected by appropriate access management, password protection or other security solution;
- the data are erased, anonymised or destroyed upon the expiry of the processing period.

20. Rights of data subjects

Under the GDPR, the data subject is entitled to the following rights:

20.1. Right of access

The data subject is entitled to request information about whether the controllers process their personal data and, if so, is entitled to learn the main circumstances of the processing.

20.2. Right to rectification

The data subject may request the rectification of inaccurate personal data concerning them and the completion of incomplete personal data.

20.3. Right to erasure

The data subject may request the erasure of their personal data if the purpose of the processing has ceased, the data subject has withdrawn consent, the processing is unlawful, or erasure is prescribed by law.

The right to erasure does not apply where the processing is necessary for the fulfilment of a legal obligation, or for the establishment, exercise or defence of a legal claim.

20.4. Right to restriction of processing

The data subject may request the restriction of processing if they contest the accuracy of the data, the processing is unlawful but the data subject does not request erasure, the controllers no longer need the data but the data subject requests their retention for the enforcement of a legal claim, or the data subject has objected to the processing.

20.5. Right to data portability

In the case of processing based on consent and carried out by automated means, the data subject is entitled to receive the personal data concerning them in a structured, commonly used, machine-readable format, and to request the transmission of those data to another controller.

20.6. Right to object

The data subject is entitled to object to the processing of their personal data if the processing is based on the performance of a task carried out in the public interest, in the exercise of official authority, or on a legitimate interest.

20.7. Withdrawal of consent

Where the processing is based on consent, the data subject is entitled to withdraw their consent at any time. The withdrawal of consent does not affect the lawfulness of the processing carried out before the withdrawal.

21. Submission of data subjects' requests

The data subject may submit a request relating to the processing at any of the following contact points:

- bp18@dataprotection.eu
- info@urbanlab.hu

The controllers examine and answer data subjects' requests within the time limit specified in the GDPR.

22. Legal remedies

If the data subject considers that an infringement of rights has occurred in the course of the processing of their personal data, or that there is an imminent danger of such infringement, they are entitled to turn to the data protection officers of the controllers.

The data subject may lodge a complaint with the Hungarian National Authority for Data Protection and Freedom of Information.

Hungarian National Authority for Data Protection and Freedom of Information

Postal address: 1374 Budapest, Pf.: 603.

Address: 1055 Budapest, Falk Miksa utca 9–11.

E-mail: ugyfelszolgalat@naih.hu

Telephone: +36 1 391 1400

Website: www.naih.hu

The data subject is also entitled to turn to a court. The data subject may, at their choice, also bring the action before the tribunal competent for their place of residence or place of stay.

23. Recommended texts of the consent declarations

23.1. Registration data-processing consent

"I consent to Budapest, Municipality of the 18th District (Pestszentlőrinc-Pestszentimre) Mayor's Office and InnoK Knowledge Management Institute Nonprofit Ltd. processing the personal data provided by me for the purpose of processing my application for the citizens' assembly, forming the body of participants, communication and organising the event. I declare that I have read and understood the data protection notice and have taken note of its content."

23.2. Separate consent for catering arrangements

"I expressly consent to the controllers processing the data provided by me relating to food sensitivity, food allergy or special diet for the purpose of the catering arrangements of the citizens' assembly. I acknowledge that the provision of this data is voluntary and that the controllers process it solely for as long as is necessary for the delivery of the event."

23.3. Newsletter consent

"I consent to the controllers sending me a newsletter by e-mail about the results of the research, information relating to the citizens' assembly, the participatory processes, and the events of the district. I acknowledge that I may withdraw my consent at any time."

23.4. Declaration relating to the receipt of the gift voucher

"I acknowledge that, should I receive a gift voucher, the controllers process the personal data appearing on the acknowledgement of receipt for the purpose of documenting the handover of the gift voucher, certifying the handover, preventing possible abuse, and fulfilling the accounting and statutory obligations. I acknowledge that my identity may be verified at the handover by the presentation of an identity document; however, the number of the document is not recorded and no copy of the document is made."

23.5. Consent relating to the Budapest site visit of the Cooling Havens project

"I consent to the controllers processing the personal data provided by me for the purpose of my application for, participation in and communication relating to the Budapest site visit related to the Cooling Havens project, as well as the preparation, organisation, delivery and subsequent administration of the programme. I acknowledge that the provision of data relating to food sensitivity, special diet or accessibility need is voluntary, and that they are processed solely for as long as is necessary for the delivery of the site visit."

23.6. Consent relating to the making and use of image, audio and video recordings

"I consent to the controllers making image, audio and video recordings of me during the cooperation with me, the citizens' assembly, the Budapest site visit of the Cooling Havens project or the related professional, research and participatory events, recording what I say, and using the materials thus created for educational, scientific, research, professional documentation and limited promotional purposes, in accordance with the data protection notice. I acknowledge that my face and voice may be recognisable in the recordings; however, my other personal data may appear only on the basis of my separate consent. I further acknowledge that I may withdraw my consent at any time, but the withdrawal does

not affect the lawfulness of the processing carried out before the withdrawal.”

24. Sample acknowledgement of receipt for the handover of a gift voucher

ACKNOWLEDGEMENT OF RECEIPT OF THE HANDOVER OF A GIFT VOUCHER

Document serial number: [●]

Name of the handing-over organisation: [●]

Registered seat: [●]

Tax number: [●]

Name of the person carrying out the handover: [●]

Name of the recipient: [●]

Residential address of the recipient: [●]

Name of the gift voucher handed over: [●]

Issuer / type of the voucher: [●]

Serial number or identifier of the voucher: [●]

Number of vouchers: [●]

Face value: [●] HUF

Total value: [●] HUF

The legal title of the handover: gift voucher related to participation in the citizens' assembly / participation compensation.

I, the undersigned recipient, declare that I have received the gift voucher indicated above on today's date.

Drawn up at: [place], 2026 [month] [day]

Recipient's signature: _____

Handing-over party's signature: _____

25. Final provisions

This data protection notice shall apply from the date of its entry into force.

The controllers reserve the right to amend this notice in the event of a change of legislation, a modification of the processing operations, the introduction of a new processing purpose or another justified circumstance.

The controllers make the amended data protection notice accessible to the data subjects.