Introducing

Who we are?

Data controller: Starschema Kft. (Starschema, We)
Address: 99. Váci rd., Budapest 1139
Email: support@starschema.com
Phone: +36 (1) 445 2082

Who are you?

Data subject: identified or identifiable natural person, whose personal data is processed by the controller responsible for the processing. (You)

Who can take part in your data processing?

Processor: Processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

How we work with your information?

Starschema committed to protecting personal data of Starschema.com and related services. We control personal data according to these principles:

1. lawfully, fairly and in a transparent manner in relation to the data subject (‘lawfulness, fairness and transparency’);
2. collected for specified, explicit and legitimate purposes (‘purpose limitation’);
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’);
4. accurate and, where necessary, kept up to date (‘accuracy’);
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed (‘storage limitation’);
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (‘integrity and confidentiality’)

Processing by Starschema and our data processors

1. the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
2. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
3. processing is necessary for compliance with a legal obligation to which the controller is subject;
4. processing is necessary in order to protect the vital interests of the data subject or of another natural person;
5. processing and controlling of statistical purpose is necessary to use pseudonymization

How Starschema manage your consent?

1. able to demonstrate your consent
2. based on your choice, not forced by us
3. transparently
4. based on clear statement
5. granularly
6. accountable manner

How Starschema secure your personal data with technical and organisational measures to ensure a level of security appropriate to the risk (confidentiality and integrity)?

1. the pseudonymisation and encryption of personal data;
2. the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
3. the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
4. a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
5. In assessing the appropriate level of security account shall be taken in particular of the risks that are presented by processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.

Our Data Processors

Excel

What we expect from our data processors?

1. Our data processors must comply with GDPR and Starschema privacy requirements
2. Transparency and accountability
3. Process only for Starschema defined purpose
4. Store data as Starschema required according to legal environment expectations and information security policy
5. Starschema’s data processor responsible for their data processors compliance
6. We are entitled to audit our data processors

How we work with data?
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<th>Working process</th>
<th>Controlled data</th>
<th>Data retention</th>
<th>Why we can control?</th>
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<tr>
<td>Recruitment</td>
<td>Starschema recruit, contact potential new employees</td>
<td>Name; Address; Phone Number; Email address; CV; Photo; Date of birth; Notes of interviews etc.</td>
<td>Until applied position is vacant or withdrawn consent</td>
<td>Data subject consent</td>
</tr>
<tr>
<td>Sales and customer acquisition</td>
<td>We process leads from the starschema.com and business enquiries</td>
<td>Name; Phone Number; Email address</td>
<td>3 years or until withdrawn consent</td>
<td>Data subject consent or vital interest</td>
</tr>
<tr>
<td>Contractual needs</td>
<td>Starschema third parties, supplier representatives</td>
<td>Name; Phone number; Email address; Third party agreements</td>
<td>5 years</td>
<td>Performance of contract</td>
</tr>
<tr>
<td>Newsletter</td>
<td>Potential clients, clients, person who is interested in our services get information about our services in newsletter</td>
<td>Name; Email address</td>
<td>3 years or until unsubscription</td>
<td>Data subject consent</td>
</tr>
</tbody>
</table>

**How we provide your rights in practice?**

**Right of access**

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information

Please contact us if You would like to use your rights: ............................................................

**Right to rectification**

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Please contact us if You would like to use your rights: ............................................................

**Right to erasure**

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay.

Please contact us if You would like to use your rights: ............................................................

**Right to restriction of processing**
The data subject shall have the right to obtain from the controller restriction of processing.

Please contact us if You would like to use your rights: .............................................................

**Right to data portability**

The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided.

Please contact us if You would like to use your rights: .............................................................

**Right to object**

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her.

Please contact us if You would like to use your rights: .............................................................

**Automated individual decision-making, including profiling**

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.

**Notification of a personal data breach to the data subject**

When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the controller shall communicate the personal data breach to the data subject without undue delay.

**Notification of a personal data breach to the supervisory authority**

In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.

**How can You complain?**

Complaints relating to Starschema use of personal data may be sent by email - with the details of your complaint to ................................................................. We will look into and respond to any complaints we receive within 30 days.

You also have the right to complain with the National Authority for Data Protection and Freedom of Information or seek remedy in the courts if you believe that your rights have been violated. For further information on your rights and how to complain to the Authority, please refer to [http://naih.hu/panaszuegyintezes-rendje.html](http://naih.hu/panaszuegyintezes-rendje.html).
Starschema profiling activities

Starschema use automatized profiling activities in newsletters for purpose of user satisfaction and to provide better quality of service. We profiling according to retention time and content type of newsletters.

Cookies Policy

Social Media Guidance