

PRIVACY NOTICE

Registration for the Budapest Balkans Forum (9-11 March 2026)

The **Hungarian Institute of International Affairs Non-Profit Ltd.** (registered office: 1016 Budapest, Bérc utca 13-15., company registration number: 01-10-142325, tax number: 32262535-2-41, hereinafter referred to as: MKI/Controller) as the controller of personal data shall comply with the provisions of the Hungarian Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (hereinafter: “**Info Act**”), the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council (“**GDPR**”) and the applicable laws. We shall make every effort to ensure that the processing of data in relation to the services we provide complies with the aforementioned legal conditions and with the requirements set out in other applicable legislation.

Definitions:

For the purposes of this notice, terms used in this notice shall have the meanings given to them in the definitions in the relevant legislation.

The Controller:

Name: **Hungarian Institute of International Affairs Non-Profit Ltd. (MKI, Magyar Külügyi Intézet Nonprofit Zrt.)**

Registered office: H-1016 Budapest, Bérc utca 13–15

Mailing address: 1062 Budapest, Bajza utca 44. Baruch Palace

Company registration number: 01-10-142325

Tax number: 32262535-2-41

Representative: Dorina Molnár, Chief Operating Officer

Contact details of the Data Protection Officer of the Controller:

name: dr Barbara Tóth

e-mail address: gopr@hiia.hu

phone number: +36-1-279-5700

By registering for the “Budapest Balkans Forum” event (hereinafter referred to as the “Event”) organised by the Controller https://485e12b6.sibforms.com/serve/MUIFAJGpV-F528-kgvOZFB9tLwXecVvzTwlzSOCw8EhJvJRH_dbP-d9o6jpUGocusKwtCxy9s36V8VYMC7RUBqtaB0ebH5rTnN_ahrU3OK7VjESTmofY9qPUPqyTvYK1JzyT4YhbSTNT8bMpm30nUS94nXsTLL3LTvdqrmN2CO-yJnvZmto7R6-JEtI2cC_K6R5bJ_GABmprWBe you expressly consent to having your personal data processed by the Controller.

The purpose of data processing is to ensure the successful organisation and implementation of the Event and to provide the data subjects with adequate information about the details of the Event.

Registration is performed by filling in the "*Budapest Balkans Forum 2026 Registration Form*", which is hosted by Sendinblue SAS (Brevo) as the processor. The relevant data processing guidelines of the form can be viewed [HERE](#).

In this privacy notice you will find all the important information about the protection of your personal data, the scope of the data collected and your rights. Please read it carefully.

The personal data marked with an asterisk (*) on the form are necessary for the processing of the registration and the organisation of the event. The provision of additional data is voluntary, and the Controller shall process such data only for the specified purposes and to the extent necessary; their absence will not affect your eligibility to participate, but may affect the provision of certain organisational or convenience services.

By registering, you consent to the processing of the following personal data:

Personal data processed	Legal basis for processing	Purpose of data processing	Retention period
Last name	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Identifying the participants of the event, speakers and delegation members; - Ensuring communication; - Travel, accommodation, and logistics arrangements (airline tickets, hotels, transfers); - Preparing the programme of the event (agenda, panel selection); - Performing protocol tasks (name tags, title, recording roles); - Security and access administration on site.	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
First name	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Identifying the participants of the event, speakers and delegation members; - Ensuring communication; - Travel, accommodation, and logistics arrangements (airline tickets, hotels, transfers); - Preparing the programme of the event (agenda, panel selection); - Performing protocol tasks (name tags, title, recording roles); - Security and access administration on site.	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Full name (as stated in the passport)	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Sex	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Administrative records related to events, protocol compliance (e.g., title, accommodation preferences)	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Citizenship	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Checking travel arrangements and visa requirements, ensuring that airline tickets and accommodation bookings are processed correctly	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Date of birth	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Identification for booking flights, accommodation and travel; insurance claims	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Place of birth (city, country)	The processing of personal data is based on the consent of the data subject pursuant	Travel and official administration (e.g. visa)	The data will be deleted immediately after the end of the event, but

	to Article 6(1)(a) of the GDPR.		within 2 working days at the latest
E-mail address	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Ensuring continuous communication and notification of event participants and providing them with the necessary information.	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Phone number	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Operational liaison, on-site coordination, urgent coordination	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Name of organisation/institution	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Professional identification, preparing the programme, protocol	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Title, position	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Panel selection, role definition, protocol	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Mode of transport	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Logistics planning, transfer arrangements	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Planned arrival and departure times	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Travel and accommodation arrangements, programme coordination	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
City/country of departure	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Travel arrangements, visas	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Flight details (flight number, arrival time)	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Airport transfer arrangements, travel coordination	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Special needs (e.g. visa support)	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Visa administration, administrative support	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Passport number	Based on the data subject's consent pursuant to Article 6(1)(a) GDPR	Booking of flights, accommodation, travel entitlement verification; mandatory data participant	The data will be deleted immediately after the end of the event, but

		identification for airlines to service providers	within 2 working days at the latest
Passport expiry date	Based on the data subject's consent pursuant to Article 6(1)(a) GDPR	Checking entitlement to travel; mandatory data for airlines	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Country of issue of passport	Based on the data subject's consent pursuant to Article 6(1)(a) GDPR	Administrative data required for airline ticket reservations to be provided to the airline	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Passport issuing authority	Based on the data subject's consent pursuant to Article 6(1)(a) GDPR	Official travel administration	
Where and in what position they work	The processing of personal data is based on the consent of the data subject pursuant to Article 6(1)(a) of the GDPR.	Recording the information required to participate in the Event, defining the roles and responsibilities of the participants.	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Image (photo, video recording)	Article 6(1)(a) GDPR – voluntary consent of the data subject (in the case of prominent or named appearance)	Documentation of the Event; presentation of the Controller's activities; communication on social media platforms, video sharing platforms (e.g. YouTube)	As long as the recordings are needed for their intended purpose or until the data subject objects or withdraws his or her consent
Sound recording (speech, voice)	Article 6(1)(a) GDPR – voluntary consent of the data subject (in the case of prominent or named appearance)	Documenting the Event; publishing for communication and information purposes on audio and video sharing platforms (e.g. Spotify, YouTube)	As long as the recordings are needed for their intended purpose or until the data subject objects or withdraws his or her consent
Other health or accessibility needs	Article 6(1)(a) of the GDPR – voluntary consent of the data subject and explicit consent under Article 9(2)(a) of the GDPR	Ensuring accessibility; health protection measures	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Food preferences, food allergies	Article 6(1)(a) of the GDPR – voluntary consent of the data subject and explicit consent under Article 9(2)(a) of the GDPR	Catering services, health considerations	The data will be deleted immediately after the end of the event, but within 2 working days at the latest
Participation day preference	Article 6(1)(a) GDPR – Voluntary consent of the data subject	Programme and headcount planning	The data will be deleted within 2 working days after the end of the event
Room allocation preference	Article 6(1)(a) GDPR – Voluntary consent of the data subject	Accommodation allocation	The data will be deleted within 2 working days after the end of the event
Check-in/check-out date	Article 6(1)(a) GDPR – Voluntary consent of the data subject	Administration of accommodation reservations	The data will be deleted within 2 working days after the end of the event

Accommodation requirement	Article 6(1)(a) GDPR – Voluntary consent of the data subject	Arranging accommodation reservations	The data will be deleted within 2 working days after the end of the event
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Data processing in connection with the making of sound and image recordings

The Controller informs the data subjects that audio and video recordings may be made during the Event.

The Controller, as well as intermediaries commissioned or authorised by the Controller (in particular communication and technical partners, press staff) are entitled to make the recordings.

By participating in the Event, the data subject acknowledges that, given the public nature of the Event, his or her image, voice, and appearance may be recorded in overall shots and crowd shots.

The Controller may use the recordings for the following purposes:

- documenting the Event,
- presenting the activities and events of the Controller,
- publication for communication and information purposes on the Controller's own sites, in particular:
- on social media platforms,
- video sharing channels (e.g. YouTube),
- audio sharing platforms (e.g. Spotify),
- sharing photos taken at the event with participants via online storage (e.g. Google Drive link).

Without the explicit consent of the data subject, no recording will be used which singles out the data subject, identifies him or her by name or by reference to a specific person, unless the data subject is a public figure and the recording was made in the context of a public function.

The data subject is entitled to exercise his or her rights under the GDPR in relation to the recordings, in particular the right to object and the right to erasure, at the contact details indicated in this privacy notice.

The Controller is not responsible for audio and video recordings made and used by third parties participating in the Event under their own responsibility.

Legal basis for processing:

Consent:

The legal basis for processing is the data subject's consent pursuant to Article 6(1)(a) of the GDPR. By filling in the registration form, the data subject, after having read the information, voluntarily consents to the processing of his/her personal data. The data subject may withdraw his or her consent at any time, without giving any reason, in which case the Controller shall delete all data in an irreversible manner, and it shall not be possible to restore the data.

Categories of data subjects:

The data subjects are natural persons who register for the purpose of participating in an event organised by the Controller, receive an invitation, provide the Controller with the data necessary for their participation, and participate in the event.

In particular, the data subjects may fall into the following categories:

- invited speakers, experts and guests attending the event;
- persons involved in the organisation of the event, registered for contact purposes;
- natural persons who provide their name, contact details, place of work, position or title as necessary for organising and running the event.

Those authorised to access the data:

The recipients of personal data and the categories of recipients: The data may be accessed primarily by the Controller or by the Controller's internal employees whose access and processing of the data is related to their job

duties. If, for organisational reasons, data is transferred to a third party for an event, the Controller will inform you separately.

Data security:

The Controller shall ensure the security of the data by implementing appropriate technical and organisational measures, and shall establish the procedural rules necessary to enforce the GDPR and other data protection and confidentiality rules. In particular, the Controller protects the data against unauthorised access, alteration, disclosure or deletion, damage or destruction.

The Controller and the processors shall have the right to access the personal data of the data subject only to the extent necessary for the performance of their tasks.

The Controller shall transfer personal data in a uniform, pre-audited and secure manner, informing the data subject, avoiding redundant data transfers or data transmission through different registration platforms.

In the interests of data security, the Controller shall assess and record all data processing activities carried out by it.

Based on the records of processing activities, the Controller shall carry out a risk analysis to assess the conditions under which each processing operation is carried out and the risk factors that may cause a breach or a potential data protection incident during processing. The risk analysis shall be carried out based on data processing activity that has been actually performed. The purpose of the risk analysis is to define security rules and measures that effectively ensure the adequate protection of personal data in accordance with the performance of the Controller's activities.

Taking into account the nature, scope, context and purposes of processing as well as the risks of varying likelihood and severity for the rights and freedoms of natural persons, the Controller shall implement appropriate technical and organisational measures to ensure and to be able to demonstrate that processing is performed in accordance with the GDPR. Including, among others, where appropriate:

- the pseudonymisation and encryption of personal data;
- the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

In assessing the appropriate level of security, account shall be taken, in particular, of the risks that are presented by processing, specifically from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.

The Controller shall implement appropriate technical and organisational measures for ensuring that, by default, only personal data which are necessary for each specific purpose of the processing are processed. This obligation applies to the amount of personal data collected, the extent of their processing, the period of their storage and their accessibility. In particular, such measures shall ensure that by default personal data are not made accessible without the individual's intervention to an indefinite number of natural persons.

In the event of the corruption or destruction of personal data, attempts shall be made to replace the corrupted data to the extent possible from other available data sources. The fact that the data have been replaced shall be indicated on the data concerned.

The Controller shall take the utmost care to ensure that its IT tools and software continuously comply with the technological solutions generally accepted in the market.

Processing by processors:

Processor details:

- Company name: Sendinblue SAS (Brevo)
- Registered office: 55 Rue d'Amsterdam, 75008 Paris, France
- Service: electronic communication and e-mail sending system

In the course of electronic communication related to the Event (e.g. technical sending of confirmation or information e-mails), the controller may use the services of Brevo (formerly Sendinblue).

Brevo acts solely in its capacity as a processor and processes personal data on behalf of and under the instructions of the Controller.

Data storage location:

The data is primarily stored on servers within the European Union.

In the event of a data transfer outside the European Union, where technically justified, it may only take place with the safeguards in accordance with Chapter V of the GDPR (in particular: EU Standard Contractual Clauses – SCCs).

Brevo's terms and conditions of data processing and use:

<https://www.brevo.com/legal/privacypolicy/>

<https://www.brevo.com/legal/termsfuse/>

Data transfer:

Does not occur.

Automated decision-making/profiling:

Does not occur.

Rights and remedies:

If, despite your objection, you have suffered damage in relation to the processing of your personal data, you have the following legal remedies:

You may request information about the processing of your personal data and request the rectification of your personal data by sending an email to gdpr@hiia.hu. At your request, we will provide you with information about the data we process or the data processed by a processor on our behalf, the purposes, legal basis and duration of the processing, the name, address (registered office) and activities of the processor in relation to the processing, and those who receive or have received the data and the purposes thereof. At your request, we will provide you with the personal data we process in a widely used, readable digital format.

You may request the deletion of your personal data, unless the processing is necessary

- for the performance of the Controller's legal obligations or a contract with a customer;
- for the establishment, exercise or defence of legal claims;
- for the performance of a task carried out in the public interest;
- in the public interest as regards public health;
- for archiving purposes in the public interest or for scientific and historical research or statistical purposes.

If these conditions do not apply, we will delete your personal data without undue delay if the processing is unlawful, incomplete or inaccurate, the purpose of the processing has ceased or the storage period has expired, or if a court or public authority has ordered it, or if the deletion is necessary to comply with a legal obligation which the Controller is subject to.

Please note that you can withdraw your consent to the processing of your personal data at any time. Unless there is no other legal basis for the processing (e.g. mandatory processing as defined by law), we will delete the personal data of the data subject whose consent has been withdrawn at the earliest. Please note that by withdrawing your consent given during registration, you will no longer be able to use the services of the website that require registration, and by withdrawing your consent to marketing activities, the Controller will no longer provide you with notifications about our events on similar topics sent to your email address. We will notify you of the rectification and erasure, as well as all those to whom we have previously transferred the data for processing.

Notification may be omitted if this does not harm the legitimate interests of the data subject having regard to the purposes of the processing.

You may object to the processing of your personal data at any time if

(a) the processing or transfer of personal data is necessary for reasons of public interest or for the purposes of the legitimate interests pursued by the controller, the recipient or a third party, except where the processing is required by law;

(b) the personal data are used or disclosed for direct marketing, public opinion polling or scientific research purposes.

Following your legitimate objection, the Controller will no longer process your personal data, unless processing is justified by compelling legitimate grounds which override your interests, rights and freedoms or are necessary for the establishment, exercise or defence of legal claims. In the latter case, the Controller will inform you in detail in its response to your objection.

We restrict the processing of your personal data if

- you contest the accuracy of the personal data – for as long as necessary to verify the accuracy;
- the processing is unlawful, but you object to the erasure of the data and request the restriction of their use instead;
- the Controller no longer needs your personal data for the purposes of processing, but you require it for the establishment, exercise or defence of a legal claim; or
- you object to the processing of your data on grounds of public interest or legitimate interest of the Controller or a third party.

During the period of restriction, the Controller may not use your personal data for any purpose other than storage.

If you exercise the rights set out above, the Controller will examine your request without undue delay and take the necessary measures. The Controller shall inform you of the measures taken, the legitimate reasons for any failure to take such measures and the remedies available to you within one month of receipt of your request.

If you do not agree with the decision of the Controller, you may appeal against it in court. The court will act with priority in such case. The case shall be adjudicated by the Budapest-Capital Regional Court, which has territorial jurisdiction over the Controller's registered office. You can also choose to bring the case before the regional court of your place of residence or, failing that, the regional court of your place of stay (for a list of regional courts and their contact details, see: <http://birosag.hu/torvenyszek>; for information on their territorial jurisdiction, see the following page: <http://birosag.hu/ugyfelkapcsolati-portal/illetkessegkereso>).

In addition to the judicial remedy, you can lodge a complaint with the National Authority for Data Protection and Freedom of Information using one of the following contact details:

National Authority for Data Protection and Freedom of Information

1055 Budapest, Falk Miksa utca 9-11, Hungary

Mailing address: 1363 Budapest, Pf.: 9.

Telephone: +36-1-391-1400

Fax: +36-1-391-1410

E-mail: ugyfelszolgalat@naih.hu

More information: <http://naih.hu>

Please note that we cannot delete your data if the processing is required by law. However, the data may not be transferred to the recipient if the controller has agreed to the objection or if the court has found the objection to be justified.

This Privacy Notice is in Hungarian, with an English translation also available. In case of any discrepancy, the Hungarian version shall apply.

Budapest, 17 February 2026