



International Society for Inventory Research

Privacy Policy

updated on May 19, 2018

Safeguarding your privacy is very important to us. The International Society for Inventory Research (ISIR, Registered office: 1061 Budapest, Király u. 12., Hungary, T: +361 2678740, E-mail: isir@isir.hu, represented by Attila Chikán,) imposes restrictions on the use of any personal information you provide with the aim of protecting personal data and your privacy.

This Privacy Policy explains the manner in which the ISIR collects, uses and maintains information collected from users (each, a “User”) of the <http://www.isir.hu/> website (“Site”). This privacy policy applies to the site and all products and services offered by the ISIR.

1. Legal basis for data management

During the term of the Privacy Policy and unless otherwise indicated, data management is based on *voluntary consent*.

The User grants his or her consent to the management of his or her personal data (i) in a specific consent to data management, (ii) using the website or (iii) making available his or her personal data voluntarily and sending them to the ISIR.

The legal grounds for the management of personal data are the voluntary consent of the User concerned (on the basis of Section 5(1)(a) of Act CXII of 2011 and Article 6(1)(a) of Regulation (EU) 2016/679 applicable as of 25 May 2018 (‘General Data Protection Regulation’)), where such consent may be withdrawn at any time without limitation.

2. Scope of Privacy Policy – fact of data collection and those affected by it

The scope of this Privacy Policy extends to the data management activities performed on the website of ISIR (www.isir.hu), and the LinkedIn page of ISIR (<https://www.linkedin.com/company/international-society-for-inventory-research/>); and with regards to the communication with its members; e-newsletter subscribers and event participants.

The ISIR acts as *data controller* during the term of this Privacy Policy. The data controller determines the method of managing the personal data relating to natural persons managed by it, the means of data management, and prevents unauthorised access to personal data, and the alteration, unauthorised disclosure or use of data.

3. Purposes of data management

The ISIR collects personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain site related activities.

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when users fill out a form, respond to a survey, signup to a service (ie. entering into



membership and paying annual dues) or in connection with other activities, services, features or resources we make available on our site.

The purpose of recording and managing personal data is to provide the services of ISIR available through its website and correspondence system, and also keeping contact with its members and informing those interested including:

- the fulfilment of requests and enquiries submitted via the website and electronic contact points of ISIR (isir@isir.hu);
- liaison with users;
- provision of information about timely events;
- handling of complaints, if any;
- for direct marketing purposes (e.g. advertising an event) and on the basis of the User's specific consent to sending newsletters.

We may use your personal information as follows:

- enable you to make purchases (i.e. paying your membership dues);
- assist in providing information and services requested by you;
- to send important notices, such as communications about purchases and changes to our terms, conditions, and policies;
- to send Users information they agreed to receive about topics we think will be of interest to them.
- to send periodic emails
- for internal purposes such as data analysis, and research to improve our services, and customer communications.

4. Scope of personal data managed

The ISIR manages the User's following voluntarily provided personal data:

Data managed	Data management goals
User name:	It is used for the identification of and liaison with the person concerned in respect of all data management goals specified in Section 3.
User's address:	
User's institution:	
User's electronic contact information:	
User's telephone number:	It is used for liaison with the person concerned.
User's case and complaint:	The case or complaint specified in the letter of the person concerned and what he or she is requesting from the ISIR.
IP address of the User's computer, operating system, type of browser and address of the website visited.	They are used for the identification of the person concerned, the analysis of user practices, the preparation of hit statistics, the prevention and filtering out of unwanted registration and misuse.*

*Data management relating to the Users' IP addresses

When you visit the Website and/or register, the ISIR (or its technical service provider) records the Users' IP addresses, from which the person concerned can be inferred in certain cases; in addition, it records the operating system, the browser type and the address of the visited site. Making backups has primarily technical purposes: it is essential for the continuous operation of the system. Another



goal of making backups is to analyse user practices and to prepare hit statistics, which help the provision of service to an even higher standard.

5. Duration of data management: data storage, deadline for deleting the data

The ISIR manages the personal data during the term of its legal relationship with the User (*until the termination of the membership, or until it is terminated by the subscriber*) and after the termination of the legal relationship if necessary by legislation.

Upon the deletion of the User's registration, the personal data managed are deleted not later than within 30 days (i) unless the User withdraws his or her consent to data management earlier or (ii) if data management is prescribed by legislation or (iii) the preservation of data is allowed by legislation, e.g. in order to keep the accounting evidence produced during data management.

Every document that documents the fact of an economic event qualifies as accounting evidence, and the ISIR stores it for the period of custody specified in the tax and accounting rules, as in force. In this respect, data management to the required extent and for a specific purpose means that documents are kept for 8 years on the basis of Section 169(2) of Act C of 2000 on accounting. In particular, contracts, invoices, certificates, and the documents of inspections, audits and reviews qualify as such documents.

6. How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

As data controller, the ISIR and the data processor used by it treat the personal data specified in Section 4 confidentially. They take all security, technical and organisational measures that guarantee data security as required measures, in particular:

- The ISIR and the Data Processor store the personal data in electronic form. From among the employees of the Data Controller and the Data Processor, only the staff participating in the performance of services associated with the personal data managed may have access to the personal data managed;
- In the interest of the security of personal data, the Data Controller and the Data Processor apply encryption and other protection measures and use their best efforts that may be expected in the given situation, in order to prevent access by unauthorised persons to the personal data managed.

7. Data processing

Of the User's personal data subject to data management, the data required for the purpose of data management are processed by involving a data processor (the 'Data Processor'). The Data Processor is responsible for operating and maintaining the website under the isir.hu domain and electronically storing (hosting) personal data:

Name of Data Processor:	WP Hungary Ltd.
Contact details of Data Processor:	Head office: United Kingdom, Merseyside, Birkenhead, Unit 42 Price Street Business Centre, Price Street, CH41 4JQ / https://wphu.org/ company register No: : 10082087;
Email:	support@wphungary.com



Name of Data Processor: CIB Bank
1027 Budapest, Medve utca 4-14. / <https://www.cib.hu/index>
Contact details of Data Processor: company register No: 01-10-041004
VAT No: 10136915-4-44
Email: support@wphungary.com

8. Users' rights and their enforcement

The User may request information about the management of his or her personal data at any time and may request the correction or modification or deletion of his or her personal data at any time in a letter addressed to the Data Controller (ISIR, H-1061 Budapest, Király u. 12.) or by electronic means via the data controller's email address (isir@isir.hu).

In the case of a request for information, the ISIR provides information in writing within the shortest period from the submission of the request, but not later than within 30 days.

The User has the right to refuse to provide his or her personal data and to withdraw his or her declarations of consent made during registration unconditionally, free of charge, at any time, without stating reasons. The User can unsubscribe and can withdraw his or her declaration of consent.

The ISIR deletes the data managed or has them deleted by the Data Processor if:

- their management is unlawful;
- they are incomplete or incorrect, and this condition cannot be corrected lawfully;
- the purpose of data management has ceased to exist;
- it has been ordered by the court or the National Authority for Data Protection and Freedom of Information; or
- so requested by the User (not including mandatory data management ordered by law).

In the event of the presumed violation of his or her rights, the User may initiate an investigation procedure under Section 52(1) of Act CXII of 2011 before the National Authority for Data Protection and Freedom of Information (address: H-1125 Budapest, Szilágyi Erzsébet fasor 22/C., Hungary, telephone: +36 (1) 391-1400, fax: +36 (1) 391-1410, email: ugyfelszolgalat@naih.hu) or the User may initiate proceedings with the court under Section 22 of Act CXII of 2011.

9. Sharing your personal information

We do not sell, trade, rent or share Users personal identification information to others. We may use third-party service providers to help us operate our business and the Site or administer activities on our behalf, such as sending out newsletters or surveys (see Section 8.). We may share your information with these third parties for those limited purposes provided that you have given us your permission.

10. Changes to this privacy policy

The ISIR has the discretion to update this privacy policy at any time. When we do, we will post a notification on the main page of our Site. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.



11. Contacting us

The law allows you to see and correct data held about you.

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at isir@isir.hu or +36 1 267 8740.