



MILESTONE
INSTITUTE

W17 WEBSITE PRIVACY POLICY

PURPOSE OF THE POLICY

The purpose of this privacy policy is to provide information about our principles of data management, the scope of your personal data that we manage, and your rights. This page is an extract from our complete data handling policy. If you wish to read more, please visit our data handling policy [HERE](#).

OUR PRINCIPLES OF DATA MANAGEMENT

- We treat your personal data lawfully, fairly and transparently.
- We collect your personal information only for a specific, explicit and legitimate purpose.
- We store and use your data based on your prior informed and voluntary consent (except for legal obligations).
- If your data management is based on statutory regulations, we will draw your attention to this fact.
- We store your data in a form that you can be identified only for the time period needed.
- We take all reasonable steps to ensure that the data we manage is accurate and, if necessary, up to date.
- We insure adequate security of personal data through appropriate technical and organisational measures.

YOUR RIGHTS

- You can ask us for information about the scope of the data we handle, the source, the purpose and the legal basis of data processing.
- You may request the rectification, modification or addition of any personal data we manage.
- You can request data transfer,
- And the deletion or restriction of processing your personal data (except for mandatory data processing).
- If your data is not handled properly, you can appeal to a court.
- Alternatively, you can file a complaint with the supervisory authority and initiate proceedings (<https://www.naih.hu/adatkezeles-erintettjekent-fordulok-a-hatosaghoz/vizsgalati-eljaras-gdpr/>).

If you find that your data has not been processed correctly, please contact us at info@msinst.org at first, where you can enforce all of your above listed rights.

WHAT PERSONAL INFORMATION DO WE STORE?

The kind of personal information we store about you depends on what service you have used. Below, we have collected the most frequent categories and listed the most important personal information we handle in each category. If you do not belong to any of the following categories, or you are interested in learning more details about the range of processed personal data, please see the description in [Section 5 of the Privacy Policy](#).

If you use our room rental service	Name, email address, phone number, data provided in the contract (personal or company details)
If you request a quote from us	Name, email address, phone number
If you visited our website	IP address, date of visit, details of visited pages, browser type

CONTACT

If you have any questions about our data management or you wish to enforce your rights or you would make a complaint, please contact us at info@msinst.org.