



**Record¹ of processing activities
regarding the management of diplomatic card plates
at the European Institute of Innovation and Technology**

Nr	Item	Description
1	Reference number	DPO-41
2	Name of the data controller, the data protection officer and processor ² , if applicable and contact details	<p>The data controller is the Head of Services and Finance Unit (contact e-mail: eit-buildingmanagement@eit.europa.eu).</p> <p>Contact e-mail of the Data Protection Officer: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	<p>In line with the Host Agreement, the purpose of processing personal data is to provide these personal data for the registration at the Protocol Office of the Ministry of Foreign Affairs (and the government subordinated state-owned company which is involved in the issuing of the diplomatic car number plates).</p> <p>Issuance of special licence plates is not regulated by the Vienna Convention (1961) and it is generally considered a facility provided by the receiving state for the convenience of the diplomatic corps.</p>

¹ In line with article 31 of Regulation (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

² For more information., please see below (categories of data recipients).



	<p>Diplomatic and consular missions as well as bureaus/centres of international organisations based in Hungary and their staff are eligible for special licence plates. Diplomatic missions, international organisations and members of the diplomatic staff and high-ranking officials of international organisations are granted DT series number plates. There is no limit on the number of cars for the official use of the missions and international organisations' bureaus/centres. Members of the diplomatic staff or international organisations' staff with a family may obtain an additional CD licence plate beyond the one issued to the main emissary.</p> <p>Special licence plates are issued by the licence bureau (Central Administration Office) upon presentation of a countersigned and stamped "gépjárműbejelentő lap" (declaration of status change of a vehicle).</p> <ul style="list-style-type: none"> • Application for special registration plates - declaration of status change of a vehicle <p>The process starts at the Protocol Office where the "gépjárműbejelentő lap" (i.e. declaration of status change of a vehicle) should be presented. This self-copying four-page sheet is available upon request at the Protocol Office.</p> <p>Diplomatic missions and international organisations are expected to complete this form in the following cases:</p> <ul style="list-style-type: none"> - import of a vehicle, - purchase of a vehicle in Hungary, - sale of the vehicle or any other change in ownership, - exporting the vehicle to another country, - loss of a licence plate. <p>The application should be duly completed with the data of the vehicle – make, type, engine number, chassis number - and of the owner and former owner or car dealership. Ownership papers with translation, former registration papers, or sales contract/pro forma invoice is expected to be enclosed with the application form that is to be signed by the owner and</p>
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		<p>the head of the mission and duly stamped with the diplomatic missions' or the international organisation's seal.</p> <p>Motorcycles and other vehicles can also be custom cleared and supplied with special plates in the same process.</p> <ul style="list-style-type: none">• Retaining of the original vehicle document and registration plates <p>Upon the request of the data subjects the licence bureau allows him/her to retain the original registration document and registration plates of the vehicle. This process is strongly advised in cases when the owner of the vehicle wishes to re-export the vehicle after finishing his/her tour of duty in Hungary.</p> <ul style="list-style-type: none">• Sale of vehicles with special registration plates (CD) <p>No time limit exists for keeping the vehicles registered with special licence plates, i.e., vehicles with special registration number can be sold, exported or otherwise disposed of at any time.</p> <p>Special licence plates should be removed from the cars before they are handed over to a non-eligible person. In case of the export of the vehicle special CD plates (temporary) should be exchanged to export licence plates, which are presently a CD series licence plates. These temporary CD licence plates are non-returnable, unlike the ones which must be returned to the licensing office enclosed with a completed "Gépjárműbejelentő lap". The licensing process is free of charge for diplomatic missions, international organisations and their staff.</p> <p>Diplomatic missions and international organisations are requested to follow the same process even when the vehicle is transferred to another eligible person including family members. Plates from a driver's previous vehicle can be transferred to a new vehicle in the same process as the vehicle registration documents should contain the data of the new vehicle.</p>
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		The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data.
4	Categories of data subjects	<p>The data subjects are as referred in the Host Agreement:</p> <p>“Article 9 Director and statutory staff</p> <p>1. (...)</p> <p><i>(f) The Director and the statutory staff shall be exempt from paying motor vehicle registration duty provided the motor vehicle is placed into service with a DT or CK (it is only CD now) registration plate and they are not nationals of or permanent residents in Hungary.”</i></p>
5	Categories of the personal data processed	<p>The following types of personal data are processed for the above-mentioned purposes in accordance with the Regulation:</p> <ul style="list-style-type: none"> - Name, - Mother’s maiden name, - Place of birth – fill not only the state, or country but the city/town/village as well, - Address, - Passport number, - number of MFA Card. <p>The personal data are included in the following types of documents:</p> <ul style="list-style-type: none"> - “Gépjárműbejelentő lap” (declaration of status change of a vehicle), - Registration book of the car, - Ownership proof, - Document with the technical data of the car (Certificate of conformity) of the data subject if available, - Purchase order (only in case of newly purchased car either outside or inside Hungary)



		<p>- Invoice of the car purchase (only in case of newly purchased car either outside or inside Hungary).</p>
6	<p>Categories of data recipients</p>	<p>Within the EIT:</p> <p>The personal data of the data subjects is processed by the EIT authorised staff: EIT Logistics team, responsible HR staff, EIT Director and Directorate staff.</p> <p>Access will be given to the Internal Auditor of the EIT by request if necessary for the performance of the duties of the Internal Auditor.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>The authorized staff that may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).</p> <p>Access to the personal data may be granted also to the European Ombudsman and the European Data Protection Supervisor upon request, the General Court and the European Court of Justice to the extent necessary for handling the review procedure and litigation.</p> <p>Third parties subject to the GDPR³ and third parties not subject to the GDPR:</p> <p>Personal data concerning the management of diplomatic car licence plates may be disclosed to the Protocol Office of the Ministry of Foreign Affairs Hungary for specific and limited purposes only, as described above, in line with the Host Agreement.</p>

³ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, OJ L 119, 4.5.2016, p. 1–88)



7	Time limit storage	The EIT only keeps personal data for the time necessary to fulfil the purpose of collection or further processing, namely for <i>7 years</i> as from the approval of the request (and as aligned with the EIT Specific Retention List).
8	If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)	No
9	General description of the technical and organisational security measures	<p>Organisational measures: access to personal data regarding this processing operation is restricted to data recipients indicated above.</p> <p>Technical measures: Electronic data is stored is only accessible to the responsible colleagues of EIT and to the EIT authorised staff mentioned above.</p>
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Please consult the Data Protection page on the EIT's website:</p> <p>https://eit.europa.eu/who-we-are/legal-framework/data-protection</p>

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement