

## REQUEST FOR INFORMATION CONCERNING PROCESSED DATA, AND DATA PORTABILITY

***Before completing the request, please read the Completion Guide at the end of the request so that your request is formulated accurately, and the Raiffeisen Corporate Lizing Zrt. (RCL) can fulfil it as quickly and precisely as possible.***

<b>I. Identification data of the person filing the request</b>			
Name*:			
Name at birth*:			
Place of birth*:		Date of birth*:	
Mother's name at birth*:			
Identification document No.*:		Type*:	
Permanent address*:			
Mailing address:			
Telephone number:			
E-mail address <sup>1</sup> :			

<sup>1</sup> Fill in only if you wish to receive information about your request electronically (Section III).

\* The fields marked with asterisk are mandatory.

<b>II. What is your capacity as data subject in which you make your request*</b>			
Customer		Customer's representative	
		Customer's contact person	
		One-time customer / one-time depositor	
Proxy		Beneficial owner	
Guarantor		Owner of real estate	
Pledger		Seller of real estate	
		Heir	
Recipient of advertising offer		Collateral provider	
Beneficiary		Other data subject, other beneficiary or obligor, namely: .....	

\* Please mark as appropriate with an X.

<b>III. Purpose of the request: Information request on processed data and/or data portability request</b>	
I WANT INFORMATION ON DATA BEING PROCESSED	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
I WANT DATA PORTABILITY FOR DATA BEING PROCESSED	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Method of data supply	<input type="checkbox"/> By mail <input type="checkbox"/> Electronically

Subject of data supply	Identification data	Information needed*		
		Data related to contract	Copy of contract, documentation	Stored data or information
Contract number:				-
Other identifier:		-	-	
Audio recording	Date and time**: Telephone number**:	-	-	
Data related to collection or default	Period**: from ..... to .....	-	-	
Data related to marketing activity		-	-	
Data related to complaint		-		
Information on being affected in personal data breach		-	-	

\* Please mark the cells in respect of which you request data with an X.

\*\* The fields marked must be completed if you want such data.

<b>IV. Any other special information connected to the request</b>

Signed in \_\_\_\_\_, on this \_\_\_th of \_\_\_\_\_ 201\_\_\_

\_\_\_\_\_  
Requester

_____ Raiffeisen Corporate Lízing Zrt.
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## Completion Guide

The Raiffeisen Corporate Lízing Zrt. pays particular attention to ensure that its Customers as well as all data subjects whose data are processed by the RCL in the scope of or in relation to the use of the services and products provided by the RCL are any time aware of the rights they are entitled to.

Data subjects are entitled among others to the following rights:

- Right of information and right of access
- Right to data portability
- Judicial remedy

The purpose of this completion guide is to provide assistance for the person making the request to exercise the above rights.

The framework for the RCL's data processing activity is described in detail in the RCL's Data Protection Prospectus from time to time in effect, which is available in the website [www.raiffeisenlizing.hu](http://www.raiffeisenlizing.hu) under the link <https://lizing.raiffeisen.hu/adatvedelem>.

**I. Identification data of the person filing the request:** Please provide your identification data and contact details as accurately as possible. It is not mandatory to provide your telephone number; however, if reconciliation is necessary in relation to your request, it will accelerate the data supply process if the RCL is able to reach you on the phone.

If you want to receive the data electronically, you must provide your e-mail address. We can fulfil your request by e-mail only if you provided your e-mail address to the RCL after identification, and the RCL recorded it in its systems. If you do not have a registered e-mail address yet, you can notify such an address to us via an identified telephone line or in Customer Service Points of the RCL in-person, after identification. The reply e-mail/attachment sent by the RCL will be password protected to ensure that your data constituting bank secrets are sent to you in a secure manner. You can open the attachment with a code consisting of your ID card number and the month and day of your birth, the exact process of which will be described in the reply. In order to ensure the accuracy of the code, please provide these data of yours accurately in the request, and counter-check them.

Please take note that in case you provide in this form an address different from the one currently registered at the RCL, the RCL will send the requested information to such different address only if the request was submitted at the Customer Service Points!

Requests and the replies given on these will be stored by the RCL—in accordance with the provisions of Act V of 2013 on the Civil Code concerning limitation period—for a period of 5 years counted from the sending of the reply given on the request. After this, the data of the request will be deleted.

**II. What is your capacity as data subject in which you make your request:** Please define as exactly as possible in what capacity (role) as data subject you ask those included in the request to be fulfilled, considering that such role fundamentally determines the kind of data you are entitled to know. Of course you may as well mark several roles if you fill several roles in your relationship with the RCL.

**III. Purpose of the request: Information request on processed data / data portability request**

- Please mark exactly which right of yours you want to exercise:
  - you want information concerning your data being processed
  - you want to exercise the opportunity of data portability  
(you can receive information on these in the RCL's Data Processing Prospectus and at the Customer Service Points)
- In case you want to exercise your right to data portability, the data must be provided electronically.
- Please try to define as exactly as possible in respect of which service or activity of the RCL what data and documents—and in the case of specific items which period of time—your request concerns.
- If you have any contract number in respect of which you request the information, please include these by all means.

- If among the listed options you cannot find what your request concerns, please explain in the “Other” section what you want information about.

**IV. Any other information connected to the request:** If in addition to the information specified above you should have any other request or need, or you want to include any data that you could not include in Sections I to III, you can do so here.

The data subject is entitled to submit the request in the following ways and forms:

- in person:** at the Customer Service Points of the RCL, in its opening hours, where the RCL’s staff will record the Customer’s request, and provide a photocopy of the request to the Customer. *The exact address and opening hours of the Customer Service Points are available in the RCL’s website;*
- on the phone:** at phone number 06-1-468-5177;
- by mail** with a letter addressed to Raiffeisen Corporate Lízing Zrt. (Budapest, 1700);
- by e-mail** to the address [lizing-info@raiffeisen.hu](mailto:lizing-info@raiffeisen.hu), which is checked continuously by the RCL;
- by fax** to phone number 06-1-477-8700.

The Customer may as well proceed **via a proxy**. If the Customer proceeds via a proxy, the power of attorney should be set out in a public document or a private document of full probative force, and the requirements provided in Act CXXX of 2016 on the Code of Civil Procedure and in Act CCXXXVII of 2013 on Credit Institutions and Financial Enterprises should be satisfied. *The form of power of attorney is available in the RCL’s website.*

The RCL shall fulfil the request within the shortest time following the receipt of the request by the RCL, but never later than within 30 days. If necessary, considering the complexity of the request and the number of requests, the above timeframe for the administration of the request may be prolonged by further 60 days. Of the prolongation of the deadline, including the reasons for the delay, the RCL shall inform the data subject within 30 days from the receipt of the request. The date of receipt by the RCL shall be the date when the data subject’s request is received by the RCL in full and in a certified manner. If in the RCL’s judgment the content of the request is not clear or is incomplete, it may ask for further clarification from the data subject, and in such case the timeframe for the administration of the request starts only after the deficiency is remedied or the clarification received.

In case as a result of the fulfilment of the request the RCL would be compelled to disclose or deliver personal data or information qualifying as secrets, the RCL shall meet such obligation only if the data subject making the request provides adequate proof of his/her identity, as well as of his/her right to obtain the data.

If the data subject fails to provide proof or provides inadequate proof of his or her right to know the data, the RCL shall provide information in relation to the content of the request in general terms only, at the same time informing the data subject of the terms at which the RCL is able to fulfil the request.

The information is provided and the portability of data is ensured free of charge, provided that the data subject has not yet filed a request in the given year for the same category of data!

Information on judicial remedy

If the RCL fails to fulfil the request, or refuses to fulfil the request, the data subject shall have the right within 30 days from the communication of the decision or from the last day of the timeframe available for such communication to refer to the RCL’s data protection officer or seek judicial remedy, or to initiate proceedings by the Hungarian National Authority for Data Protection. By default, the lawsuit shall be adjudicated by the competent court having jurisdiction at the registered office of the defendant; however, at the data subject’s choice the competent court can be the court having jurisdiction at the residential address or place of stay of the data subject as well. The contact details of the Authority are available in the Authority’s website (<https://www.naih.hu/uegyfelszolgalat,-kapcsolat.html>).