

ПЛЖ-104

Appendix to Order
dated 11.11.2020 No.106

PERSONAL DATA PRIVACY REGULATION

Budapest
2020

Table of Contents

	Pages
1. BASIC PROVISIONS.....	3
1.1. Scope and Basic Provisions	3
1.2. Terms and Definitions	3
1.3. Abbreviations	3
2. REGULATION PRINCIPLES.....	3
2.1. Legitimate, Fair and Transparent Processing.....	3
2.2. Purpose Limitation and Data Minimization.....	4
2.3. Data Accuracy	4
2.4. Storage Limitation.....	4
2.5. Integrity and Confidentiality	4
2.6. Data Transfer.....	4
2.7. Accountability and Review	5
3. RIGHTS OF A DATA SUBJECT	5
3.1. Right of Information	5
3.2. Right of Access	5
3.3. Right to Rectification	5
3.4. Right to Erasure, Right to Be Forgotten.....	5
3.5. Right Not to Be a Subject to Automated Individual Decision-Making	5
3.6. Mechanism of Communication and Lodging a Complaint	5
4. FINAL PROVISIONS.....	6
5. LIST OF REFERENCED DOCUMENTS.....	6

1. BASIC PROVISIONS

1.1. Scope and Basic Provisions

1.1.1. The Personal Data Privacy Regulation (hereinafter, the Regulation) sets the principles for Personal Data management, Processing and protection in the course of the activities of International Investment Bank.

1.1.2. The Regulation is intended to ensure consistent Personal Data protection practices, aligned with the applicable rules, recognized international standards, Personal Data protection practice applied in the IIB's member states, European Union and in accordance with the provisions of the Agreement Establishing the International Investment Bank and its Charter (hereinafter, the Agreement) [1], the internal regulatory documents of the Bank, in order to provide that natural persons' rights and freedoms, in particular their privacy rights, are protected when Processing their Personal Data.

1.1.3. The Personal Data management, Processing and protection of Personal Data in accordance with the Regulation is without prejudice to the privileges and immunities of IIB.

1.1.4. The Regulation applies to IIB Group.

1.1.5. Unit in charge of developing this document: Legal Department.

1.1.6. Unit in charge of updating this document: Legal Department.

1.2. Terms and Definitions

The following terms and definitions are used in this document:

Term	Definition
Data Subject	Any natural person who provides his/her Personal Data to IIB or whose Personal Data is received by IIB
IIB Group	IIB and its subsidiaries
Personal Data (Data)	Any information directly or indirectly relating to an identified or identifiable natural person, in particular by reference to an identifier or combination of identifiers, such as, in particular, a name, an identification number, location data, an online identifier
Processing	Any action (operation) or set of actions (operations) which is performed on Personal Data, whether or not by automated means, including but not limited to collection, recording, organization, systematization, accumulation, storage, combination, adaptation, adjustment (update, amending), extraction, use, transmission (dissemination, provision, access), depersonalization, blocking, erasure, destruction

1.3. Abbreviations

The following abbreviations are used in this document:

Abbreviation	Explanation
IIB, Bank	International Investment Bank

2. REGULATION PRINCIPLES

2.1. Legitimate, Fair and Transparent Processing

2.1.1. Personal Data shall be processed for legitimate purposes and in a fair and transparent manner. Personal Data shall be processed by recipients in IIB in accordance with their authorities and established procedures.

2.1.2. The appropriate level of transparency of the Processing shall be set according to the sensitivity and nature of the Personal Data involved. Any information and communication relating to Processing of Personal Data shall be easily accessible and easy to understand.

2.1.3. In order for Processing to be lawful, Personal Data shall be:

- a. processed with the consent of the Data Subject;
- b. processed in the vital or best interest of
 - i. the Data Subject or
 - ii. of another involved person;
- c. necessary for the performance of an agreement (contract) or compliance with a binding obligation or undertaking; or
- d. consistent with, or reasonably necessary to enable IIB to carry out its mission, mandate, aims and objectives as an international organization established by its member states.

2.2. Purpose Limitation and Data Minimization

2.2.1. Personal Data shall be collected for one or more specified, explicit and legitimate purpose(s) and not further processed in a manner that is incompatible with the purpose(s) for which it was collected. Along with this further Processing for archiving purposes, research, statistical or other purposes based on the internal regulatory documents of the Bank shall not be considered to be incompatible with the initial purpose(s).

2.2.2. In amount and type, Personal Data collected shall be adequate, relevant and necessary for and proportionate to the legitimate purpose(s) for which it is processed.

2.2.3. Personal Data shall be collected, recorded and managed only on “need to know” basis and limited to only what is necessary in relation to the aim of the Personal Data collection.

2.3. Data Accuracy

2.3.1. Personal Data shall be recorded as accurately as possible and, where necessary, updated to ensure it is consistent with the legitimate purpose(s) for which it is processed.

2.4. Storage Limitation

2.4.1. Personal Data shall be kept in a form which permits identification of Data Subjects for no longer than is necessary for the fulfillment of the purposes for which it was collected. When Personal Data is no longer necessary to process and store, it shall be erased and/or destroyed.

2.5. Integrity and Confidentiality

2.5.1. Personal Data shall be protected by appropriate technical and organizational measures against unauthorized or unlawful Processing and against accidental loss, destruction or damage. IIB shall ensure appropriate safeguards during electronic and hard copy docflow of Personal Data.

2.5.2. By achieving this principle and by determining the appropriate technical and organizational measures IIB always takes into account the nature, scope, context and purposes of Processing, costs of the appropriate measures and as well as the risk of violation and the severity of its possible consequences for rights and freedoms of Data Subjects.

2.6. Data Transfer

2.6.1. Personal Data shall only be transferred to third parties for legitimate purposes and with appropriate regard, according to the sensitivity of the Personal Data involved, for its protection.

2.6.2. When transferring Personal Data IIB shall use its best efforts for the purpose of ensuring an adequate level of protection by the party receiving the Personal Data.

2.6.3. Upon receipt of any Personal Data from third parties IIB takes the measures in accordance with this Regulation.

2.7. Accountability and Review

2.7.1. IIB shall develop internal regulatory documents related to Personal Data Processing.

2.7.2. IIB reviews that:

- a. natural persons' rights and freedoms, including their privacy rights, are protected when Processing their Personal Data, Personal Data Processing is compliant with this Regulation;
- b. the internal regulatory documents of the Bank related to Personal Data Processing to be compliant with this Regulation.

3. RIGHTS OF A DATA SUBJECT

3.1. Right of Information

3.1.1. A Data Subject shall have the right to have information about his/her Personal Data processed by the Bank, information of the Personal Data Processing.

3.2. Right of Access

3.2.1. A Data Subject shall have the right to obtain information as to whether or not his/her Personal Data is being processed, the right of access to his/her Personal Data processed, the right to get a copy of his/her Personal Data processed, and to exercise these rights easily, at reasonable intervals, in accordance with the established procedure.

3.3. Right to Rectification

3.3.1. A Data Subject shall have the right to obtain correction/rectification/addition of the Personal Data previously provided to the Bank, if any, by providing a statement.

3.4. Right to Erasure, Right to Be Forgotten

3.4.1. A Data Subjects shall have the right to erasure of his/her Personal Data without undue delay when:

- a. the Personal Data it is no longer necessary in relation to the purposes for which it was collected by the Bank or otherwise processed;
- b. the Data Subject has withdrawn his/her consent from the Bank or objects to the Processing of the Personal Data concerning him/her, in particular, when the period of the Personal Data Processing is expired;
- c. the Personal Data Processing is not required in accordance with the internal regulatory documents of the Bank;
- d. the Processing of the Personal Data does not otherwise comply with this Regulation.

3.5. Right Not to Be a Subject to Automated Individual Decision-Making

3.5.1. A Data Subjects have the right to object to and not to be a subject to automated individual decision-making, which includes automated Processing of his/her Personal Data evaluating the personal aspects relating to him/her.

3.6. Mechanism of Communication and Lodging a Complaint

3.6.1. Any natural person may apply at any time or file a formal complaint concerning offences occurred in the course of his/her Personal Data Processing by IIB through the following means:

- a. by post to the address of IIB with a mark «For the attention of the Compliance Department»;
- b. by email: compliance@iibbank.com;

c. via the electronic form on IIB website: <https://iib.int/en/abuse>.

3.6.2. Form of Communication

IIB has the right to provide information on Personal Data Processing. The form of providing information depends on the content of the request: written form (including, where appropriate, by electronic means) or oral form (provided that the identity of the Data Subject is proven by other means). Information shall be provided in short, transparent, understandable and easily accessible form, using clear and plain language.

4. FINAL PROVISIONS

Should the Agreement Establishing the International Investment Bank and its Charter be amended, this Regulation, as well as the amendments to it, shall apply to the extent not inconsistent with the Agreement [1].

5. LIST OF REFERENCED DOCUMENTS

1. Agreement Establishing the International Investment Bank, with the Charter, dated July 10, 1970, registered with the UN Secretariat on December 1, 1971 No. 11417, as amended and restated.