

PRIVACY NOTICE

Best Centrum Kft. - for the website of lightweight construction houses, wooden houses, holiday homes and custom lightweight buildings

Nature of the document: detailed sample website privacy notice. Before finalization, it must be completed with the actual company data, service providers, cookie list and marketing tools, and then reviewed by a lawyer/data protection specialist.

Effective draft date: 11 June 2026.

Website: [to be completed - e.g. bestcentrum.hu]

Controller: Best Centrum Kft. [to be completed with exact company details]

0. Executive summary

The purpose of this notice is to ensure that visitors to the Best Centrum Kft. website, persons requesting quotations, interested persons, prospective and existing customers clearly understand what personal data the Company processes, for what purpose, on what legal basis, for how long, who may access the data, and what rights data subjects have.

This document has been prepared specifically for a business environment in which the company deals with the construction of lightweight construction houses, wooden houses, holiday homes, fully functional four-season residential properties and custom-purpose lightweight buildings, as well as quotation management, customer communication, handling of reference photographs, online marketing and website contact forms.

The notice does not treat the website as a generic template. It takes account of the specific features of construction-sector quotation processes: plot address, construction site, design drawing, floor plan, technical requirements, budget, construction contract, warranty administration, reference photographs and on-site consultation may all appear in the data processing.

1. Methodological basis of the document

During the preparation of this notice, publicly available privacy and data protection notices of Hungarian providers of lightweight construction houses, wooden houses, mobile homes, SIP-panel and construction services were reviewed. Recurring elements included the identification of the controller, contact and quotation request processing, cookie processing, marketing-related processing, the identification of processors, data subject rights and the possibility of contacting the NAIH.

The document is also based on the transparency and information requirements in Articles 12-14 of the GDPR, the legal bases set out in Article 6 of the GDPR, and the NAIH guidance on data subject rights and cookie notices.

| Type of reviewed sample | Example | Structural element used |
|---|---|--|
| Lightweight construction house website | konnyuszerkezetes-hazak-szekesfehervar.hu/adatvedelem | contact, quotation request, processing of service-related data |
| Wooden house builder website | fahazkeszites.109.hu privacy policy | definitions, general GDPR structure, data subject rights |
| Mobile home website | mobilehomescentre.com/adatkezelesi-tajekoztato | processors, information logic, customer data |
| SIP/lightweight construction house website | sipkeszhazak.hu/aszf-adatvedelem | joint handling of GTC/privacy, website information |
| Modern lightweight construction house website | modernkonnyuszerkezeteshazak.hu/adatvedelem | definitions, consent texts |
| Construction/lightweight construction website | ibkonnyuszerkezeteshaz.hu/adatkezeles | separation of GDPR and cookies |
| Wooden-house service provider | premiumfahaz.hu/adatvedelmi-nyilatkozat | structure of privacy statement |

| Type of reviewed sample | Example | Structural element used |
|---|-----------------------|---|
| Carpentry and lightweight construction service provider | acs-fa.hu/adatkezeles | processing of personal data generated during the activity |

2. Identification data of the controller

For final publication on the website, the data below must be completed accurately. If any data is missing or inaccurate, this privacy notice cannot be considered final.

| Data | Content | Comment |
|-----------------------------|---|---|
| Company name | Best Centrum Kft. | The exact name according to the company register is required. |
| Registered seat | [to be completed] | Registered seat according to the company register. |
| Company registration number | [to be completed] | Based on the company extract. |
| Tax number | [to be completed] | Tax number according to the NAV register. |
| Representative | [to be completed] | Managing director or authorized representative. |
| E-mail | [to be completed] | Address also suitable for receiving data protection requests. |
| Telephone number | [to be completed] | Customer service or central contact. |
| Website | [to be completed] | This notice applies to this domain. |
| Data protection officer | Not mandatory / [if any, to be completed] | Appointment is mandatory only in specific cases. |

3. Applicable legislation

The primary legal basis for the processing is Regulation (EU) 2016/679 of the European Parliament and of the Council, i.e. the GDPR. In the processing of personal data, the Hungarian Information Act, electronic commerce and electronic advertising rules, requirements for the retention of accounting documents, and civil-law limitation periods for contractual claims must also be taken into account.

For each processing purpose, the notice identifies a separate legal basis, categories of data processed, categories of recipients and retention period. This is important because quotation requests, contract performance, invoicing, marketing consent and the enforcement of legal claims are not carried out on the same legal basis.

4. Principles

In its data processing, Best Centrum Kft. follows the following principles: lawfulness, fairness and transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality; and accountability.

The Company requests only data that is necessary for contact, quotation, contracting, construction, invoicing, warranty administration or marketing communication. The company does not request special categories of personal data, such as health data, political opinion, religious belief or biometric data.

When designing the forms on the website, the Company should make only genuinely necessary data fields mandatory. For example, name and telephone number may be sufficient for a simple callback request, while a detailed quotation request may justify requesting the construction site, floor area, intended function and budget range.

5. Definitions

Personal data: any information relating to an identified or identifiable natural person. Examples include name, telephone number, e-mail address, residential address, ownership data connected to a construction site, or the content of communication with the customer.

Data subject: the natural person whose data are processed by Best Centrum Kft. A data subject may be a website visitor, a person requesting a quotation, a customer, an interested person, a contractual contact

person, a subcontractor contact person or a person consenting to reference photographs.

Processing: any operation performed on personal data, such as recording, storage, organization, transmission, erasure, modification or retrieval.

Processor: an external service provider that processes personal data on behalf of Best Centrum Kft., such as a hosting provider, accountant, web developer, newsletter service provider or CRM-system provider.

Consent: the voluntary, specific, informed and unambiguous statement by the data subject indicating that they agree to the processing of their personal data. Consent is typically required for marketing cookies, newsletters and reference photographs.

6. Main categories of data processed

| Data category | Examples | Why it may be necessary |
|---------------------------------|---|---|
| Identification and contact data | name, e-mail address, telephone number, postal address | contact, quotation, contracting |
| Project data | construction site, settlement, plot characteristics, floor area, function, technical requirements | accurate quotation and technical preparation |
| Documents | floor plan, sketch, visual design, plot photograph, requirement list | construction coordination, cost estimate |
| Contractual data | contract number, performance deadlines, payment schedule | performance of the construction contract |
| Invoicing data | name/company name, address/registered seat, tax number, invoice items | statutory accounting obligation |
| Communication data | e-mail correspondence, notes of telephone discussions, Messenger messages | administration, clarification of requirements |
| Online technical data | IP address, cookie identifier, browser data, visit data | website operation, analytics, marketing |
| Reference materials | photo or video of the building, customer review | portfolio, marketing, trust building |

7. Processing related to website visits

During website visits, the system may record technical data, such as IP address, browser type, operating system, time of visit, viewed subpages and log-file data. These data may be necessary for the secure operation of the website, troubleshooting, prevention of abuse and statistical analysis.

| Processing purpose | Legal basis | Retention period / comment |
|--|--|---|
| Secure operation of the website | Article 6(1)(f) GDPR - legitimate interest | for server logs typically 30-90 days, depending on the service provider |
| Troubleshooting and IT security | legitimate interest | until the error is remedied or until the end of the logging period |
| Operation of essential cookies | legitimate interest / necessary cookie under electronic communications rules | until the cookie expires |
| Non-essential statistical or marketing cookies | consent | until consent is withdrawn or the cookie expires |

8. Contact form and callback request

The purpose of the contact form placed on the website is to allow interested persons to contact Best Centrum Kft. The form typically allows the provision of name, e-mail address, telephone number, message, selected service type and, optionally, construction site.

For simple enquiries, the legal basis of the processing is the data subject's consent; for quotation requests or pre-contractual discussions, it is the taking of steps prior to entering into a contract under Article 6(1)(b) GDPR. The Company processes contact data until the case is closed or for as long as justified from a legal or business perspective.

| Data processed | Purpose | Retention |
|---------------------------------|--|---|
| name | salutation, identification | maximum 12 months from closure of the enquiry, unless a contract is concluded |
| e-mail address | reply, sending a quotation | 12 months or contractual document retention |
| telephone number | callback, consultation | 12 months or contractual document retention |
| message content | understanding the request, reply | for the period necessary to handle the case |
| construction site or settlement | site conditions, delivery, transport, planning | according to quotation and contractual purposes |

9. Quotation request for a lightweight construction house, wooden house, holiday home or custom building

In the quotation process, Best Centrum Kft. processes technical, financial and contact data provided by the interested person. This may include the type of building, planned floor area, number of rooms, purpose, place of installation, foundation requirements, utility situation, deadline, budget and other individual expectations.

The purpose of processing in the quotation process is to enable the company to provide a realistic preliminary or detailed quotation. If the customer sends a floor plan, plot photograph, permitting document or other technical material, such material may be used exclusively for quotation, design preparation and construction coordination.

Data generated during quotation may not be used automatically for sending newsletters or for separate marketing purposes, unless the data subject has given separate consent. A quotation request in itself does not mean that the customer has subscribed to a marketing list.

10. On-site survey and consultation

During an on-site survey or personal consultation, Best Centrum Kft. may process the customer's name, contact details, property address, characteristics of the plot or existing building, photographs, notes and technical findings. These data are necessary to refine the quotation and assess construction risks.

If a photo or video is taken during the on-site survey, the Company generally processes it as internal technical documentation. Separate express consent is required for marketing use - for example, publication as a reference photograph - if the recording contains a person, vehicle registration number, address or other identifying circumstance.

11. Contracting and construction process

During the conclusion and performance of the construction contract, Best Centrum Kft. processes the customer's identification and contact data, the subject matter of the contract, fees, payment schedule, performance deadlines, technical annexes, warranty terms and the communication between the parties.

During the construction process, employees, subcontractors, technical specialists and contact persons involved in the project may receive only the data that are necessary for the work. For example, for on-site work it may be justified to provide the address and the contact person's telephone number, but broad sharing of the entire customer communication or financial background data is not justified.

| Processing | Legal basis | Retention |
|---|---|--|
| preparation and conclusion of the construction contract | Article 6(1)(b) GDPR - contract | duration of the contractual relationship + civil-law limitation period |
| invoicing and retention of accounting documents | Article 6(1)(c) GDPR - legal obligation | retention period under accounting rules |
| handling legal claims | Article 6(1)(f) GDPR - legitimate interest | until the end of the limitation period for claims |
| informing subcontractors | performance of contract / legitimate interest | for the period necessary for the work |

12. Invoicing, accounting and financial data processing

For issuing invoices, accounting and fulfilling tax obligations, Best Centrum Kft. processes the customer's name or company name, billing address or registered seat, tax number, name of the service, consideration, performance date, payment method and data related to financial performance.

Processing of invoicing data is based on compliance with a legal obligation. Depending on their role, the accountant, invoicing software provider and any financial service provider may participate in the processing as processors or independent controllers.

13. Warranty, guarantee and complaint-handling matters

In connection with lightweight construction buildings, wooden houses, holiday homes and related construction works, Best Centrum Kft. may process customer data, project data, photographs, defect descriptions, expert opinions, minutes and correspondence related to the handling of the complaint in warranty, guarantee or complaint matters.

The purpose of complaint-related processing is to investigate the report, identify the defect, organize the repair, and fulfil legal obligations and contractual commitments. The retention period of such documents may depend on warranty, guarantee, contractual and civil-law claim-enforcement deadlines.

14. Newsletter and direct marketing communication

Best Centrum Kft. may send newsletters, promotional offers, information materials or marketing e-mails only if the data subject has given prior, voluntary and unambiguous consent, or if the applicable law expressly permits this on another legal basis.

Subscription to the newsletter may not be a precondition of requesting a quotation. Each newsletter must provide an easy and free-of-charge unsubscribe option. After unsubscribe, marketing processing must cease, but the fact of unsubscribe may be retained in a limited manner to prove that the company should not send further newsletters.

| Data processed | Legal basis | Retention |
|-------------------------------------|--|---|
| name and e-mail address | consent | until consent is withdrawn |
| time and IP address of subscription | legitimate interest - proof of consent | until the end of the claim-enforcement period |
| fact of unsubscribe | legitimate interest | for the period necessary to maintain the suppression list |

15. Online advertising, remarketing and social media

The website may use Google Ads, Google Analytics, Meta Pixel, Facebook, Instagram, TikTok or other online marketing tools. These tools may be suitable for measuring traffic, analysing campaign performance, creating remarketing audiences and personalising advertisements.

Non-essential statistical and marketing cookies may be placed only on the basis of appropriate prior information and consent. The cookie banner must provide a genuine choice: accept, reject, change settings. It is not appropriate if rejection is more difficult than acceptance, or if marketing cookies load before consent is given.

On social media platforms - for example Facebook page, Instagram profile, Messenger communication - the platform operator is also a controller. Best Centrum Kft. processes messages, comments, enquiries and contact data received on its own page to the extent necessary for administration.

16. Cookie notice

Cookies are small data packages that the website may place on the visitor's device. Cookies strictly necessary for the operation of the website may be used without consent, but visitors must also be informed about them. Consent is required for statistical, analytical and marketing cookies.

| Cookie category | Example | Legal basis and handling |
|---------------------------|---|---|
| Strictly necessary cookie | session identifier, security cookie | website operation; without consent, with information |
| Functional cookie | language setting, form status | consent or legitimate interest, depending on the function |
| Statistical cookie | Google Analytics or similar measurement | consent, unless fully anonymous and non-identifying |
| Marketing cookie | Meta Pixel, Google Ads remarketing | prior consent |
| Embedded content cookie | YouTube, Google Maps, social module | consent; the third party's notice is also relevant |

A separate cookie list must be prepared on the final website, containing the cookie name, provider, purpose, lifetime, type and legal basis. This document provides only the structural and content framework; the actual cookie list must be completed based on a technical review of the website.

17. Reference photographs, videos and customer reviews

As part of its marketing activity, Best Centrum Kft. may use reference photographs of completed lightweight construction houses, wooden houses, holiday homes or custom buildings. If a person, vehicle registration number, exact address, house number, unique property identifier or other personal data can be recognized in the recording, separate consent is required for its use.

The customer's name, review, photograph or video statement may be published only with express consent. The consent must cover where the recording may appear: website, social media, advertising, printed material or other platform. The data subject has the right to withdraw consent, but this does not affect lawful use before withdrawal.

It is recommended to use a separate reference-consent declaration stating the project name, the scope of materials that may be used, the channels of use, the duration and the method of withdrawal.

18. Subcontractors, partners and professionals participating in the project

During construction projects, Best Centrum Kft. may cooperate with subcontractors, installers, suppliers, technical preparers, designers or other professionals. Personal data may be transferred to such partners only if necessary for the performance of the project.

For example, the address of the construction site and the telephone number of the on-site contact person may be provided to the subcontractor performing delivery or construction. However, transfer of financial contractual terms, personal correspondence or other unnecessary data should be avoided.

Best Centrum Kft. must ensure that the contractual framework for processor or subcontractor processing is properly regulated, especially where the partner processes personal data in the name of and on the instructions of the company.

19. Processors

The final notice must identify the processors one by one. The following list is a sample and must be completed on the basis of the actual providers.

| Type of processor | Example / to be completed | Task |
|-----------------------------------|---------------------------------------|--|
| Hosting provider | [e.g. tarhely.eu / other] | operation of the website and e-mail system |
| Web developer / operator | [to be completed] | website maintenance, technical access |
| Accountant | [to be completed] | handling invoices, vouchers and tax documents |
| Invoicing software | [e.g. Billingo / Szamlazz.hu / other] | issuing and storing invoices |
| CRM or customer-management system | [to be completed, if any] | managing quotations and customer relationships |

| Type of processor | Example / to be completed | Task |
|-----------------------------|---|--|
| Newsletter service provider | [Mailchimp / SalesAutopilot / other, if any] | sending newsletters, managing subscribers |
| Marketing platform | Google, Meta, TikTok etc. | analytics, conversion measurement, ad management |
| Cloud storage | Google Drive, OneDrive, Dropbox etc., if used | storage of documents, plans and photos |

20. Data transfer and transfer to third countries

Best Centrum Kft. transfers personal data to third parties only for lawful purposes and on an appropriate legal basis. Such recipients may include accountants, legal representatives, authorities, courts, financial service providers, subcontractors or IT service providers.

In the case of certain online service providers - for example Google, Meta, Mailchimp or other international platforms - data may be transferred outside the European Economic Area. In such cases, the appropriate safeguards applied by the provider, such as an adequacy decision, standard contractual clauses or other GDPR mechanisms, may be relevant. The final notice must be specified on the basis of the actual service providers.

21. Summary of data retention periods

| Processing situation | Recommended retention period | Comment |
|--|--|---|
| Simple contact from which no business results | maximum 12 months from closure of the case | for business retrievability and complaint prevention |
| Quotation request from which no contract results | 12-24 months | if the customer may return later, but excessively long storage is not justified |
| Contract and performance documents | contract performance + limitation period | because of legal claim enforcement |
| Invoices and accounting documents | period under accounting legislation | legal obligation |
| Warranty and complaint-handling documents | warranty/guarantee period + claim-enforcement period | important due to construction disputes |
| Newsletter subscription | until consent is withdrawn | unsubscribe must be provided |
| Marketing cookie | until consent is withdrawn or the cookie expires | to be specified in the cookie list |
| Reference photograph based on consent | until consent is withdrawn or until the indicated duration | separate declaration recommended |

22. Rights of data subjects

The data subject has the right to request information on whether Best Centrum Kft. processes their personal data. They have the right to request access to their data, to request rectification, erasure and restriction of processing, and in certain cases to object to processing.

Where processing is based on consent, the data subject may withdraw consent at any time. Withdrawal does not affect the lawfulness of processing before withdrawal. Where processing is based on a contract or legal obligation, erasure cannot always be performed immediately, for example where invoicing or legal claim-enforcement obligations exist.

Best Centrum Kft. replies to data subject requests without undue delay and at the latest within one month. If necessary, taking into account the complexity of the request or the number of requests, this period may be extended in accordance with the GDPR.

23. Remedies

If the data subject believes that Best Centrum Kft. has violated applicable data protection rules when processing their personal data, it is advisable first to contact the Company directly using the indicated data protection contact details.

The data subject may also lodge a complaint with the Hungarian National Authority for Data Protection and Freedom of Information. Contact details of the Authority: NAIH, 1055 Budapest, Falk Miksa utca 9-11.; postal address: 1363 Budapest, P.O. Box 9; e-mail: ugyfelszolgalat@naih.hu; website: www.naih.hu. The data subject may also turn to the competent regional court according to their place of residence or stay.

24. Data security measures

Best Centrum Kft. protects personal data by appropriate technical and organizational measures against unauthorized access, alteration, transfer, disclosure, erasure, damage or destruction.

Data security measures may include password-protected access, authorization levels, up-to-date antivirus protection, backups, encrypted data transfer, restricted access to contractual documents, and contractual recording of subcontractors' data-processing obligations.

It is particularly important that plans, plot addresses, key handover information and customer communication are not handled on public or generally accessible surfaces. Project materials should be visible only to those who genuinely need them for their work.

25. Handling data protection incidents

A data protection incident means any security event resulting in accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or unauthorized access to, personal data processed. Examples include a lost laptop, a contract sent to the wrong recipient, a hacked e-mail account or a customer folder becoming publicly accessible.

Best Centrum Kft. must establish an internal procedure to investigate an incident without delay, report it to the NAIH where necessary, and inform the data subjects if the incident is likely to result in a high risk to them.

26. Data of minors

The services of Best Centrum Kft. are primarily intended for adult customers, property owners, companies and decision-makers. The website is not specifically designed for children, and the Company does not seek to collect minors' data.

If a minor could be recognized in a reference photograph or video, publication requires particularly careful handling and the appropriate consent of the legal representative. It is recommended that minors should not appear in a recognizable manner in reference materials.

27. Automated decision-making and profiling

Best Centrum Kft. does not apply automated decision-making through the website that would produce legal effects concerning the data subject or similarly significantly affect them. However, online advertising systems may use remarketing or interest-based targeting.

The purpose of such marketing profiling is typically to show the visitor more relevant advertisements based on their previous use of the website. This may be done only on the basis of appropriate cookie consent, and the visitor may object by modifying cookie settings or through the platforms' own settings.

28. Amendment of the privacy notice

Best Centrum Kft. reserves the right to amend this privacy notice, especially if the operation of the website changes, or if a new form, new marketing tool, new processor or new service process is introduced.

The amended notice must be published on the website. In the case of material changes - for example new marketing processing or a significant change of processor - it may also be justified to inform data subjects separately.

29. Practical checklist before publication

| Checkpoint | Status | Action |
|--|----------------------------------|--|
| Exact company name, registered seat, tax number, company registration number | to be completed | complete on the basis of the company extract |
| Website domain | to be completed | provide final domain |
| Hosting provider | to be completed | check processor data |
| Contact form fields | to be checked | only necessary fields should be mandatory |
| Cookie list | technical review required | request cookie export from the web developer |
| Google Analytics / Ads / Meta Pixel | to be checked | load only after consent |
| Newsletter system | if any, to be completed | verify unsubscribe and proof of consent |
| Reference photograph consent | separate declaration recommended | clarify use of photo/video |
| Subcontractor access | to be checked | only necessary data should be transferred |
| Legal/data protection review | required | recommended before publication |

30. Annex - recommended consent texts

30.1. Contact form checkbox

"I declare that I have read the privacy notice and acknowledge that Best Centrum Kft. processes the data I provide for the purpose of responding to my enquiry, preparing a quotation or conducting pre-contractual consultation."

30.2. Newsletter subscription

"I consent to Best Centrum Kft. sending newsletters, professional information and marketing offers to the e-mail address I provided. I acknowledge that I may withdraw my consent at any time."

30.3. Reference photograph consent

"I consent to Best Centrum Kft. publishing photographs and/or videos of the building constructed by it for reference purposes on its website, social media pages and marketing materials. The consent does not cover publication of my person, family members, vehicle registration number, exact house number or other identifying data, except with separate written permission."

31. Annex - recommended processor register sample

| Provider name | Service | Scope of data processed |
|-------------------|----------------------|---|
| [to be completed] | hosting / e-mail | website and e-mail data, technical logs |
| [to be completed] | accounting | invoices, vouchers, contractual data |
| [to be completed] | web development | technical access to website form data |
| [to be completed] | invoicing software | invoicing data |
| [to be completed] | marketing management | advertising account, cookie and campaign data |
| [to be completed] | cloud storage | project materials, floor plans, photos |

32. Final provisions

This document is a detailed sample privacy notice prepared for the website of Best Centrum Kft. For the final version suitable for publication, the missing company data must be completed, and the actual processors, cookies used, marketing tools, website forms and specific data-retention practice must be specified.

The purpose of the document is to provide transparent, understandable and detailed information to customers and interested persons of Best Centrum Kft. regarding data processing, especially in relation to quotation, construction and marketing processes for lightweight construction houses, wooden houses, holiday homes and custom buildings.

Recommended effective date: [to be completed]

Date of last amendment: 11 June 2026.

33. Source and compliance background

The background materials taken into account in developing the content and structure of the document are: the GDPR Regulation (EU 2016/679), publicly available NAIH materials on data subject rights and cookie notices, and privacy notices of Hungarian lightweight construction, wooden-house, mobile-home and construction websites. No text was copied verbatim from the samples; the document was prepared in a structure tailored to Best Centrum Kft.

Public examples reviewed include: konyuszerkezetes-hazak-szekesfehervar.hu/adatvedelem; fahazkeszites.109.hu/privacy-policy; mobilehomescentre.com/adatkezelesi-tajekoztato; sipkeszhazak.hu/aszf-adatvedelem; modernkonyuszerkezeteshazak.hu/adatvedelem; ibkonyuszerkezeteshaz.hu/adatkezeles; premiumfahaz.hu/adatvedelmi-nyilatkozat; acs-fa.hu/adatkezeles.

34. Internal setup note for the website developer

Tasks to be handed over to the web developer: list the data fields of the contact form, fully identify the cookies technically, configure the cookie banner, bind marketing codes to consent, place a data protection checkbox on the forms, separate newsletter subscription from the quotation request, and publish the notice in PDF or HTML format.

The privacy notice does not replace the General Terms and Conditions. If the Best Centrum Kft. website includes a specific online ordering option, payment, booking or contract conclusion, a separate GTC may also be required. If the website is only an introductory and quotation-request site, the privacy notice, cookie notice and imprint/controller data are generally particularly important.

It is recommended that the privacy notice should be available not only as a PDF, but also as an easily readable HTML page, because this is more searchable, easier to read on mobile and directly linkable for visitors.

35. Detailed processing scenarios for construction projects

Data processing connected to the construction of lightweight buildings often does not consist of a single form submission, but of a longer customer journey: first enquiry, telephone consultation, preliminary price estimate, technical clarification, on-site survey, final quotation, contracting, construction, handover, invoicing, warranty administration and handling of reference materials. The notice must therefore cover each such stage.

At the first enquiry stage, the company does not yet need all detailed technical and financial data. At this stage, the interested person's name, contact details, the desired building type and the settlement may be sufficient. At later stages, however, it may be justified to process the plot address, floor plan, sketch, planned floor area, construction purpose, deadline and technical requirements.

Under internal rules, the company must distinguish interested persons who did not become customers from those with whom a contract was concluded. Unsuccessful enquiries should not be stored indefinitely. If the interested person requested information only once and then did not respond, the data must be erased or archived within a reasonable time.

For contractual customers, retention is longer because retrievability of documents may be necessary for construction, invoicing, warranty and potential disputes. This must not be confused with processing for marketing purposes: the fact that someone was a customer does not necessarily mean that advertising messages may be sent to them indefinitely.

36. Recommended form texts and website placements

36.1. Short notice on the contact page

Recommended short text under or next to the form: "By submitting the form, you acknowledge that Best Centrum Kft. processes the data you provide for the purpose of responding to the enquiry, preparing a quotation and maintaining contact. Detailed information is available in the Privacy Notice."

36.2. Short notice on the quotation request form

"Best Centrum Kft. processes the data provided for the quotation request exclusively for the purpose of assessing your needs, preparing a preliminary or detailed quotation and conducting related consultation. A quotation request does not constitute automatic newsletter subscription."

36.3. Recommended cookie-banner text

"Our website uses cookies to ensure operation, measure visits and - with your consent - conduct marketing analysis. Necessary cookies are always active, while statistical and marketing cookies operate only on the basis of your consent. You may change your settings at any time."

36.4. Short newsletter subscription text

"I would like to receive newsletters from Best Centrum Kft. about news related to lightweight construction houses, wooden houses, holiday homes, promotions and professional content. I acknowledge that I may withdraw my consent at any time."

37. Internal data-processing responsibility system

The notice alone is not sufficient if the company's internal practice does not follow it. It is recommended to appoint an internal person responsible for checking that quotation requests, customer data, photographs, contracts and warranty documents are stored in an orderly manner. This does not necessarily mean an official data protection officer, but the responsibility must be clear.

Employees and subcontractors must receive clear instructions that they may not send customer data to private e-mail addresses, upload it to public file-sharing services, publish photographs of a customer's house without permission, or pass on the customer's telephone number to a partner who does not need it.

Project documentation should be managed in a uniform folder structure: enquiries, active quotations, contractual projects, closed projects, warranty matters, reference materials. This helps ensure that erasure and retention rules can actually be implemented.

38. Data minimisation recommendations for Best Centrum Kft.

The quotation request form should not require an exact residential address if the settlement or county is sufficient for a preliminary quotation. An exact address should be necessary only if an on-site survey, transport calculation or specific construction preparation is carried out.

Providing a budget should not be mandatory if the customer does not wish to do so. It may be treated as an optional field because it can help refine the quotation, but it may also appear as sensitive business information.

The company should not request a land register extract, identity-card copy or other identification document during the mere enquiry stage. Such documents may be processed only in particularly justified cases, with a specific legal basis and adequate protection.

For reference photographs, images showing a house number, vehicle registration number, family member, child, security camera, intercom name or other identifying detail should be avoided. If such an image is nevertheless used, it must be masked or cropped, or consent must be obtained.

39. Technical requirements for the web developer

Forms used on the website must operate with SSL encryption. Form data must not appear in public URLs, must not be indexable by search engines, and must not be transferred automatically to any third party not covered by the notice.

Marketing measurement codes must be installed so that they do not load before consent. This is particularly important for Meta Pixel, Google Ads remarketing, TikTok Pixel, Hotjar or similar tools. The

cookie banner must not be a merely cosmetic solution; it must actually control the loading of codes.

Only those who genuinely need access should have access to the website administration interface. Admin passwords must not be stored in a shared document, open chat or unprotected spreadsheet. Two-factor authentication should be used where possible.

40. Difference between GTC, imprint, privacy notice and cookie notice

The General Terms and Conditions contain the contractual terms of the service: ordering, payment, performance, withdrawal, liability, warranty and complaint handling. By contrast, the privacy notice describes how the company processes personal data. The two are not the same, even if they appear under one menu item on many websites.

The imprint or company information contains the identifying data of the operator. The cookie notice details the cookies and similar technologies used on the website. On a serious website these appear in harmony with each other, but are not mixed together.

For Best Centrum Kft., it is recommended to display the following as separate menu items: Imprint, Privacy Notice, Cookie Notice, and, if online contract conclusion or ordering takes place, General Terms and Conditions.

41. Final professional note

This notice is more detailed than average website samples because, in construction services, the scope of personal data can easily go beyond a simple name-e-mail-telephone combination. The plot, the house, the floor plan, the location, the pictures, the construction documentation and warranty matters may all contain information from which conclusions can be drawn about the customer's private life, financial situation or residential environment.

A good privacy notice is not only a legal obligation, but also an element of trust. A customer ordering the construction of a house makes a decision of significant value, so it is important that the company's communication be professional, transparent and well-organized. This document serves that purpose.

42. Sample: separate reference-consent declaration

I, the undersigned [name], consent to Best Centrum Kft. using, for reference purposes, photographs and videos of the lightweight construction building, wooden house, holiday home or custom building implemented on the property ordered or used by me.

The consent may cover the following platforms: Best Centrum Kft. website, Facebook page, Instagram page, TikTok page, YouTube channel, online advertisements, printed presentation materials and sales presentations. Unwanted platforms may be crossed out or separately indicated in the declaration.

The consent does not cover recognizable depiction of persons, depiction of minors, publication of vehicle registration numbers, exact address, house number, name displayed on a doorbell or other identifying data, unless the data subject gives separate express consent to this.

I acknowledge that I may withdraw my consent at any time through the data protection contact of Best Centrum Kft. Withdrawal does not affect lawful use before withdrawal, but after withdrawal the company will cease further active use within a reasonable time.

Date: [to be completed] Signature: [to be completed]

43. Sample: shortened version of the privacy notice for the quotation request page

Best Centrum Kft. processes the personal data provided on the quotation request form - in particular the name, e-mail address, telephone number, data relating to the construction site or settlement, and requirements relating to the building - for the purpose of preparing the quotation, maintaining contact and conducting pre-contractual consultation.

The legal basis for processing is taking steps prior to entering into a contract at the request of the data subject, and in certain cases the consent of the data subject. The company does not use the data for sending newsletters or for separate marketing purposes, unless the data subject has given separate consent.

The data may be accessed by employees of Best Centrum Kft. and by processors necessary for performing the task. The data subject has the right to request information, access, rectification, erasure and restriction, and in certain cases to object to processing. Detailed information is available in the full Privacy Notice.

44. Sample: internal erasure and archiving rule

Simple enquiries that do not materialize are retained by the company for a maximum of 12 months, unless active communication is ongoing with the interested person or longer storage is justified for specific legal, business or complaint-handling reasons. Interested-person data stored for more than 12 months must be reviewed at least annually.

Documents of quotations that do not materialize may be retained for a maximum of 24 months if the length of the construction-sector sales cycle justifies this. Thereafter, the data must be erased or anonymized, unless further retention is necessary due to a dispute, complaint or other legitimate interest.

Documents of contractual projects must be retained after contract performance, taking into account legal claim-enforcement, accounting and warranty deadlines. Reference materials must be handled separately from contractual documents because their publication is an independent processing purpose.

45. List of data required for finalization

| Required data | Why is it needed? | Who provides it? |
|--|---------------------------------------|--|
| exact company name, registered seat, tax number, company registration number | identification of the controller | company management / accountant |
| website domain and e-mail address | scope of the notice and contact | web developer / company management |
| name and address of hosting provider | identification of the processor | web developer |
| list of form fields | specification of processed data | web developer |
| complete list of cookies | finalization of cookie notice | web developer / marketer |
| Google/Meta/TikTok tools | specification of marketing processing | marketer |
| accountant and invoicing software | invoicing-data processing | accountant / company management |
| newsletter sender or CRM | marketing and customer management | company management / marketer |
| scope of subcontractor data transfer | project performance | company management / technical manager |

46. Publication warning

This document must not be uploaded to the website while the [to be completed] fields remain in it. The version published for visitors must contain specific data, especially with regard to the controller and processors.

It is advisable to give the final version a date and version number, for example: "Version 1.0, effective from 15 June 2026". If a new marketing tool, new form or new processor is later introduced, the version number and effective date must be updated.