

Vitarex Stúdió Kft.

Public copying policy for the creation of certified electronic copies

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English translation

1 INTRODUCTION

1.1 PURPOSE OF COPYING

The purpose of copying is to create certified electronic copies of the records held by Vitarex Stúdió Kft. on paper, in particular its employment, financial and contractual documents, and to ensure redundancy of these records through the certified copies. After creating a certified electronic copy, Vitarex Stúdió Kft. arranges for an original paper copy to be retained, where necessary.

The purpose of making an electronic copy of a paper document is to give the resulting copy the legal effects specified in Hungarian Government Decree 451/2016 (XII. 19.). To this end, the employee certifying the electronic copy checks the visual and content conformity of the paper document and the electronic document, then adds a certification clause to the resulting electronic copy.

1.2 DEFINITIONS

Electronic time stamp: “Data in electronic form which is attached to or logically associated with other data in electronic form to ensure the latter's origin and integrity.” (eIDAS [1], Article 3(25))

Certified electronic copy: A set of data interpretable by electronic means, capable of producing legal effects, created from a non-electronic document in accordance with the rules of Hungarian Government Decree 451/2016 (XII. 19.), and corresponding to that document visually or in content.

Visual conformity: The property of an electronic copy that enables the content and formal elements of the paper document that are relevant to its legal effects to be ascertained.

Copying system: The hardware and software used in copying, and the combination of these.

Qualified electronic signature: “An advanced electronic signature that is created by a qualified electronic signature creation device, and which is based on a qualified certificate for electronic signatures.” (eIDAS [1], Article 3(12))

Qualified electronic time stamp: “An electronic time stamp which meets the requirements laid down in Article 42 of the eIDAS Regulation [1].” (eIDAS [1], Article 3(34))

Content conformity: The property of an electronic copy that, together with its associated metadata, enables the elements of the paper document's content that are relevant to its legal effects to be ascertained, but does not ensure visual conformity.

2 STEPS FOR CREATING A CERTIFIED ELECTRONIC COPY

Vitarex Stúdió Kft. creates certified electronic copies of incoming paper documents and paper documents created in the course of its activities. During copying, Vitarex Stúdió Kft. checks the visual correspondence between the paper document and its digitised version, then certifies the electronic copies using a qualified electronic signature. At Vitarex Stúdió Kft., the persons assigned or authorised to make copies are the managing directors.

Vitarex Stúdió Kft. digitises documents using a scanner. After digitisation, the electronic documents are saved in SharePoint storage. The employee responsible for copying checks the visual conformity of the paper document and the scanned document. That employee is responsible for the document's visual conformity. Vitarex Stúdió Kft. is liable to third parties for any breach of this Policy or the legislation governing copying.

If the check reveals that the scanned document is defective or incomplete (visual conformity with the original paper document is not ensured), the person making the copy deletes the document image from the system. If the images of the scanned document and the paper document correspond, Vitarex Stúdió Kft. certifies the copy, producing a file bearing a qualified signature, a time stamp and a certification sheet. The wording of the certification clause is: "Az eredeti papíralapú dokumentummal egyező hiteles másolat." ("Certified copy corresponding to the original paper document.") This creates a certified electronic copy with the same evidential value as the original paper document. The resulting file may be in PDF or .es3 format.

After certification, the employee responsible for copying places the certified document in the subfolders within SharePoint storage or in another electronic storage location appropriate to the document type.