

Course application form

Company details

Name of Company:

Billing address:

Postal address:

Tax code:

Applicant details

Name:

Role:

Phone no.:

E-mail:

Request newsletter:

Yes

No

For more information about our Privacy Policy, see our "Privacy Statement".

Contact Person

Name:

Role:

Phone no.:

Course details

Name and code:

Date:

Form of training:

Classroom

Online

Request a preliminary knowledge survey:

Yes

No

This service is 15.000 HUF + VAT. Can be ordered until up to 10 day of the commence of the course.

Payment details

Course fee:

HUF + VAT

Form of payment:

Cash

Transfer

SzirTicket

MS SA Voucher:

Tender/other discount:

Yes

No

Type:

Catering service:

Buffet

Lunch

Catering service fee is not included in the price. Please see the GTC for details.

Payment deadline:

8 days

15 days

30 days

Please choose from these options, or the payment method described in the GTC will apply.

Use of interior car park:

Yes

No

Parking is free of charge, but it is on first come first serve order.

Financial contact details

Name:

Role:

Phone no.:

By signing the application form I accept the GTC and Privacy Policy Statement of Szirtes Technologies Ltd. Please see our GTC in the appendix of the application form or on our website: www.szirtes.com.

Date:

.....
applicant's/company's signature

P. of S.

General Terms and Conditions

Course location - On-site courses

Our courses are held in the fully equipped computer rooms of Szirtes Technologies Training Center (1139 Budapest, Forgách u. 21). On demand, in the case of an **outsourced course**, training is held throughout the country at the premises of the ordering company, if the technical conditions required for the training are provided.

Online courses

Szirtes Technologies Ltd. uses the Microsoft Teams solution for this kind of training:

- The instructor and the students can join the training via a Microsoft Teams based web conference set up for the duration of the course.
- During the course, the students can follow the instructor's lecture, content projected on the instructor's computer and a live image of the instructor via webcam. They can ask questions via the audio link, which all other participants can hear.
- If the student gets stuck during the exercise and reports this to the instructor, the instructor can take over the remote desktop connection to the computer and rectify the problem. Meanwhile, the student can follow the troubleshooting process on the instructor's shared monitor and have a live verbal chat.

Hardware, software needs

- The number of computers with the appropriate educational software environment (legal license) for the number of students is provided by the Training Centre.
- In the case of online training, the Customer must be able to connect to the machines provided by the Training Centre via RDP protocol from his own machine.

Commence of courses

A minimum of 4 participant is required to start a specialist course, and 10 persons to start a user training. If the course doesn't reach the required minimum number of participants, the Training Center reserves the right to reschedule the course to a previously agreed date with the students.

Duration of courses

Our courses are on weekdays, from 9 am to 4:30 pm. Different course times can be organized upon request. The lessons are organized in 8 hours per day, broken down as follows.

Online learning

Students can join our courses live online with the help of Microsoft Teams.

Catering

Our Training Center offers catering – buffet and hot lunch - to the students. It is not included in the course price, and will be billed in a separate row on the invoice. Buffet is 3 500 HUF+VAT/person/day, and it includes scones and unlimited drinks (coffee, tea, juices and soft drinks). Hot lunch is 2 000 HUF+VAT/person/day and it is served in the nearby Teve Restaurant. Any previously not ordered consummation will be billed accordingly.

Resources

Our Training Center supplies official resources in English or lecture/presentation materials in PDF. E-learning materials (videos and labs) in English and in Hungarian are also available. E-learning resources are subject to a fee and are accessible for 90 days after activation. For more information on e-learning materials, please contact our colleagues at the Training Center or by e-mail: training@szirtes.com.

Attendance certificate

Students will receive a certificate of attendance on the last day of the course. The certificate is subject to at least 75 % participation of the course.

Course language

Our courses are primarily in Hungarian. On demand the courses are available in English or other desired language.

Exam opportunity

Following our courses, exams can be completed in the Pearson VUE or Certiport Testing Center operated in our Training Center. Exams are subject to a fee.

Application process

Please fill out and send us back the completed application form by:

- e-mail: info@szirtes.com or training@szirtes.com
- post: Szirtes Technologies Kft., 1139 Budapest, Forgách u. 21.
- or register on our website: www.szirtes.com

Our colleagues will send you a written confirmation. By signing the application form, you accept our training offer and the GTC, and agree to pay the balance of the invoice sent to you by the payment deadline.

Modes of payment

Course fees must be paid in full and proof of payment must be presented before the commencement of the course. Payments can be made in cash or by transfer. In the case of a subsequent transfer, if the invoice amount is not paid by the payment deadline, our Training Center is entitled to claim interest for late payment in accordance with the provisions of Section 6: 155 of the Civil Code Act 2013. In which case the default interest rate is valid on the first day of the calendar half-year central bank base rate increased by eight percentage points. The interest rate is calculated on the first day of the calendar half-year affected by the delay, on the basis of the central bank's base rate for the entire calendar half-year.

Cancellation

We can only accept your course application cancellation in written form. Please send us an e-mail about your cancellation to info@szirtes.com or training@szirtes.com. If you cancel your application, the following fees apply:

- 2 weeks (14 days) before the commencement of the course: **no fee**
- Within 2 weeks (8-13 days) of the commencement of the course: **25% of the course fee**
- Within 1 week (2-7 days) of the commencement of the course: **50% of the course fee**
- 1 day before the commencement of the course; on the 1st day of the course; or without a written note of absence: **100% of the course fee**

Singing this application form and/or completing our online registration form constitutes a contract.

Privacy Statement

This Privacy Statement explains how Szirtes Technologies Ltd. collects personal information about you regarding your relationship with the company and the use of our services, as well as explains how to use the data.

Personal data we collect

Szirtes Technologies Ltd. collects data so that our education and training services and system integration activities can work efficiently and provide the best user experience. You enter some of these details directly, for example when you sign up for our training, subscribe to our newsletter, subscribe to a Szirtes Technologies Ltd. event or contact us for support. We also collect data from third parties. The information received from third parties will be protected in accordance with the practice described in this statement and we will enforce further restrictions imposed by the source of the data. External resources change over time, but they include:

- Partners, that we offer co-branded services with or joint marketing activities, and
- Publicly available resources, such as government databases or other public domain information.

You have the right to decide on the data we collect. If you are requested to provide your personal information, you can decline it. However, if you choose not to enter the data required for the course, exam registration or contract conclusion, you will not be able to fully utilize our service.

Types of personal data we may collect:

- **Name and contact details:** we collect your last name, first name, e-mail address, postal address, phone number and other similar personal information, as well as your educational qualifications.
- **Verification details:** we collect passwords (we store the SHA-2 algorithm-converted user password), and other security information used for authentication and account access.
- **Payment details:** we collect the details necessary to process payment, including, but not limited to, the type of payment (e.g. wire transfer).
- **Device and usage information:** we collect data from current and planned technical tools for effective customer relations.
- **Products and services:** we collect data on what services we have been using so far.

How we use personal information

Szirtes Technologies Ltd. uses the collected data to operate the company to provide the services it offers, including:

- communicating with you
- information on services (course and exam changes, reminders)
- for information on novelties (newsletter, EDM letter)

Reasons we share personal data

We share your personal information with your consent or as necessary to complete any transaction or provide any product you have requested or authorised or when you use our services with our Partners through us. We will access, send, transfer and retain your personal data, including personal content (such as the content of your outlook.com e-mails, other private communications) in good faith:

1. In order to comply with applicable law or in connection with valid legal procedures, including inquiries by law enforcement authorities or other state organs;
2. To protect our customers, such as avoiding misleading, attempts by unsolicited mails or other users, or in order to prevent loss of live or serious injury to anyone;
3. To operate and maintain the security of our services, including the prevention or stopping of attacks on our systems or networks; or
4. To protect the rights or property of Szirtes Technologies Ltd., including the conditions governing the use of the services. However, if we receive information that a person uses our services to sell intellectual or physical property, we will pass on the personal content of the client to the law enforcement agencies.

Accessing and managing personal information

You can view and edit your account at Szirtes Technologies Ltd. at any time. If you do not have access to your account, you can report it to our colleagues by writing to us at info@szirtes.com. Our colleagues will try to resolve the problem as soon as possible.

Note to end users

If you did not order our services and provided your personal data to us directly but a legal person / other organization / employer did in your stead, - hereinafter "Customer" -, please contact the person responsible for the purchase. Szirtes Technologies Ltd. cannot determine whether the data in question are legally covered by the Customer, and is not responsible for the privacy and security practices of its customers, which may differ from those detailed in this Privacy Statement. If you notice any unlawfulness / irregularity in connection with the given information, please notify the Customer immediately and please inform us at info@szirtes.com at the same time.

If you use the e-mail address provided by the Customer to access the services of Szirtes Technologies Ltd., the owner of the domain associated with the e-mail address has the following rights: (i) manage and supervise your account at Szirtes Technologies Ltd., and (ii) access and process your data, including the contents of your communications and files. Of course, we provide you with the right to request access to information, correct information, limit the handling of your data, data storage, protest, and deletion, as well as legally enforceable legislation. You can exercise these rights by submitting a statement / request addressed to the data controller or by writing it online, by e-mail from your account or can sent it to us by post.

Student's Szirtes account

For all of our students, Szirtes Technologies Ltd. creates a personalized Szirtes account. The owner of the account (participant of the course or the Customer who submits the employee to the course) has the right to request access to information, correct information, limit the handling of his/her data, data storage, protest, and deletion, as well as legally enforceable legislation. In order for this account to be provided by our company to its students, an individual e-mail address is required, which must be indicated on the course application form.

Signing up for our website is only possible with an individual email address. After registering, you can log in to your Szirtes Technologies account where you can sign up for courses and exams, ask our colleagues or tutors questions about our services, evaluate the quality of our services (course evaluation), review services required so far.

In case the course or exam application form is filled out personally and sent to us by e-mail, by post or submitted in person, it is necessary to enter the individual email address of the course/exam participant in order to be able to create a unique Szirtes account for the owner(s) of the account (course participant or the Customer). The owner of the account has the right to access the account, correct the data, limit the handling of his/her data, data storage, protests, and the right to cancel.

Creating and using a personal Szirtes account When you create a personal Szirtes account, we will ask you for some personal information, and we will assign a unique identifier number to your account to identify your account and the information that is associated with it. In this case, we ask you to provide real-time data that will be required to use our services later (billing). Certain details, such as your name, email address and phone number, will help our colleagues to contact you if needed. (course and exam changes, reminders).

Use of accounts provided by the Customer. If your account is created and supervised by the Customer (e.g. your employer), you can use this account to request our services. If you use an email address provided by an organisation you are affiliated with, such as an employer or school, to access Microsoft online services, the owner of the domain

(e.g. your employer) associated with your email address may control and administer your Microsoft online services account and access and process your data, including the contents of your communications and files. If your account is managed by the Customer (e.g. your employer), contact the person responsible for the purchase with data protection issues; in view of the fact that Szirtes Technologies Ltd. assumes no liability whatsoever, and will only deal with the data transferred to Szirtes Technologies Ltd. for the treatment as described above.

By subscribing electronically, by post or by personally submitting my course / exam, and/or by subscribing to a newsletter, I accept the above detailed privacy statement of Szirtes Technologies Kft.

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