NOTARchiv

Extract of the Archiving Policy
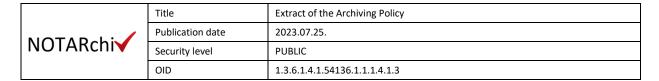# Publication date: 2023.07.25.
OID: 1.3.6.1.4.1.54136.1.1.1.4.1.3

Document identification in English	Extract of the Archiving Policy
Document short name	Extract
Publication date	2023.07.25.
Applicable date	2023.09.01.

This document is a translation. In the case of differences between the original and translated version, the original Hungarian version is the preference.

Accepted by _____ date: _____/_____/_____

Dr. Burgstaller Attila, CEO,
NOTARchiv Kft.

DOCUMENT IDENTIFICATION

Title	Extract of the Archiving Policy
Security level	PUBLIC
Publication date	2023.07.25

ACCEPTED BY

Name	Title	Signature
Dr. Burgstaller Attila	CEO	

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1   Introduction

This document is the Extract of the Qualified Preservation Service Policy of NOTARchiv Kft. (later the Service Provider).

The Extract follows the regulations of Hungarian decree:

- 24/2016. BM decree

2   Service Provider (3.§ (3)a) > (2) a),2 e) 1)

The Service Provider identified by the following properties:

Identification data	
Name	NOTARchiv Korlátolt felelőségű társaság
Short name	NOTARchiv Kft.
Address	1087 Stróbl Alajos utca 3/b
Postal address	1087 Stróbl Alajos utca 3/b
Company registration ID	HU 01-09328760
Company Tax ID:	VATHU-26497611
Connections	
Phone number	+36 (30) 158 5185, +36 (30) 158 5170
Website	https://notarchiv.hu
Publication of the Terms and Conditions	https://notarchiv.hu/docs.html
Customer Service Email	info@notarchiv.hu
Opening hours	Working days 9:00-12:00 CET

3   *Governing law (3.§ (3)a) > (1) c))*

The Service Provider follows the Hungarian and the EU legislation. The governing law is the Hungarian law.

4   *Disputes and complaints (3.§ (3)a) > (2) e) 2)*

In the event of a dispute or complaint, the Service Provider must be notified immediately and fully informed before being taken to legal action, so that the parties can settle their disputes amicably through negotiations.

If the Customer qualifies as a consumer by law, he has the opportunity to turn to a conciliation body or other dispute resolution organization in the event of a dispute related to the conclusion, validity, legal effects and termination of the contract, as well as a breach of contract and its legal effects.

Complaints are received by the Service Provider by e-mail.

Complaints received in person by telephone shall be duly recorded by the service provider and the customer shall be informed;

The deadline for investigating a complaint shall be 30 calendar days from the date of notification.

If the test requires it, it can be extended with the information of the client.

Accepted conciliation body:

Budapesti Békéltető Testület

1016 Budapest, Krisztina krt. 99. III. em. 310.

Postal Address: 1253 Budapest, Pf.: 10.

Relevant authority in warranty cases:

Budapest Főváros Kormányhivatal

Fogyasztóvédelmi Felügyelőség

1052 Budapest, Városház u. 7.

1364 Budapest, Pf. 144.

5 *The access location of the Privacy Policy (3.§ (3)a) > (2) f))*

The public Privacy Policy available at:

https://notarchiv.hu/docs.html

6 *Obligations of the Client (3.§ b))*

With the signing of the agreement the Client accepts the following obligations:

- get acquainted with the Service Regulations, the Authentication Order, the GTC and other regulations necessary for the use of the service;

- provides factual data or data during the request and performance of services, cooperates in order to control them;

- notifies the Service Provider of any changes in the data registered in the Contract.

- use the Services for purposes permitted or not prohibited by law, in accordance with the Terms of Service;

- ensures that the data and / or tools required to use the service are accessible to authorized persons;

- use the Services, serve other customers, and do not affect the availability of the Service

7 *Access location the Policy, the CPS and the Agreement template(3.§ c))*

The Policy, the CPS and the Agreement template are available at:
https://notarchiv.hu/docs.html

8 *Fees (3.§ (3) d) 1)*

The Service Provider publishes the fees published at:

https://notarchiv.hu/docs.html

9 *Principle of reimbursement (3.§ (3) d) 2)*

The Service Provider will reimburse on the basis of the statutory warranty and e-commerce regulations, based on an individual request.

10 Trust list (3.§ e))

http://webpub-ext.nmhh.hu/esign2016/http://nmhh.hu/tl/pub/HU_TL.xmlhttp://nmhh.hu/tl/pub/HU_TL.pdf

The Service Provider is a qualified archiving service provider in accordance with the provisions of eIDAS, which has been registered by the Authority and placed on a trust list.
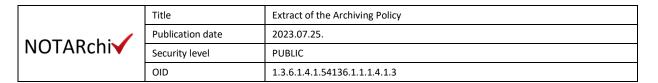
Availability of the register of the National Media and Communications Authority:

http://webpub-ext.nmhh.hu/esign2016/

Availability of the trust list produced by the Authority:

- in machine-processable (xml) format: http://nmhh.hu/tl/pub/HU_TL.xml

- in readable (pdf) format: http://nmhh.hu/tl/pub/HU_TL.pdf

The Authority registered the Service Provider on December 07 2020.

Registration number: EF/24727-5/2020.

11   *Conformity assessment, assessment requirements, Policy identifiers (3.§ (3) f))*

The Service Provider conducts Conformity assessment annually.

The conformity assessment procedure required for the start of the eIDAS qualified trust archiving service was performed by MATRIX Vizsgáló, Ellenőrző és Tanúsító Kft. on date: October 05 2020. It's identifier is I-NA20T_TAN.QARCHIVE.HU

Legislation under investigation:

- Regulation (EU) No 910/2014 (eIDAS)

- Act CCXXII of 2015 (Eüt.)

- 24/2016. BM decree

- Government Decree 470/2017

Standards under investigation:

- Standard EN 319 401 v2.1.1

- Standard TS 119 511-1 v1.1.1

Identifiers of the authentication policies and regulations under investigation:

- Archiving Order (OID: 1.3.6.1.4.1.54136.1.1.1.1.x.x[1]),

- Archiving Policy (OID: 1.3.6.1.4.1.54136.1.1.1.2.x.x[2]),

- ETSI TS 119511 Qualified Authentication Policy Code (OID: 0.4.0.19511.1.2)

Compliance with this is also compliance with the qualified archiving (preservation) requirements.

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[1] Currantly available Archiving Order verzion.
[2] Currantly available Archiving Policy verzion.

12   *Access of a third person (10. §)*

It is possible to give access right to a third person with an Attestation which follows the Civic Code of Hungary.

13   *Maintaining interpretability(50§. a))*

Interpretability is maintained for digitally signed e-Files. The Service Provider ensures that the necessary options for displaying files of certain formats are:

      - .pdf,

      - .txt

 available at all times during the archiving period.

The Service Provider ensures the readability in the technical sense, so it does not take responsibility for the interpretability of the content of the files (for example: any blank or incorrectly scanned but regular format of .pdf or binary .txt file uploaded due to incorrect scanning.)

14   *Information needed for long time preservation (50.§ c))*

To preserve a document for long time the following information needed:

- the document,
- the signature on the document,
- the qualified timestamp on the document,
- the full certificate chain of signer certificate, and the corresponding CRL or OCSP data,
- the full certificate chain of the timestamp certificate, and the corresponding CRL or OCSP data.

Without these data, there is not enough data to accept a document for preservation.