



## **NOTIFICATION AND CONSENT FOR THE PROCESSING OF PERSONAL DATA**

The American College of Greece (called herein as “Data Controller” or “ACG”) hereby informs you that it collects, processes and stores, in electronic or paper form, your personal data (especially the following: student’s full name, gender, address, place and date of birth, citizenship, school of graduation, VAT and Tax Office, ID /Passport Number, SSN, IKA/AMKA number, Academic Background information, Professional experience information, health and health insurance data, data included in official Documents such as ID and Passport, VISA, travel insurance, Residence/Work Permit, Extracurricular activities and interests, Military information, Personal statement, Recommendation letters, ACG Affiliation, Financial Data such as Payment Information, Bank Account and IBAN number, loans, Financial Assistance/Scholarship transportation and accommodation information, family status, third person’s contact emergency details, parents’ full names, data collected during the course of studies in ACG such as transcripts, attendance and absence data, disciplinary record/actions, certificates, student’s evaluations, honors and awards, membership to clubs, CV, contract and correspondence with external employers for student internships, election results for academic societies and governing bodies, student Portfolios, photo for ID card), according to the provisions of the applicable legislation on personal data, namely today the Regulation (EU) 2016/679 of the European Parliament and of the Council (“General Data Protection Regulation”) as well as the applicable Greek Legislation regarding the protection of personal data, as in effect from time to time (called herein as “the Personal Data Legislation”), and according to the specific terms and conditions set below:

ACG collects, stores and processes the above personal data for the purpose of the attendance of the course by the student, the protection of student’s health and in order to inform the student in relation to events, programs and matters concerning ACG in general. The legal basis of the above processing is your written consent granted hereby, the performance of our contract, the compliance of ACG with its legal obligations, and the serving of the legitimate interests of ACG. Regarding special categories of data, the legal basis of the processing is your written consent granted hereby, and the fact that the processing is necessary for the protection of health and life of students, either for purposes of prevention, or in case there is an emergency for the provision of medical services, as well as for the performance of any obligations of ACG in the field of social security and social protection law.

The above personal data will be accessible and processed by authorized employees of ACG, who will process the personal data solely for the fulfillment of the aforementioned purposes, and by no means for their own benefit. Furthermore, some of the above personal data will be accessible and processed, within the framework of their responsibilities, by authorized external associates of ACG for the fulfillment of the aforementioned purposes. In addition, some of the above personal data may be transferred to competent public authorities for the compliance of ACG with its legal obligations. Some of the above data may be transferred upon your request to universities or potential employers. Any further transfer of personal data to any third person or to a country outside the European Union, will take place only in case that it is provided so by the Personal Data Legislation.

ACG will keep and process the above personal data for as long as it is required for the serving of the aforementioned purposes of processing and in order to comply with its legal obligations and to defend itself against any legal claims. After the above time period, ACG will proceed to the definite deletion of the above personal data.

Subject to the exceptions, conditions and limitations provided by the Personal Data Legislation, you can exercise your right of access, rectification, restriction of processing, objection, erasure of the above personal data, as well as the right to data portability. In case you exercise one of the aforementioned rights, ACG will take any possible measure for the prompt satisfaction of your request, according to the specific provisions and conditions of the Personal Data Legislation, and shall inform you in writing regarding the satisfaction of your request, or for the reasons that prevent the exercise of the right by you or the satisfaction of one or more of the aforementioned rights according to the Personal Data Legislation.



In addition, you may at any time withdraw your present consent, without however affecting the lawfulness of processing based on the said consent before its withdrawal and the processing based on another legal basis. We inform you that in case of withdrawal of your consent, we may not be able to use the above personal data the attendance of ACG courses may not be possible.

Furthermore, you have the right to lodge a complaint with the Hellenic Data Protection Authority, in case you consider that the processing of your personal data is against the applicable legislation.

If you have any queries in relation to the protection of your personal data or you wish to exercise your legal rights, you can contact the Data Protection Officer of the American College of Greece by using the following contact details:

Address: 6 Gravias Street, Aghia Paraskevi, 15342

E-mail address: [dpo@acg.edu](mailto:dpo@acg.edu)