

GENERAL PERSONAL DATA PROTECTION POLICY - PRIVACY NOTICE

1. INTRODUCTION

The present General Personal Data Protection Policy (hereinafter “Personal Data Protection Policy” or “PDPP”) concerns the processing of personal data carried out by the Public Benefit Foundation under the name “Bodossaki Foundation” (“the Foundation”), a private-law legal person.

The Foundation attaches great importance to the protection of personal data. Therefore, it has developed the present General Personal Data Protection Privacy Policy, for the purpose of informing the visitors to its website about the processing of the personal data that the Foundation collects and further processes in the course of its activities. [as per articles 13 and 14 of Regulation (EU) 2016/679 (General Data Protection Regulation - GDPR), hereinafter “GDPR”]

2. DEFINITIONS FOR PERSONAL DATA

(N.B.: The definitions are in accordance with art. 4 of the GDPR)

“**Personal Data**” means any information by reference to which a natural person (“data subject”) is identified or identifiable.

“**Controller**” means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and

means of the processing of personal data. In the context of the present Policy, the Foundation acts as Controller.

“Processor” means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Controller.

“Personal data subject”: an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

“Recipient” means a natural or legal person, public authority, agency or other body to which the personal data are disclosed, whether a third party or not. Public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients.

3. COLLECTION OF PERSONAL DATA

The types of processing performed in the framework of the Foundation's operation have the following characteristics:

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
1.	<p><u>EEA GRANTS</u></p> <p>Collection of applications</p> <p>For detailed information on the conditions of the specific processing (including its legal basis), see. and specific information on the website of the programme https://activecitizensfund.gr</p>	<p>(A) Person submitting the application on behalf of the applicant organisation</p> <p>(B) Persons who are related to the applicant organisation and are to be employed in the project</p>	<p>For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e) phone number, (f) relations of the person with the organisation applying for funding.</p> <p>For category (B): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) relation with the applicant organisation - form of employment, (h) home address, (i) passport details, (j) any data included by the data subjects themselves in their CVs.</p>	<p>Collection of the candidate organisations' applications for the implementation of projects under the EEA GRANTS programme.</p>	<p>For the data regarding data subjects under category (A): The data subjects themselves.</p> <p>For the data regarding data subjects under category (B): The legal representative or any person so authorised.</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects</p> <p>(B) The Association “SolidarityNow” as Fund Operator consortium member</p>	<p>3 years from the date of approval by the FM Office of the programme’s final report.</p>
2.	<p><u>EEA GRANTS</u></p> <p>Evaluation of the applications</p> <p>For detailed information on the conditions of the specific processing (including its legal basis), see. and specific information on the website of the programme https://activecitizensfund.gr</p>	<p>Persons who are related to the applicant organisation and are to be employed in the project</p>	<p>(a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) relation with the applicant organisation - form of employment, (h) home address, (i) passport details, (j) any data included by the data subjects themselves in their CVs.</p> <p>In addition, the personal data of BoD members and other statutory bodies may be collected and processed.</p>	<p>Evaluation of the applications for the identification of eligible candidates, initial selection, assessment of objections, final selection and announcement of the organisations to be funded.</p>	<p>(A) The legal representative of the candidate organisation</p> <p>(B) The data subject</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects</p> <p>(B) The Association “SolidarityNow” as Fund Operator consortium member.</p> <p>(C) Independent evaluators/raters</p>	<p>3 years from the date of approval by the FM Office of the programmes final report.</p>
3.	<p><u>EEA GRANTS</u></p> <p>Conclusion of Project Contract</p>	<p>Legal representative of the funded organisation</p>	<p>(a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) Identity Card number, (g) contact phone</p>	<p>Conclusion of a contract between the Foundation and</p>	<p>The data subject</p>	<p>(A) The provider of the information system – platform for the submission</p>	<p>3 years from the date of approval by the FM Office of the</p>

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	<p>For detailed information on the conditions of the specific processing (including its legal basis), see. and specific information on the website of the programme</p> <p>https://activecitizensfund.gr</p>		<p>number, (h) e-mail address, (i) postal address for correspondence.</p>	<p>the selected project promoter.</p>		<p>of applications and the management of projects</p> <p>(B) The Association “SolidarityNow” as Fund Operator consortium member.</p>	<p>programmes final report.</p>
4.	<p><u>EEA GRANTS</u></p> <p>Project monitoring</p> <p>For detailed information on the conditions of the specific processing (including its legal basis), see. and specific information on the website of the programme</p> <p>https://activecitizensfund.gr</p>	<p>(A) Members of the project teams</p> <p>(B) Legal representatives of the funded organisations and of their partners</p> <p>(C) Beneficiaries of the projects’ actions</p>	<p>For category (A): (a) first name, (b) surname, (c) father’s name, (d) Tax Registration Number (AFM), (e) position and duties in the project, (f) form of employment - relation with the funded organisation, (g) other data that may be included in the detailed periodic report, (h) other data that may be included in submitted tax documents, (i) other data resulting from lists of expenses of any form (e.g. travel tickets, tax documents regarding accommodation services, catering services, etc.), (j) in general, any personal data included in the material collected and submitted as evidence of the implemented in the context of the project (image data - photos, audio-visual data).</p> <p>For category (B): (a) first name, (b) surname, (c) father’s name, (d) contact phone number, (e) e-mail address, (f) Identity Card number, (g) any other data included in, or resulting from, the certificate of representation submitted by the funded organisation.</p> <p>For category (C): (j) in general, any personal data included in the material collected and submitted as evidence of the implemented in the context of the project</p>	<p>Verification of the implementation of the physical and economic scope of the project.</p> <p>Project promotion and publicity.</p>	<p>The data subject</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects</p> <p>(B) The Association “SolidarityNow” as Fund Operator consortium member.</p>	<p>3 years from the date of approval by the FM Office of the programme’s final report.</p>

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			(image data - photos, audio-visual data).				
5.	<p><u>Bodossaki Foundation Scholarships</u></p> <p>Submission and evaluation of candidates' applications</p> <p>*For detailed information on the conditions of the specific processing (including its legal basis), see also the specific information in the relevant call.</p>	<p>(A) Candidates</p> <p>(B) Professors</p> <p>(C) Parents of the candidates</p> <p>(D) Siblings of the candidates</p>	<p>For category (A): (a) full name, (b) place of birth, (c) home address, (d) fixed phone number, (e) mobile phone number, (f) e-mail address, (g) citizenship - nationality, (h) military service status, (i) upper secondary school diploma, (j) photocopy of Identity Card, (k) photograph (passport-type) of the candidate, (l) certificate of detailed grades for all years of study, (m) degree or diploma, if the candidate is a graduate, (n) certificate of marital status, (o) foreign language diploma, GMAT/GRE results, if also required by the applicant's programme, (p) other data resulting from the application or from the correspondence with the universities where the candidate wishes to pursue studies, (q) data included in the certificate of enrolment in a programme of studies (where the candidate's programme of studies has already begun), (r) other data resulting from letters of reference from university professors, (s) data resulting from the certification of prior work experience (only for candidates wishing to obtain an MBA diploma), (t) tax forms E1, E3 and E9 and other income tax clearance statements of the candidate, (u) certification confirming that the candidate holds a PhD diploma, (v) other data which may be included in the statement of the proposed research centre.</p> <p>For category (B): (a) first name, (b) surname, (c) contact phone number, (d) professor's capacity, (e) e-mail address.</p>	<p>Collection of applications, evaluation of candidates.</p>	<p>For category (A): The data subject</p> <p>For categories (B), (C) and (D): The candidate</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects</p> <p>Members of the scientific committee</p>	<p>20 years from the date of submission of the application and the conclusion of a scholarship agreement</p>

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			<p>For category (C):</p> <p>(A) full name, (b) occupation, (c) home address, (d) contact phone number, (e) tax forms E1, E3 and E9 and other income tax clearance statements of the candidate and of the candidate's parents.</p> <p>For category (D):</p> <p>(a) full name, (b) age, (c) university institution attended, (d) declaration of whether a scholarship has been awarded.</p>				
6.	<p><u>Bodossaki Foundation Scholarships</u></p> <p>Conclusion of a scholarship contract</p> <p>*For detailed information on the conditions of the specific processing (including its legal basis), see also the specific information in the relevant call.</p>	Scholars	(a) first name, (b) last name, (c) bank account number (IBAN), (d) other data included in solemn declaration.	Finalisation of the scholarship with the conclusion of a contract between the Foundation and the scholar.	The data subject	(A) The provider of the information system – platform for the submission of applications and the management of projects	20 years from the date of submission of the application and the conclusion of a scholarship contract
7.	<p><u>Bodossaki Foundation Scholarships</u></p> <p>Monitoring – Supervision of the scholarship</p> <p>*For detailed information on the conditions of the specific processing (including its legal basis), see also the specific information in the relevant</p>	Scholars	<p><u>Data regarding postgraduate-level scholarships:</u> (a) data that may be included in the progress report, (b) data that may be included in the certificate of detailed grades, (c) copy of postgraduate studies diploma, (d) data that may be included in the summary report on scientific activity, (e) data that may be included in the work programme for the years to follow.</p> <p><u>Data regarding scholarships at the level of doctoral studies:</u> (a) data that may be</p>	Execution of the scholarship contract and confirmation by the Foundation of the adherence to the terms agreed.	The data subject	(A) The provider of the information system – platform for the submission of applications and the management of projects.	20 years from the date of submission of the application and the conclusion of a scholarship contract

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	call.		<p>included in the progress report, (b) other data that may be included in the letter of reference, (c) other data that may be included in the copy of the PhD diploma, (d) other data that may be included in the copy of the PhD thesis, (e) data that may be included in a summary report on the scientific and professional work programme for the years to follow.</p> <p><u>Data concerning scholarships at the level of post-doctoral studies:</u> (a) data resulting from the progress report, (b) data resulting from the final report of activities, (c) data resulting from a certification from the supervising professor, (d) any paid job as assistant or other kind of sponsorship or income from any source and if so, accompanied by the relevant amounts and periods of time during which they have been received.</p>				
8.	<p><u>Bodossaki Distinguished Young Scientist Awards</u></p> <p>*For detailed information on the conditions of the specific processing (including its legal basis), see also the specific information in the relevant call.</p>	<p>(A) Scientists applying to be considered for the award</p> <p>(B) Nominators</p> <p>(C) Referees</p>	<p>For category (A):</p> <p><u>Data from the completion of the electronic application (application for grant):</u> (a) full name, (b) father's name, (c) date of birth, (d) Tax Registration Number (AFM), (e) Identity Card number, (f) home address, (g) work address, (h) phone number, (i) information about the applicant's academic career, (j) information about the applicant's professional career, (k) other data included in the applicant's CV, (l) details of dependent family members resulting from tax form E1, (m) credentials entered in the account when</p>	<p>The nomination of the award recipients. The award of the Bodossaki Distinguished Young Scientist Awards to distinguished young Greek scientists.</p>	<p>The data subject</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects</p> <p>(B) The Special Selection Committees</p> <p>(C) The Bodossaki Distinguished Scientist Awards</p>	<p>20 years from the date of submission of the application and the award of the Bodossaki Distinguished Young Scientist Awards</p>

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			<p>signing up in the online platform.</p> <p><u>Documents in support of the nomination:</u> (a) information on scientific achievements, (b) information on publications, (c) information on the nominated candidate's personality (as provided by the referees), (d) any personal or other data included in the documents to be submitted by the nominator and the referees.</p> <p>For categories (B) and (C): (a) first name, (b) surname, (c) professional-academic position, (d) contact details.</p>			Committee	
9.	<p><u>Bodossaki Foundation Grants</u> Open Grants Programme & Thematic Grants Programme</p>	<p>(A) Person submitting the application on behalf of the applicant organisation</p> <p>(B) Legal representative</p>	<p>For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e) phone number, (f) relation of the person with the organisation applying for funding.</p> <p>For category (B): (a) first name, (b) surname, (c) mother's name, (d) father's name, (e) date of birth, (f) place of birth, (g) Identity Card number, (h) phone number, (i) e-mail address, (j) home address.</p>	The collection of applications for the selection of grants to be funded.	The data subject	The provider of the information system – platform for the submission of applications and the management of projects.	20 years from the date of submission of the application and the conclusion of a grant agreement
10.	<p><u>Bodossaki Foundation Grants</u> Open Grants Programme & Thematic Grants Programme</p>	Legal representative of the grant recipient organisation	(a) first name, (b) surname, (c) contact phone number, (d) professor's capacity, (e) e-mail address.	The conclusion of a grant agreement with the selected non-profit entities for the	The data subject	The provider of the information system – platform for the submission of applications and the management of	20 years from the date of submission of the application and the conclusion of a grant

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
				funding of their eligible expenses.		projects	agreement
11.	<p>Management of third-party grants / programmes in partnership with third parties / donors from EU/EEA countries (“special-purpose grants”, as applicable)</p> <p>Collection and evaluation of applications</p>	<p>(A) Persons submitting the application on behalf of the applicant organisation, representatives of the applicant organisation, members of the applicant organisation. Representatives and members of the applicant organisation’s partners, if any. Partners of the applicant organisation.</p> <p>(B) Persons who are related to the applicant organisation and are to be employed in the project.</p> <p>(C) Candidate beneficiary persons.</p>	<p>For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e) phone number, (f) relation of the person with the organisation applying for funding.</p> <p>For categories (B) and (C): (a) first name, (b) surname, (c) father’s name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) relation with the organisation applying for funding – form of employment, (h) home address, (i) Passport / Identity card details, (j) any data included by the data subjects themselves in their CVs.</p>	Collection of applications for the selection of projects / actions to be funded and evaluation of the applications collected.	<p>i. The legal representative of the organisation submitting an application in the framework of the Programmes.</p> <p>ii. The data subjects themselves.</p> <p>iii. The General Commercial Registry (GEMI).</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects.</p> <p>B) Original donors (foundations, companies etc., as the case may be).</p>	20 years from the date of submission of the application and the conclusion of a grant agreement
12.	<p>Management of third-party grants / programmes in partnership with third parties / original donors from EU/EEA countries</p>	<p>(A) Persons submitting the application on behalf of the applicant organisation, representatives of the applicant</p>	<p>For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e) phone number, (f) relation of the person with the organisation applying for funding.</p>	Conclusion of a grant agreement with the selected non-profit entities for funding their eligible	<p>i. The legal representative of the organisation submitting an application in the framework</p>	<p>(A) The provider of the information system – platform for the submission of applications and the</p>	20 years from the date of submission of the application and the conclusion of a grant

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	<p>("special-purpose grants", as applicable)</p> <p>Conclusion of grant agreements and monitoring of their implementation</p>	<p>organisation, members of the applicant organisation. Representatives and members of the applicant organisation's partners, if any. Partners of the applicant organisation.</p> <p>(B) Persons who are related to the applicant organisation and are to be employed in the project.</p> <p>(C) Candidate beneficiary persons.</p>	<p>For categories (B) and (C): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) relation with the organisation applying for funding – form of employment, (h) home address, (i) Passport / Identity card details, (j) any data included by the data subjects themselves in their CVs.</p>	<p>expenses or with the beneficiary natural persons.</p> <p>Monitoring of the implementation of the grant agreement concluded and reporting to the original donors.</p>	<p>of the Programmes.</p> <p>ii. The data subjects themselves.</p> <p>iii. The General Commercial Registry (GEMI).</p>	<p>management of projects.</p> <p>B) Original donors (foundations, companies etc., as the case may be).</p>	<p>agreement</p>
<p>13.</p>	<p>"POINTS OF SUPPORT" Programme</p> <p>Selection of organisations to be funded</p> <p><i>*For details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special information document available on: https://www.socialdynamo.gr/</i></p>	<p>(A) Persons submitting the application on behalf of the applicant organisation, representatives of the applicant organisation, members of the applicant organisation. Partners of the applicant organisation.</p> <p>(B) Persons who are related to the applicant</p>	<p>For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e) phone number, (f) relation of the person with the organisation applying for funding.</p> <p>For categories (B) and (C): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) relation with the organisation applying for funding – form of employment, (h) home address, (i) Passport / Identity card details, (j) any data included by the data subjects themselves in their CVs.</p> <p>Additionally, the personal data of</p>	<p>Collection and evaluation of applications, followed by the announcement of the evaluation results.</p>	<p>i. The data subjects themselves.</p> <p>The contact persons designated as such by the applicant / funded organisations.</p>	<p>The provider of the information system – platform for the submission of applications and the management of projects</p>	<p>20 years from the date of the Programme's completion</p>

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		organisation and are to be employed in the project.	members of the Board of Directors or of other statutory bodies of the organisations involved may be obtained from GEMI and processed.				
14.	<p>“POINTS OF SUPPORT” Programme</p> <p>Conclusion of grant agreements with the organisations selected for funding</p> <p><i>*For details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special information document available on: https://www.socialdynamo.gr/</i></p>	<p>(A) Contact persons (if the legal representatives of the funded organisations do not function as such)</p> <p>(B) Legal representatives of the funded organisations.</p>	<p>For category (A): (a) contact details.</p> <p>For category (B): (a) first name, (b) surname, (c) father’s name, (d) Identity card / Passport details, (e) contact details, (f) any other data included in, or resulting from, the representation certificate submitted by the funded organisation.</p>	<p>Conclusion of grant agreements and one-off payment of funds for the implementation of the actions.</p>	<p>i. The data subjects themselves.</p> <p>The contact persons designated as such by the applicant / funded organisations.</p>	<p>The provider of the information system – platform for the submission of applications and the management of projects</p>	<p>20 years from the date of the Programme’s completion</p>
15.	<p>“POINTS OF SUPPORT” Programme</p> <p>Monitoring the projects’ implementation and carrying out related communication / promotion activities</p> <p><i>*For details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special information document available on: https://www.socialdynamo.gr/</i></p>	<p>(A) Members of the project teams</p> <p>(B) Legal representatives of the funded organisations and of their partners (if any)</p> <p>(C) Beneficiaries of the projects’ actions</p>	<p>For category (A): (a) first name, (b) surname, (c) father’s name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) form of employment - relation with the funded organisation, (h) other data that may be included in the detailed periodic report submitted by the funded organisation, (h) other data that may be included in submitted tax documents, (i) other data resulting from lists of expenses of any form (e.g. travel tickets, tax documents regarding accommodation services, catering services, etc.), (j) in general, any personal data included in the material collected and submitted as evidence of the actions implemented in the framework of the project (image data - photos, audio-</p>	<p>Monitoring the projects’ implementation and carrying out related communication / promotion activities</p>	<p>i. The data subjects themselves.</p> <p>The contact persons designated as such by the applicant / funded organisations.</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects.</p> <p>(B) The users of social networks / websites, if the collected material is posted (with the data subjects’ consent)</p>	<p>20 years from the date of the Programme’s completion</p>

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			<p>visual data).</p> <p>For category (B): (a) first name, (b) surname, (c) father's name, (d) contact phone number, (e) e-mail address, (f) Identity Card details, (g) any other data included in, or resulting from, the certificate of representation submitted by the funded organisation.</p> <p>For category (C): any personal data included in the material collected and submitted as evidence of the actions implemented in the framework of the project (image data - photos, audio-visual data).</p>				
16.	<p>“POINTS OF SUPPORT” Programme</p> <p>Provision of capacity-building services</p> <p><i>*For details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special information document available on: https://www.socialdynamo.gr/</i></p>	<p>Category A: Trainees – members / staff of the funded organisations</p> <p>Category B: Trainers</p>	<p>For category (A): (a) full name, (b) contact phone number, (c) capacity / position in the funded organisation, (d) image and sound data (if the training/support is provided online using a videoconferencing platform), (e) any data which may be revealed during the training/support (if the training/support is provided online using a videoconferencing platform).</p> <p>For category (B): (a) full name, (b) data resulting from the summary CV, (c) image and sound data (if the training/support is provided online using a videoconferencing platform).</p>	<p>Provision of learning, professional support and networking services to the members of the funded organisations.</p>	<p>The data subjects themselves.</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of projects.</p> <p>(B) The provider of development and maintenance services for the platform using which the capacity-building services provided.</p>	<p>20 years from the date of the Programme’s completion</p>
17.	<p>“POINTS OF SUPPORT” Programme</p> <p>Evaluation of the projects funded by the Programme – Preparation of reports</p> <p><i>*For details of the terms of</i></p>	<p>All data subject categories identified in rows 13 to 16 above.</p>	<p>All data categories identified in rows 13 to 16 above.</p>	<p>Evaluation of the Programme’s implementation and results.</p> <p>Preparation or</p>	<p>All sources identified in rows 13 to 16 above.</p>	<p>The provider of the information system – platform for the submission of applications and the management of</p>	<p>20 years from the date of the Programme’s completion</p>

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	<i>this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special information document available on: https://www.socialdynamo.gr/</i>			reports on the progress of the Programme's implementation.		projects.	
18.	<u>CERV Programme</u> <u>Collection of applications</u> <i>* For details of the terms of this particular processing (including its legal basis), which is performed jointly with the NGO Support Center of Cyprus, see also the special information document available on the Programme's website.</i>	(A) Persons submitting the application on behalf of the applicant organisation, representatives of the applicant organisation, members of the applicant organisation. Representatives and members of the applicant organisation's partners, if any. Partners of the applicant organisation. (B) Persons who are related to the applicant organisation and are to be employed in the project.	For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e) phone number, (f) relation of the person with the organisation applying for funding. For categories (B) and (C): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) relation with the organisation applying for funding – form of employment, (h) home address, (i) Passport / Identity card details, (j) any data included by the data subjects themselves in their CVs.	Collection of the applications submitted by applicant organisations for the implementation projects in the framework of the CERV Programme.	i. The legal representative of the organisation submitting an application in the framework of the Programme. The data subjects themselves	(A) The provider of the information system – platform for the submission of applications and the management of the Foundation's projects. (B) The European Education and Culture Executive Agency (EACEA) and/or other EU services responsible for the CERV Programme.	Five (5) years from the date of approval of the CERV Programme's completion by the European Education and Culture Executive Agency (EACEA)
19.	<u>CERV Programme</u> <u>Evaluation of applications</u> <i>* For details of the terms of this particular processing</i>	(A) Persons submitting the application on behalf of the applicant organisation,	For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e) phone number, (f) relation of	Evaluation of the applications for identifying eligible applicants,	i. The legal representative of the organisation submitting an	(A) The provider of the information system – platform for the submission of applications and	Five (5) years from the date of approval of the CERV Programme's

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	<p><i>(including its legal basis), which is performed jointly with the NGO Support Center of Cyprus, see also the special information document available on the Programme's website.</i></p>	<p>representatives of the applicant organisation, members of the applicant organisation. Representatives and members of the applicant organisation's partners, if any. Partners of the applicant organisation.</p> <p>(B) Persons who are related to the applicant organisation and are to be employed in the project.</p>	<p>the person with the organisation applying for funding.</p> <p>For categories (B) and (C): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) relation with the organisation applying for funding – form of employment, (h) home address, (i) Passport / Identity card details, (j) any data included by the data subjects themselves in their CVs.</p> <p>Additionally, the personal data of members of the Board of Directors or of other statutory bodies of the organisations involved may be obtained from GEMI and processed.</p>	<p>initial selection, evaluation of objections, nomination of the organisations to be funded.</p>	<p>application in the framework of the Programme.</p> <p>iv. The data subjects themselves.</p> <p>The General Commercial Registry (GEMI).</p>	<p>the management of the Foundation's projects.</p> <p>(B) The European Education and Culture Executive Agency (EACEA) and/or other EU services responsible for the CERV Programme.</p>	<p>completion by the European Education and Culture Executive Agency (EACEA)</p>
20.	<p><u>CERV Programme</u></p> <p><u>Conclusion of funding agreement</u></p> <p><i>* For details of the terms of this particular processing (including its legal basis), which is performed jointly with the NGO Support Center of Cyprus, see also the special information document available on the Programme's website.</i></p>	<p>The legal representative of the funded organisation</p>	<p>(a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) Identity card details, (g) contact phone number, (h) email address, (h) address for correspondence.</p>	<p>Conclusion of funding agreement between the Foundation and the organisation selected for funding and one-off payment of funds for the implementation of the actions.</p>	<p>i. The legal representative of the organisation submitting an application in the framework of the Programme.</p> <p>v. The data subjects themselves.</p> <p>The General Commercial Registry (GEMI).</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of the Foundation's projects.</p> <p>(B) The European Education and Culture Executive Agency (EACEA) and/or other EU services responsible for the CERV Programme.</p>	<p>Five (5) years from the date of approval of the CERV Programme's completion by the European Education and Culture Executive Agency (EACEA)</p>

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
21.	<p><u>CERV Programme</u> <u>Monitoring, reporting, promotion and publicity of the projects funded by the Programme</u></p> <p><i>* For details of the terms of this particular processing (including its legal basis), which is performed jointly with the NGO Support Center of Cyprus, see also the special information document available on the Programme's website.</i></p>	<p>(A) Members of the project teams</p> <p>(B) Legal representatives of the funded organisations and of their partners (if any)</p> <p>(C) Beneficiaries of the projects' actions</p>	<p>For category (A): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties in the project, (g) form of employment - relation with the funded organisation, (h) other data that may be included in the detailed periodic report submitted by the funded organisation, (h) other data that may be included in submitted tax documents, (i) other data resulting from lists of expenses of any form (e.g. travel tickets, tax documents regarding accommodation services, catering services, etc.), (j) in general, any personal data included in the material collected and submitted as evidence of the actions implemented in the framework of the project (image data - photos, audio-visual data).</p> <p>For category (B): (a) first name, (b) surname, (c) father's name, (d) contact phone number, (e) e-mail address, (f) Identity Card details, (g) any other data included in, or resulting from, the certificate of representation submitted by the funded organisation.</p> <p>For category (C): any personal data included in the material collected and submitted as evidence of the actions implemented in the framework of the project (image data - photos, audio-visual data).</p>	<p>Verification of the implementation of the physical and economic scope of the projects.</p> <p>Project promotion and publicity.</p> <p>Reporting to the European Education and Culture Executive Agency (EACEA), as the CERV Programme's donor.</p>	<p>i. The legal representative of the organisation submitting an application in the framework of the Programme.</p> <p>ii. The data subjects themselves.</p> <p>The General Commercial Registry (GEMI).</p>	<p>(A) The provider of the information system – platform for the submission of applications and the management of the Foundation's projects.</p> <p>(B) The European Education and Culture Executive Agency (EACEA) and/or other EU services responsible for the CERV Programme.</p>	<p>Five (5) years from the date of approval of the CERV Programme's completion by the European Education and Culture Executive Agency (EACEA)</p>
22.	<p><u>Maintaining and sending newsletter</u></p>	<p>The registered and to-be-registered natural persons on the list of newsletter</p>	<p>a) Email address, b) First name, c) Surname, d) Name of the employing institution/organisation, e) Job position</p>	<p>Promotion and publicity of the Foundation's public benefit</p>	<p>I. The Data Subject himself/herself</p>	<p>For as long as the subject remains registered on our list of recipients.</p>	

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
		recipients		work and activities.		Deletion in case of withdrawal of consent.	

4. OBSERVANCE OF CONFIDENTIALITY

The Processors that perform the processing on behalf of the Foundation have agreed and contractually undertaken to observe confidentiality, not to make personal data accessible to third parties without the Foundation's permission, to take appropriate security measures and, in general, to comply with the legal framework for the protection of personal data.

The Foundation does not, in principle, transfer personal data of the data subjects to a third country or to an international organisation. However, where this is deemed necessary, such transfer shall take place in accordance with the provisions of articles 44 et seq. of the GDPR.

Regarding ACTIVE CITIZENS FUND (ACF) - EEA GRANTS programme: The Foundation may transfer personal data solely within the European Economic Area and, in particular, to the FMO and/or other EFTA agencies, in line with its duty of accountability as Fund Operator, always in accordance with the data protection laws and regulations in force and taking appropriate technical and organizational measures to protect such personal data.

Regarding CERV Programme: The Foundation may transfer personal data exclusively within the EU in the context of its accountability as a Beneficiary of the Programme, always in accordance with applicable data protection laws and regulations and taking appropriate technical and organisational measures to protect personal data.

Regarding Points of Support Programme: The Foundation may share personal data with entities within the EU and/or Canada and Jersey (jurisdictions covered by an adequacy decision) and in particular with

participating foundations in the context of the operation of the Programme, always in accordance with applicable data protection laws and regulations and taking appropriate technical and organisational measures to protect personal data.

5. TRANSFER AND STORAGE OF PERSONAL DATA

Any transfer or transmission of the personal data of the data subjects shall take place via electronic systems and the data shall be transmitted in encrypted format.

6. RIGHTS OF THE DATA SUBJECTS

In its capacity as Controller, the Foundation, in full compliance with the provisions of the legislation on the protection of personal data, shall satisfy and facilitate the exercise of the following rights of the data subjects, as such rights are provided for by the law:

6.1. Right of access

The data subjects have the right to receive from the Foundation, at any time, information as to whether or not it processes their personal data and, if it does, they may request to be informed of the purpose of the processing, the type of data that are subject to processing, their recipients, the period during which they shall be stored, the existence of their right to submit a request for the rectification or erasure of personal data or for the restriction of the processing or to object to such processing, and of their right to lodge a complaint with a supervisory authority, if automated decision-making is taking place. In addition,

the data subjects shall be provided with a copy of the said personal data without undue delay.

6.2. Right to rectification

The data subject has the right to require the Foundation to rectify inaccurate or out-of-date personal data that concern them. It also has the right to require the completion of incomplete personal data, including, among other means, by an additional declaration. Furthermore, the Foundation undertakes to communicate any rectification of personal data to any recipient to whom the said personal data have been disclosed, unless this proves impossible or would entail a disproportionate effort. The Foundation undertakes the obligation to inform the data subject about such recipients upon request.

6.3. Right to erasure

The data subject has the right to request the Foundation to erase personal data that concern them, under the conditions of art. 18 of the GDPR and art. 34 of Law 4624/2019.

6.4. Right to restriction of the processing

The data subject has the right to request the Foundation to restrict the processing the personal data that concern them, under the conditions of art. 18 of the GDPR. If the processing of personal data is restricted, such personal data shall, with the exception of storage, only be processed if specific exemptions apply, in accordance with Art. 18 GDPR.

6.5. Right to the portability of the data

The data subject has the right, under the conditions of art. 20 of GDPR, to receive the personal data that concern them and which they have provided to the Foundation in a structured, commonly used and machine-readable format, as well as the right to transfer such data to another controller without objection from the Foundation to which the personal data had been provided as Controller.

6.6. Right to objection

The data subject has the right to object at any time and for reasons related to his/her particular situation to the processing of personal data that concern them, under the conditions of art. 21 of the GDPR. If the data subject objects to the processing of data that concern them, the Foundation shall no longer process such data unless it demonstrates compelling legitimate grounds for the processing which override the interests and rights of the data subject or for the establishment, exercise or defence of legal claims.

6.7. Automated individual decision-making, including profiling

The Foundation does not make use of automated individual decision-making. However, if in the future it adopts automated individual decision-making, the data subject shall in any case have the right to object to a decision based solely on automated processing, including profiling, where such decision produces legal effects that concern or significantly affect the data subject.

7. Satisfaction of the rights

Overall, the Foundation ensures that:

1. Procedures are in place to allow the easy exercise of the rights of the data subjects, so that all necessary actions can be initiated immediately.
2. It shall respond to a request made by the data subject without undue delay and in any event within thirty (30) calendar days at the latest. In the event that it cannot satisfy any right exercised by the data subject, the Foundation shall ensure that a specific, adequate and complete justification is provided.
3. Except in cases of manifestly unfounded or excessive requests, all actions relating to the satisfaction of the rights of the data subjects shall be carried out free of charge for the data subjects.

For exercising the rights provided for by the law, for the submission of queries or for any other matter related to the processing of personal data described in this privacy notice, data subjects may use the following email address: legal@bodossaki.gr

In cases where the data subjects consider the processing of their personal data to be in violation of the regulatory framework in force for the protection of personal data, they have the right to lodge a complaint with the Hellenic Data Protection Authority (“HDP A”, 1-3 Kifissias Ave., GR-11523, Athens, tel.: +30 2106467500, e-mail: contact@dpa.gr).

8. Amendment of this policy (issue: March 2023)

The Foundation reserves the right to amend the present Policy, either in whole or in part, when it so deems necessary. Any amendment hereto shall take immediate effect as of its posting on the Foundation's website. Users are advised to consult the present document at regular intervals, to make sure that they are aware of its most recent issue.