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 most significant 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 and/or Joint 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.	***Active Citizens Fund (ACF) - EEA GRANTS Programme*** Collection and evaluation of applications For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice as well on the website of the programme https://activecitizensfund.gr	(A) Person submitting the application on behalf of the applicant organisation (B) (Legal) representatives of the organisation (C) Persons who are related to the applicant organisation and are to be employed in the project - members of the organisation, representatives and members of any partners of the organisation, associates of the 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) relations of the person with the organisation applying for funding. For category (B): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) e-mail address, (g) phone number, (h) mail address, (i) passport - identity card details, (j) any data included in the CV, (k) data publicly posted on the General Commercial Register	Collection of the candidate organisations' applications for the implementation of projects under the "ACF - EEA GRANTS" programme, 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.	For the data regarding data subjects under category (A): The data subjects themselves. For the data regarding data subjects under categories (B) and (C): i) The legal representative or any person so authorised to submit the application on behalf of the organisation, ii) the data subject itself, iii) the General Commercial Register (G.E.MI.) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects of the Foundation (B) The Association "SolidarityNow" as Fund Operator consortium member (C) FM Office and/or other services of the European Free Trade Association (EFTA) for the ACF -	**3 years from the date of approval by the FM Office of the ACF - EEA GRANTS programme's final report (30.04.2028). The retention period might be extended where data are necessary for the establishment, exercise, or defence of legal claims or towards fulfilling legal obligations.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			(G.E.MI.). For category (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 applicant organisation - form of employment, (h) mail address, (i) passport - identity card details, (j) any data included by the data subjects themselves in their CVs or in the application, (k) where applicable, special categories of personal data, in particular data concerning health, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sex life and/or sexual orientation.			EEA GRANTS Programme (D) External / independent evaluators of the applications submitted (E) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (F) Auditors of the programme (G) Email provider	

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
2.	***ACF - EEA GRANTS Programme*** Conclusion of Project Contract and amendments thereto For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice on the website of the programme https://activecitizensfund.gr	(A) Legal representative of the funded organisation (B) Contact person for matters relating to the conclusion and execution of the contract.	For category (A): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) Identity Card number, (g) contact phone number, (h) e-mail address, (i) postal address for correspondence. For category (B): (a) first name, (b) surname, (c) father's name, (d) professional capacity – position in the organisation, (e) contact phone number, (f) e-mail address, (g) postal address for correspondence.	Conclusion of a contract between the Foundation and the selected project promoter.	The data subject Contact persons-persons in charge of monitoring the conclusion and execution of the contract The General Commercial Register (G.E.MI.) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects of the Foundation (B) The Association "SolidarityNow" as Fund Operator consortium member (C) FM Office and/or other services of the European Free Trade Association (EFTA) for the ACF - EEA GRANTS Programme (D) Independent	**3 years from the date of approval by the FM Office of the ACF - EEA GRANTS programme's final report (30.04.2028). The retention period might be extended where data are necessary for the establishment, exercise, or defence of legal claims or towards fulfilling legal obligations.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
						evaluators of the applications submitted (E) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (F) Auditors of the programme (G) Email provider (H) Contract management and e-signature provider (Docusign)	
3.	***ACF - EEA GRANTS Programme*** Monitoring and accountability For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice on the	(A) Members of the project teams (B) Legal representatives of the funded organisations and of their partners (C) Beneficiaries of the projects' actions	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)	Verification of the implementation of the physical and economic scope of the project. Accountability to the donor (the Financial	The legal representative of the organisation Contact person for the purposes of the conclusion and execution of the contract The data subject The General	(A) The provider of the information system – platform for the submission of applications	**3 years from the date of approval by the FM Office of the ACF - EEA GRANTS programme's final report (30.04.2028).**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	website of the programme https://activecitizensfund.gr		form of employment - relation with the funded organisation, (h) other data that may be included in the detailed periodic report, (i) other data that may be included in submitted tax documents, (j) other data resulting from lists of expenses of any form (e.g. travel tickets, tax documents regarding accommodation services, catering services, etc.), (k) in general, any personal data included in the material collected and submitted as evidence of the actions implemented in the context of the project (image data - photos, audio-visual data). For category (B): (a) first name, (b)	Mechanism Office of the European Economic Area, as representative of the donor states: Norway, Iceland, Liechtenstein) for the ACF - EEA GRANTS Programme.	Commercial Register (G.E.MI.) (solely for cross-checking information – completing missing details)	and the management of projects of the Foundation (B) The Association "SolidarityNow" as Fund Operator consortium member (C) FM Office and/or other services of the European Free Trade Association (EFTA) for the ACF - EEA GRANTS Programme (D) Independent evaluators of the applications submitted (E) Financial auditors, in the context of a scheduled or extraordinar	**The retention period might be extended where data are necessary for the establishment, exercise, or defence of legal claims or towards fulfilling legal obligations.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			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. For category (C): any personal data included in the material collected and submitted as evidence of the actions implemented in the context of the project (image data - photos, audio-visual data).			y financial audit of the Foundation (F) Auditors of the programme (G) The email provider (H) The contract management and e-signature provider	
4.	***ACF - EEA GRANTS Programme*** Promotion and communication For more detailed information	(A) Members of the project teams (B) Legal representatives of the funded organisations and of their partners	(a) image data, (b) sound data - audiovisual material, (c) any data arising from or revealed during the production of the audiovisual	Promotion and communication of the project	The Data Subject	(A) Photographers, videographers, providers of audio-visual	**The audiovisual material (work) is retained for 70 years (subject to exercise of**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	on the conditions of the specific processing (including its legal basis), see also the special privacy notice on the website of the programme https://activecitizensfund.gr	(C) Beneficiaries of the projects' actions	material			services (B) The Association "SolidarityNow" as Fund Operator consortium member (C) The website hosting services provider of the Foundation (D) Social media platforms where the Foundation maintains accounts (E) Users visiting the Foundation's websites (F) Users of social media platforms where the Foundation maintains an account	**rights by data subjects depicted in or appearing in the work).**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
5.	***Bodossaki Foundation Scholarships*** Submission and evaluation of candidates' applications ***For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice in the relevant call.**	(A) Candidates (B) Professors (C) Parents of the candidates (D) Siblings of the candidates	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	Collection of applications, evaluation of candidates.	For category (A): The data subject For categories (B), (C) and (D): The candidate	(A) The provider of the information system – platform for the submission of applications and the management of projects (B) Members of the scientific committee (C) Sponsors (natural or legal persons) of scholarships for accountability purposes of the Foundation. (D) Financial auditors, in the context of a scheduled or extraordinary financial audit of the	**20 years from the date of submission of the application and the conclusion of a scholarship agreement. Where applicable, after the lapse of 20 years, data are placed in the (historical) archive of the Foundation following implementation of appropriate data protection measures.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			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)			Foundation	

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			other data which may be included in the statement of the proposed research centre. For category (B): (a) first name, (b) surname, (c) contact phone number, (d) professor's capacity, (e) e-mail address. For category (C): (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. For category (D): (a) full name, (b) age, (c) university institution attended, (d) declaration of whether a scholarship has				

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			been awarded.				
6.	***Bodossaki Foundation Scholarships*** Conclusion of a scholarship contract and amendments thereto ***For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice in the relevant call.**	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 (B) Sponsors (natural or legal persons) of scholarships for accountability purposes of the Foundation. (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) The contract	**20 years from the date of submission of the application and the conclusion of a scholarship contract. Where applicable, after the lapse of 20 years, data are placed in the (historical) archive of the Foundation following implementation of appropriate data protection measures.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
						management and e-signature provider (Docusign)	
7.	***Bodossaki Foundation Scholarships*** Monitoring – Supervision of the scholarship ***For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice information in the relevant call.**	Scholars	Data regarding postgraduate-level scholarships: (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. Data regarding scholarships at the level of doctoral studies: (a) data that may be included in the progress report, (b) other data that may	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. (B) Sponsors (natural or legal persons) of scholarships for accountability purposes of the Foundation. (C) Financial auditors, in the context of a scheduled or extraordinar	**20 years from the date of submission of the application and the conclusion of a scholarship contract. Where applicable, after the lapse of 20 years, data are placed in the (historical) archive of the Foundation following implementation of appropriate data protection measures.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			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. <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			y financial audit of the Foundation (D) The contract management and e-signature provider	

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			source and if so, accompanied by the relevant amounts and periods of time during which they have been received.				
8.	***Bodossaki Foundation Scholarships*** Mentoring Programme	Scholars (mentors, mentees)	For the mentees: a) name, b) surname, c) email address, d) place of residence (country, city), e) year and university of scholarship, f) capacity and field of expertise, g) organization and field of work, h) Linkedin profile, i) any data included by the Data Subject itself in the application, j) any data included in the programme evaluation forms. For the mentors: a) name, b) surname, c) email address, d) capacity, e) organization and field of work, f) mentoring	Selection of mentors and mentees, implementation and evaluation of the Mentoring Programme in the context of the operation of the Bodossaki Foundation Scholars' Community	The Data Subject	A) The provider of the applications software B) Third party providing consulting services - supporting the Mentoring Programme C) The email provider	**The data included in the applications are deleted 1 month after the completion of the Mentoring Programme. The data included in the evaluation forms are deleted 6 months after the completion of the Mentoring Programme. The retention period might be extended where data are necessary**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			background/previous experience, g) any data included by the Data Subject itself in the application, h) any data included in the programme evaluation forms.				**for the establishment, exercise, or defence of legal claims or towards fulfilling legal obligations.**
9.	***Bodossaki Distinguished Young Scientist Awards*** ***For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice in the relevant call.**	(A) Scientists applying to be considered for the award (B) Nominators (C) Referees (D) Members of the Bodossaki Distinguished Scientist Awards Committee (E) Members of the Special Selection Committees	For category (A): Data from the completion of the electronic application (application for grant): (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 nomination of the award recipients. The award of the Bodossaki Distinguished Young Scientist Awards to distinguished young Greek scientists.	The data subject	(A) The provider of the information system – platform for the submission of applications and the management of projects (B) The Special Selection Committees (as regards the persons of categories (A), (B) and (C)) (C) The Bodossaki Distinguishe	**20 years from the date of submission of the application and the award of the Bodossaki Distinguished Young Scientist Awards. Where applicable, after the lapse of 20 years, data are placed in the (historical) archive of the Foundation following implementation of appropriate data**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			the applicant's CV, (l) details of dependent family members resulting from birth certificates of children and/or family status certificates, (m) credentials entered in the account when signing up in the online platform. Documents in support of the nomination: (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. For categories (B),			d Scientist Awards Committee (as regards the persons of categories (A), (B) and (C)) (D) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation	**protection measures.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			(C), (D) and (E): (a) first name, (b) surname, (c) professional-academic position, (d) contact details.				
10.	***Bodossaki Excellence Awards*** ****For more detailed information on the conditions of the specific processing (including its legal basis), see also the special privacy notice in the relevant call.***	(A) Nominators (B) Proposed Scientists to be considered for the awards (C) Members of the Bodossaki Excellence Award Committee (D) Members of the Special Selection Committees (E) Independent evaluators (referees)	**For category (A):** (a) Name, (b) Surname, (c) professional – academic position, (d) contact details (phone, email, address), (e) credentials entered in the account when signing up in the online platform **For category (B):** Data from the completion of the electronic application (application for grant): (a) full name, (b) father's name, (c) professional – academic position, (d) phone number, (e) e-mail, (f) citizenship –	The nomination of the recipients of the awards. The award of the Bodossaki Excellence Awards to distinguished Greek scientists.	The Nominator who nominates the candidate for the award.	A) The provider of the information system – platform for the submission of applications and the management of projects. (B) The Special Selection Committees (as regards the persons of categories (A) and (B)). (C) The Bodossaki Excellence Award Committee (as regards	**20 years from the date of submission of the application and the award of the Bodossaki Excellence Awards. Where applicable, after the lapse of 20 years, data are placed in the (historical) archive of the Foundation following implementation of appropriate data protection measures.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			nationality. Where appropriate, in the nomination letter prepared by the nominator: a) information on scientific achievements, b) information on publications, c) information on personality (as provided by the nominators), d) any other personal data included in the nomination letter to be submitted by the nominator. **For categories (C), (D) and (E):** (a) first name, (b) surname, (c) professional – academic position, (d) contact details.			the persons of categories (A) and (B)). (D) Independent evaluators – referees (as regards the persons of categories (A) and (B)). (E) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation	
11.	***Bodossaki Foundation Institutional and Individual Grants*** Open Grants Programme, Targeted - Thematic Grants Programme and other related programmes of an	(A) Person submitting the application on behalf of the applicant organisation (B) Legal representatives of the contracting organisations and of their partners	For category (A): (a) first name, (b) surname, (c) username (for creating an account on the platform), (d) e-mail address, (e)	The collection of applications for the selection of grants to be funded and the evaluation thereof.	The person submitting the application on behalf of the organisation The data subject **The General Commercial Register**	(A) The provider of the information system – platform for the submission	**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
	institutional nature. ***Collection and evaluation of applications***	(C) Beneficiaries	phone number, (f) relation of the person with the organisation applying for funding. For category (B): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) mail address, (g) passport - identity card details. For category (C): any personal data included in the grant application and (where applicable) in their CVs.		**(G.E.MI.) (solely for cross-checking information – completing missing details)**	of applications and the management of projects. (B) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (C) The email services provider	**agreement.**
12.	***Bodossaki Foundation Grants*** Open Grants Programme, Targeted/Thematic Grants Programme and/or other related programmes of an institutional nature. ***Conclusion of agreements and amendments thereto and monitoring of their***	(A) Legal representatives of the contracting (grant recipient) organisations and of their partners (B) Beneficiaries	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, (h)	The conclusion of a grant agreement with the selected non-profit entities for the funding of their eligible expenses and the monitoring of the implementation	The legal representative of the organisation submitting an application in the framework of the Programmes. The data subject The General Commercial Register (G.E.MI.) (solely for	(A) The provider of the information system – platform for the submission of applications and the management	**20 years from the date of submission of the application and the conclusion of a grant agreement.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	implementation		home address, (i) passport - identity card details. For category (B): any personal data included in the material collected and submitted as evidence of the actions implemented in the context of the project, including image data - photos, sound data - audiovisual material.	of the concluded agreements – fulfilment of the grantees' obligations.	cross-checking information – completing missing details).	of projects (B) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (C) Contract management and e-signature provider (Docusign) (D) The email services provider	
13.	**Management of third-party grants / programmes in partnership with third parties / donors from EU/EEA countries ("special-purpose grants", as applicable)** **Collection and evaluation of applications**	(A) Person submitting the application on behalf of the applicant organisation. (B) Legal representatives of the contracting organisations and of their partners. (C) Beneficiaries.	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.	Collection of applications for the selection of projects / actions to be funded and evaluation of the applications collected.	i. The person submitting the application on behalf of the organisation. ii. The data subjects themselves. iii. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects. B) Original donors (foundations, companies	**20 years from the date of submission of the application and the conclusion of a grant agreement.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			For category (B): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) mail address, (g) Passport / Identity card details. For category (C): any personal data included in the grant application and (where applicable) in their CVs.			etc., as the case may be). (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) The email services provider	
14.	**Management of third-party grants / programmes in partnership with third parties / original donors from EU/EEA countries ("special-purpose grants", as applicable)** **Conclusion of grant agreements and amendments thereto and monitoring of their implementation**	(A) Legal representatives of the contracting organisations and of their partners. (B) Beneficiaries.	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, (h) home address, (i) Passport / Identity card details. For category (B): any personal data included in the	Conclusion of a grant agreement with the selected non-profit entities for funding their eligible expenses or with the beneficiary natural persons. Monitoring of the implementation of the grant agreement concluded and reporting to the	i. The legal representative of the organisation submitting an application in the framework of the Programmes. ii. The data subjects themselves. iii. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects. B) Original donors (foundations, companies etc., as the case may be).	**20 years from the date of submission of the application and the conclusion of a grant agreement**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			material collected and submitted as evidence of the actions implemented in the context of the project, including image data - photos, sound data - audiovisual material.	original donors.		(C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) Contract management and e-signature provider (Docusign) (E) The email services provider	
15.	**"POINTS OF SUPPORT" Programme** **Selection of organisations to be funded** ***For more details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special privacy notice available on: https://www.socialdynamo.gr/**	(A) Persons submitting the application on behalf of the applicant organisation (candidate for funding). (B) (Legal) representatives of the applicant organisation. (C) Persons who are related to the applicant organisation and are to be employed in the project - members of the organisation, representatives and	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 category (B): (a) first name, (b)	Collection and evaluation of applications, followed by the announcement of the evaluation results.	i. The data subjects themselves. The contact persons designated as such by the applicant / funded organisations. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects (B) Financial auditors, in the context	**20 years from the date of the completion of the respective Programme's cycle.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
		members of any partners of the organisation, associates of the organisation.	surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) e-mail address, (g) phone number, (h) mail address, (i) Passport / Identity card details, (j) any data included in the CV, (k) data publicly posted on the General Commercial Registry (GEMI). For category (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) mail address, (i) Passport / Identity card details, (j) any data included by the data subjects			of a scheduled or extraordinary financial audit of the Foundation (C) The email provider	

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			themselves in their CVs or in the application. 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.				
16.	**"POINTS OF SUPPORT" Programme** **Conclusion of grant agreements with the organisations selected for funding and amendments thereto** ***For more details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special privacy notice available on: https://www.socialdynamo.gr/***	(A) Contact persons (if the legal representatives of the funded organisations do not function as such) (B) Legal representatives of the funded organisations.	For category (A): (a) contact details. 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, (g) data publicly posted on the General Commercial	Conclusion of grant agreements and one-off payment of funds for the implementation of the actions.	i. The data subjects themselves. The contact persons designated as such by the applicant / funded organisations. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects (B) Financial auditors, in the context of a scheduled or extraordinary financial audit of the	**20 years from the date of the completion of the respective Programme's cycle.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			Registry (GEMI).			Foundation (C) Contract management and e-signature provider (Docusign)	
17.	**"POINTS OF SUPPORT" Programme** **Monitoring and evaluation of the projects' implementation and preparation of reports** ***For more details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special privacy notice available on: https://www.socialdynamo.gr/**	(A) Members of the project teams (B) Legal representatives of the funded organisations and of their partners (if any) (C) Beneficiaries of the projects' actions	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, (i) other data that may be included in submitted tax documents, (j) other data resulting from lists of expenses of any form (e.g. travel	Monitoring and evaluation of the projects' implementation and preparation of reports	i. The data subjects themselves. The contact persons designated as such by the applicant / funded organisations. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects. (B) The users of social networks / websites, if the collected material is posted (with the data subjects' consent) (C) Financial auditors, in the context of a	**20 years from the date of the completion of the respective Programme's cycle.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			tickets, tax documents regarding accommodation services, catering services, etc.), (k) 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). 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. For category (C): any personal data			scheduled or extraordinary financial audit of the Foundation (D) The email provider (E) The Social Dynamo website hosting services provider	

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			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).				
18.	**"POINTS OF SUPPORT" Programme** **Promotion and communication** ***For more details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special privacy notice available on: https://www.socialdynamo.gr/***	(A) Members of the project teams (B) Legal representatives of the funded organisations and of their partners (if any) (C) Beneficiaries of the projects' actions	(a) image data, (b) sound data - audiovisual material, (c) any data arising from or revealed during the production of the audiovisual material	Promotion and communication of the project	The Data Subject	(A) Photographers, videographers, providers of audio-visual services (B) The website hosting services provider of Social Dynamo and of the Foundation (C) Social media platforms where the Foundation maintains accounts (D) Users	**The audiovisual material (work) is retained for 70 years (subject to exercise of rights by data subjects depicted in or appearing in the work).**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
						visiting the Foundation's websites (E) Users of social media platforms where the Foundation maintains accounts	
19.	**"POINTS OF SUPPORT" Programme** **Provision of capacity-building services** ***For more details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the special privacy notice available on: https://www.socialdynamo.gr/**	(A) Trainees – members / staff of the funded organisations (B): Trainers	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 us provided online using a videoconferencing platform). For category (B):	Provision of learning, professional support and networking services to the members of the funded organisations.	The data subjects themselves.	(A) The provider of the information system – platform for the submission of applications and the management of projects. (B) The provider of development and maintenance services for the platform using which the capacity-building services	**20 years from the date of the completion of the respective Programme's cycle.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			(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).			provided. (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation	
20.	**SOCIAL DYNAMO REGISTRY OF BENEFICIARY ORGANIZATIONS** **Keeping of the Registry of Beneficiary Organizations**	(A) Legal representative of each organisation (B) Point of contact/representative of each organisation	(a) full name, (b) contact phone number, (c) email address, (d) capacity/position in the organization	Keeping record of the beneficiary organizations for the purpose of assessing the impact of the Social Dynamo activities, communication with the beneficiary organizations – provision of information on new Social Dynamo activities.	I. The data subject. II. The organization's representative /point of contact	A) The email provider	**20 years from the collection of the personal data. After the lapse of 20 years, data are placed in the (historical) archive of the Foundation following implementation of appropriate data protection measures.**
21.	**CAPACITY MAP**	(A) Legal representative of each organisation (B) Point of contact/represe	(a) full name, (b) email address, (c) name of the organization of which the data subject is the legal	Assessing (mapping) the capacity of civil society organizations via	I. The Data Subject	A) The platform/website development and hosting/man	**5 years from the submission of each Questionnaire. After 5**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
		ntative of each organisation	representative, (d) credentials for accessing the platform/website	Questionnaires		agement services provider	**years, Questionnaires are anonymized and remain accessible to each organization for filing purposes.**
22.	**NGODYNAMO: E-learning platform**	Learners	(a) full name, (b) address (city/country), (c) platform credentials, d) details on the courses provided (list of courses, data collected in the context of training provided via videoconference)	Platform register, provision of e-learning services (synchronous and asynchronous)	I. The Data Subject	A) The platform/website development and hosting/management services provider, B) The provider of the videoconferencing platform	**5 years from the completion of the last course/after the learner account becomes deactivated**
23.	**PM4NGOs Training Partnership (DPro)** **Implementation of the DPro Training Programme** ****For more details of the terms of this particular processing (including its legal basis), which is performed jointly with other Foundations, see also the***	A) Person submitting the application on behalf of the applicant organisation B) (Applicants) Trainees C) Trainers	**For category A:** (a) first name, (b) surname, (c) occupation, (d) organization and job position, (e) phone number, (f) email address. **For category (B):** Applicants (persons	Selection of trainees, provision of training, creation of the candidates' profiles at the exams platform, payment of the exams fees, delivery of the	I. The data subject. II. Person submitting the application on behalf of the applicant organisation. III. Training Partner (PM4NGOs):	A) PM4NGOs B) The Provider of the applications software C) The email provider	**6 months after delivering the certifications.** **The full name, job details (organization and position) and proof of the exams are**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	special privacy notice available on: ***https://www.socialdynamo.gr/social-dynamo-enarxi-ekpaideftikou-programmatos-diethnous-pistopoiisis-sti-diacheirisi-ergon-gia-mko-se-synergasia-pm4ngos/***		expressing interest in participating in the programme): (a) first name, (b) surname, (c) occupation, (d) organization and job position, (e) field of expertise, (f) experience, (g) any personal data included in the application submitted by the organisation (through its representative) and by the data subject itself. (Selected) Trainees: further to the above-described data: (h) date of birth and (i) results of the certification exams. **For category (C):** (a) first name, (b) surname, (c) occupation, (d) image data, (e) sound-video data collected during the recording of the presentations/training.	certifications	as regards the data related to the exams and certification.		**retained for 5 years following the delivery of the certification for the purpose of the fulfilment of tax obligations as well as for the purposes of the legitimate interests pursued by the Foundation (legal claims).** **The retention period might be extended where data are necessary for the establishment, exercise, or defence of legal claims.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
24.	**Blod**	**A)** Speakers **B)** Organisers (natural persons)	For category A: a) full name, b) professional capacity, c) data included in the CV (where applicable), d) image data (professional photo), e) video data (recorded during each lecture/event) For category B: a) full name, b) organization c) image data (professional photo)	Recording of lectures/events and posting of the relevant material on the Blod website	I. The Data Subject	**A)** The website provider, **B)** Contractors undertaking the recording of each lecture/event, **C)** The personal data collected become available to the visitors/users of the website (blod)	**Upon consent withdrawal**
25.	**Blod: Newsletter operation – dispatch**	Natural persons registered on the Newsletter recipients list	a) Email address	Provision of information on a daily/monthly basis (at the user's choice) regarding the lectures posted on Blod	I. The Data Subject	**A)** Email Service Provider, **B)** The provider of the NL platform	**For as long as the data subject remains registered on our recipients list. Deletion upon consent withdrawal.**
26.	***CERV Programmes (CERV Build, CERV Daphne etc.)*** **Collection of applications** **** For more details of the***	(A) Persons submitting the application on behalf of the applicant organisation (candidate for funding).	For category (A): (a) first name, (b) surname, (c) username (for creating an	Collection of the applications submitted by applicant organisations	i. The person submitting the application on behalf of the organisation in the framework of the	(A) The provider of the information system –	**Five (5) years from the date of approval of the respective CERV**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	terms of this particular processing (including its legal basis), which may in some cases be carried out jointly with a partner, see also the special privacy notice available on the respective Programme's website.	(B) (Legal) representatives of the applicant organisation. (C) Persons who are related to the applicant organisation and are to be employed in the project - members of the organisation, representatives and members of any partners of the organisation, associates of the organisation.	account on the platform), (d) e-mail address, (e) phone number, (f) relation of the person with the organisation applying for funding. For category (B): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) e-mail address, (g) phone number, (h) mail address, (i) Passport / Identity card details, (j) any data included in the CV, (k) data publicly posted on the General Commercial Registry (GEMI). For category (C): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) position and duties	for the implementation projects in the framework of the respective CERV Programme.	respective Programme. ii. The data subjects themselves iii. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	platform for the submission of applications and the management of the Foundation's projects. (B) The competent EU institutions, bodies, and agencies responsible for the respective CERV Programme. (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) The email provider	**Programme's completion.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			in the project, (g) relation with the organisation applying for funding – form of employment, (h) mail address, (i) Passport / Identity card details, (j) any data included by the data subjects themselves in their CVs or in the application.				
27.	***CERV Programmes (CERV Build, CERV Daphne etc.)*** **Evaluation of applications** **** For more details of the terms of this particular processing (including its legal basis), which may in some cases be carried out jointly with a partner, see also the special privacy notice available on the respective Programme's website.***	(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 category (B): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f)	Evaluation of the applications for identifying eligible applicants, initial selection, evaluation of objections, nomination of the organisations to be funded.	i. The legal representative of the organisation submitting an application in the framework of the respective Programme. ii. The data subjects themselves. iii. The General Commercial Registry (GEMI).	(A) The provider of the information system – platform for the submission of applications and the management of the Foundation's projects. (B) The competent EU institutions, bodies, and agencies responsible	**Five (5) years from the date of approval of the respective CERV Programme's completion.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			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. 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.			for the respective CERV Programme.	
28.	***CERV Programmes (CERV Build, CERV Daphne etc.)*** **Conclusion of funding agreement and amendments thereto** **** For more details of the terms of this particular processing (including its legal basis), which may in some cases be carried out***	The legal representative of the funded organisation	(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, (i)	Conclusion of funding agreement between the Foundation and the organisation selected for funding and one-off payment of	i. The legal representative of the organisation submitting an application in the framework of the respective Programme. ii. The data subjects themselves.	(A) The provider of the information system – platform for the submission of applications and the	**Five (5) years from the date of approval of the respective CERV Programme's completion.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	jointly with a partner, see also the special privacy notice available on the Programme's website.		address for correspondence.	funds for the implementation of the actions.	iii. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	management of the Foundation's projects. (B) The competent EU institutions, bodies, and agencies responsible for the respective CERV Programme. (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) Contract management and e-signature provider (Docusign)	
29.	***CERV Programmes (CERV Build, CERV Daphne etc.)*** **Monitoring and reporting (accountability) of the**	(A) Members of the project teams (B) Legal representatives of the funded	For category (A): (a) first name, (b) surname, (c) father's name, (d) Tax Registration	Verification of the implementation of the physical and economic	i. The legal representative of the organisation submitting an application in the	(A) The provider of the information system –	**Five (5) years from the date of approval of the respective CERV**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	projects funded by the Programme **** For more details of the terms of this particular processing (including its legal basis), which may in some cases be carried out jointly with a partner, see also the special privacy notice available on the Programme's website.***	organisations and of their partners (if any) (C) Beneficiaries of the projects' actions	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, (i) other data that may be included in submitted tax documents, (j) other data resulting from lists of expenses of any form (e.g. travel tickets, tax documents regarding accommodation services, catering services, etc.), (k) in general, any personal data included in the material collected and submitted as evidence of the actions implemented in the	scope of the projects. Reporting to the competent EU institutions, bodies, and agencies responsible for the respective CERV Programme.	framework of the respective Programme. ii. The data subjects themselves. iii. The General Commercial Registry (GEMI) (solely for cross-checking information – completing missing details).	platform for the submission of applications and the management of the Foundation's projects. (B) The competent EU institutions, bodies and agencies responsible for the respective CERV Programme. (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) The email provider	**Programme's completion.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			framework of the project (image data - photos, audio-visual data). 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. 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).				
30.	***CERV Programmes (CERV Build, CERV Daphne etc.)***	(A) Members of the project teams	(a) image data, (b) sound data - audiovisual	Promotion and publicity of the	The data subject	(A) Photographers,	**The audiovisual material**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	Promotion and publicity of the project ***For more details of the terms of this particular processing (including its legal basis), which may in some cases be carried out jointly with a partner, see also the special privacy notice available on the respective Programme's website.***	(B) Legal representatives of the funded organisations and of their partners (C) Beneficiaries of the project's actions	material, (c) any data arising from or revealed during the production of the audiovisual material	project		videographers, providers of audio-visual services (as the case may be) (B) The website hosting services provider of the Foundation (C) Social media platforms where the Foundation maintains accounts (D) Users visiting the Foundation's websites (E) Users of social media platforms where the Foundation maintains an account	**(work) is retained for 70 years (subject to exercise of rights by data subjects depicted in or appearing in the work).**
31.	***Implementation of seminars - Provision of capacity-***	(A) Trainees – members / staff of the funded	**For category (A):** (a) full name, (b)	Provision of learning,	The data subjects themselves.	(A) The provider of	**20 years from the**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	building services in general, as well as within the context of the CERV Programmes or other programmes (except for the CSF Programme, for which see the relevant entry). **** For more details of the terms of this particular processing (including its legal basis), which may in some cases be carried out in the context of a specific Programme of the Foundation, see also any special privacy notice available on the respective Programme's website.***	organisations (B): Trainers	contact phone number, (c) capacity / position in the participating 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). 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).	professional support and networking services to the members of Civil Society Organisations.		the information system – platform for the submission of applications and the management of projects. (B) The provider of development and maintenance services for the platform using which the capacity-building services provided. (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation	**implementation and completion of the respective seminar / capacity-building service.**
32.	***EEA Grants Civil Society Fund (CSF) Programme*** Collection and evaluation of	(A) Persons submitting the application on behalf of the applicant organisation (candidate	For category (A): (a) first name, (b) surname, (c) username (for	Collection of the candidate organisations' applications for	For the data regarding data subjects under category (A): The data	(A) The provider of the information	**3 years from the date of approval by the FM Office**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	applications For more detailed information on the conditions of the specific processing (including its legal basis), which is carried out jointly with the Association "SOLIDARITY NOW", see also the special privacy notice on the website of the programme https://eeagrants.org/el/eea-civil-society-fund-greece/shetika/privacy-policy	for funding) (B) (Legal) representatives of the organisation and of its partner(s), if any (C) Persons who are related to the applicant organisation and are to be employed in the project - members of the organisation, representatives and members of any partners of the organisation, associates of the organisation	creating an account on the platform), (d) e-mail address, (e) phone number. For category (B): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) e-mail address, (g) phone number, (h) mail address, (i) passport - identity card details, (j) data publicly posted on the General Commercial Register (G.E.MI.). For category (C): (a) first name, (b) surname, (c) professional capacity, (d) position and duties in the project, (e) relation with the applicant organisation - form of employment, (f) any data included by the data	the implementation of projects under the CSF programme, 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.	subjects themselves. For the data regarding data subjects under categories (B) and (C): i) The person submitting the application on behalf of the organisation, ii) the data subject itself, iii) the General Commercial Register (G.E.MI.) (solely for cross-checking information – completing missing details).	system – platform for the submission of applications and the management of projects of the Foundation (B) FM Office and/or other services of the European Free Trade Association (EFTA) for the CSF Programme (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) Providers of applications (email and cloud	**(FMO) of the programme's final report. The retention period might be extended where data are necessary for the establishment, exercise, or defence of legal claims or towards fulfilling legal obligations.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			subjects themselves in the application.			computing) and of IT systems and infrastructure support services	
33.	***CSF Programme*** Conclusion of Project Contract and amendments thereto For more detailed information on the conditions of the specific processing (including its legal basis), which is carried out jointly with the Association "SOLIDARITY NOW", see also the special privacy notice on the website of the programme https://eeagrants.org/el/eea-civil-society-fund-greece/shetika/privacy-policy	(A) Legal representative of the funded organisation and of its partner, if any (B) Contact person for matters relating to the conclusion and execution of the contract (if the legal representative of the funded organisation does not function as contact person).	For category (A): (a) first name, (b) surname, (c) father's name, (d) Tax Registration Number (AFM), (e) professional capacity, (f) Identity Card number, (g) contact phone number, (h) e-mail address, (i) postal address for correspondence. For category (B): (a) first name, (b) surname, (c) father's name, (d) professional capacity – position in the organisation, (e) contact phone number, (f) e-mail address, (g) postal address for correspondence.	Conclusion of a contract between the Foundation and the selected project promoter and its partner, if any.	The legal representative of the organisation submitting an application in the framework of the Programme The data subject The General Commercial Register (G.E.MI.) (solely for cross-checking information – completing missing details).	(A) The provider of the information system – platform for the submission of applications and the management of projects of the Foundation (B) FM Office and/or other services of the European Free Trade Association (EFTA) for the CSF Programme (C) Financial auditors, in the context of a scheduled or	**3 years from the date of approval by the FM Office (FMO) of the programme's final report. The retention period might be extended where data are necessary for the establishment, exercise, or defence of legal claims or towards fulfilling legal obligations.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
						extraordinary financial audit of the Foundation (D) Contract management and e-signature provider (Docusign) (E) Providers of applications (email and cloud computing) and of IT systems and infrastructure support services	
34.	***CSF Programme*** Monitoring, accountability and audits For more detailed information on the conditions of the specific processing (including its legal basis), which is carried out jointly with the Association "SOLIDARITY NOW", see also the special privacy notice on the website	(A) Members of the project teams (B) Legal representatives of the funded organisations and of their partners (C) Beneficiaries of the projects' actions	For category (A): (a) first name, (b) surname, (c) professional capacity, (d) position and duties in the project, (e) form of employment - relation with the funded organisation, (f) other data that may be included in the detailed periodic	Verification of the implementation of the physical and economic scope of the project. Accountability to the donor (the Financial Mechanism Office of the European Economic Area,	The legal representative of the organisation The data subject The General Commercial Register (G.E.MI.) (solely for cross-checking information – completing missing details)	(A) The provider of the information system – platform for the submission of applications and the management of projects of the	**3 years from the date of approval by the FM Office (FMO) of the programme's final report. The retention period might be extended where data are necessary for the establishment, exercise, or**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	of the programme https://eeagrants.org/el/eea-civil-society-fund-greece/shetika/privacy-policy		report, (g) other data that may be included in submitted tax documents, (h) other data resulting from lists of expenses of any form (e.g. travel tickets, tax documents regarding accommodation services, catering services, etc.), (i) in general, any personal data included in the material collected and submitted as evidence of the actions implemented in the context of the project (text data, image data - photos, audio-visual data). For category (B): (a) first name, (b) surname, (c) father's name, (d) contact phone number, (e) e-mail address, (f) any other data included in, or resulting	as representative of the donor states: Norway, Iceland, Liechtenstein) for the CSF Programme. Preparation and submission of periodic reports and submission of information in the context of audits.		Foundation (B) FM Office and/or other services of the European Free Trade Association (EFTA) for the CSF Programme (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) Other audit bodies of the Programme (E) The contract management and e-signature provider (F) Providers of applications (email and cloud	**defence of legal claims or towards fulfilling legal obligations.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			from, the certificate of representation submitted by the funded organisation. For category (C): any personal data included in the material collected and submitted as evidence of the actions implemented in the context of the project (image data - photos, audio-visual data).			computing) and of IT systems and infrastructure support services	
35.	***CSF Programme*** Promotion and communication For more detailed information on the conditions of the specific processing (including its legal basis), which is carried out jointly with the Association "SOLIDARITY NOW", see also the special privacy notice on the website of the programme https://eeagrants.org/el/eea-	(A) Members of the project teams (B) Legal representatives of the funded organisations and of their partners (C) Beneficiaries of the projects' actions	(a) image data, (b) sound data - audiovisual material, (c) any data arising from or revealed during the production of the audiovisual material	Promotion and publicity of the projects and of the Programme	The Data Subject	(A) Photographers, videographers, providers of audio-visual services (as the case may be) (B) Providers of development and hosting services of the websites	**The audiovisual material (work) is retained for 70 years from its creation (subject to exercise of rights by data subjects depicted in or appearing in the work)**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	civil-society-fund-greece/shetika/privacy-policy					where the audiovisual material is posted (C) Social media platforms where the audiovisual material is posted (D) Visitors of the websites where the audiovisual material is posted (E) Users of social media platforms where the audiovisual material is posted	
36.	***CSF Programme*** Provision of capacity-building and networking services For more detailed information on the conditions of the specific processing (including its legal basis), which is	(A) Trainees – members / staff of the funded organisations (B) Trainers	For category (A): (a) full name, (b) contact phone number, (c) capacity / position in the funded organisation, (d) image and sound	Implementation of seminars – provision of capacity-building and networking services to the funded	The data subjects themselves.	(A) The provider of the information system – platform for the submission	**3 years from the date of approval by the FM Office (FMO) of the programme's final report. The retention**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
	carried out jointly with the Association "SOLIDARITY NOW", see also the special privacy notice on the website of the programme https://eeagrants.org/el/eea-civil-society-fund-greece/shetika/privacy-policy		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). For category (B): (a) full name, (b) image and sound data (if the training/support is provided online using a videoconferencing platform).	organisations.		of applications and the management of projects of the Foundation (B) FM Office and/or other services of the European Free Trade Association (EFTA) for the CSF Programme (C) Financial auditors, in the context of a scheduled or extraordinary financial audit of the Foundation (D) The provider of the seminar implementation – videoconferencing platform (E) Providers of	**period might be extended where data are necessary for the establishment, exercise, or defence of legal claims or towards fulfilling legal obligations.**

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
						applications (email and cloud computing) and of IT systems and infrastructure support services	
37.	***Observatory for Public Health Policy and Organisation***	Categories of data subjects will be determined in the context of each Observatory's activity and described in a special Privacy Notice.	Categories of personal data will be determined in the context of each Observatory's activity and described in a special Privacy Notice.	Study of the full spectrum of Public Health functions [a) the assessment of population health needs, b) health promotion, c)protection, prevention and crisis management, d) leadership, organisation, governance, staffing, and resource management.]	The data subjects themselves.	a) Strategic Partners, b) Scientific Partners, c) Steering Committee, d) Scientific Committee, e) Providers of IT Services, f) Third parties undertaking processing of personal data on behalf of the (Joint) Controllers under contract concluded in the context of each Observatory's activity.	Retention periods will be determined in the context of each Observatory's activity and described in a special Privacy Notice.

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
38.	***Management of reports/complaints and allegations***	(A) Reporting persons (where the report/complaint is not submitted anonymously) (B) Third parties (connected to the incident reported)	For category (A): (a) first name, (b) surname, (c) e-mail address, (d) any personal data included in the report by the reporting person. For category (B): (a) first name, (b) surname, (c) any personal data included in the report or arising from / revealed by the data subject itself in the context of the investigation of the incident reported.	Collecting and handling, including, but not limited to, the investigation of, all reports/complaints submitted in connection with a Programme/project/action or the operation of the Foundation, in general, as well as of allegations concerning bribery or corruption, violations of the law and other serious irregularities.	i. The Data Subject ii. The Reporting Person	A) The Email Provider	**5 years from the date of filing/resolution of the report submitted, unless – depending on the nature of the incident reported- data should be further retained towards compliance with a legal obligation or for establishment, exercise or defence of a legal claim.**
39.	***Newsletter*** **Invitations to sign-up**	Natural persons/stakeholders interacting with the Foundation	a) Email address, b) First name, c) Surname, d) Name of the employing institution/organisation – relationship with the Foundation, e) Job position	Sending invitations for signing-up to the Foundation's Newsletter	The Data Subject	A) The Email Provider	For as long as the data subject remains registered on our list of the NL recipients (when invitation is accepted). If the recipient of

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
							the invitation does not sign-up to the Foundation's Newsletter, his/her contact details are not further processed/retained.
40.	***Newsletter: operation – dispatch***	Natural persons registered on the Newsletter recipients list	a) Email address, b) First name, c) Surname, d) Name of the employing institution/organisation, e) Job position	Promotion and publicity of the Foundation's public benefit work and activities.	The Data Subject himself/herself	A) The Email Provider B) The Provider of the Newsletter software	For as long as the data subject remains registered on our list of recipients. Deletion in case of withdrawal of consent.
41.	***Employment – Submission of CVs*** **Assessment of professional skills for filling job positions of the Foundation**	Natural persons applying for recruitment / employment with the Foundation	a) Personal details (full name, age, etc.) b) Contact details (mail address, phone number, email address, etc). c) Details on education and working experience. d) Any other categories of	1) Assessment of the qualifications and professional skills of the data subjects for filling job positions of the Foundation, upon their application. 2) The legitimate interests of the	The Data Subject	A) Where applicable, third parties (companies / professionals) providing assessment of professional skills / selection services	3 years after the submission of the CV

A/A	PROCEDURE	CATEGORIES OF DATA SUBJECTS	PERSONAL DATA	PURPOSE	SOURCES	RECIPIENTS (external to the Foundation)	RETENTION PERIOD
			personal data included in the CV.	Foundation in retaining CVs for a reasonable period (see retention period) for filling job positions. 3) Compliance of the Foundation with the obligations imposed by the applicable legislative and regulatory framework, as in force from time to time. 4) The consent of the data subjects to the retention of their CVs beyond the period initially provided for the satisfaction of the above legitimate interests of the Foundation, so that they may be considered for a future job position.			

In addition to the above, the Foundation might process personal data voluntarily provided by their Data Subjects via its communication channels. In these cases, the Foundation processes the personal data for the purpose of responding to each request and, then, deletes them in accordance with its relevant Policies.

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. In particular:

Regarding ACTIVE CITIZENS FUND (ACF) - EEA GRANTS and CIVIL SOCIETY FUND (CSF) - EEA GRANTS programmes: 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 suitable electronic systems securing the integrity and prevention of unauthorized access.

The Foundation does not transfer personal data outside of the EEA. Under exceptional circumstances, where scholarships are funded by persons (natural/legal) established outside of the EEA, the scholars' minimum data required are transferred – upon notice – to third countries, so that the Foundation fulfils its accountability obligations towards the donors.

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. 17 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: dpo@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 ("HDPA", 1-3 Kifissias Ave., GR-11523, Athens, tel.: +30 2106475600, e-mail: contact@dpa.gr).

8. Amendment of this policy (issue: October 2026)

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.