

## Consent Form

### In the context of Donations/Sponsorship to the University of Cyprus Regarding the Collection and Processing of Your Personal Data

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#### 1. Purpose of the Consent Form

The information you provided will be used solely for the purpose of managing the donation/sponsorship, the processing of the ..... (e.g. scholarship – please specify), and other related activities. The Consent Form ensures that the University of Cyprus, as a Controller and the recipient of your Donation/Sponsorship, handles your personal data appropriately and in accordance with the Law and ensures compliance with the applicable Data Protection Legislation, including the EE General Data Protection Regulation (GDPR).

#### 2. Purpose of Data Collection and Processing

The University of Cyprus shall collect, process, and store personal data, including but not limited to the following information:

Personal Information of the Donor			
Full Name		I.D. No. or Passport No.	
Postal Address		Telephone No.	
Email address			
Type of Donation/Sponsorship and Value (*)		Amount of Donation/Sponsorship	
Please specify the frequency of your Donation/Sponsorship: <ol style="list-style-type: none"> <li>1. One-off</li> <li>2. Yearly</li> <li>3. Other</li> </ol>			

(\*) Please specify the type of donation/sponsorship (e.g. scholarship, general monetary donation/sponsorship, archives, etc.).

This data will be used for the following purposes:



- (i) **Processing and documenting your Donation/Sponsorship:** This includes tracking and processing the details of your Donation/Sponsorship for financial and administrative purposes.
- (ii) **Managing and tracking ..... (e.g. scholarship – please specify) fund:** This involves maintaining records of donations for the purpose of fund management and ..... (e.g. scholarship – please specify) allocation.
- (iii) **Providing you with the necessary receipts, updates, and reports:** This includes providing you with receipts for tax purposes, updates on the ..... (e.g. scholarship – please specify), and reports related to your Donation/Sponsorship.
- (iv) **Complying with applicable legal requirements:** This includes the processing of your personal data to comply with any relevant legal, tax, or regulatory obligations.

For the **Promotion and Acknowledgement** of your Donation/Sponsorship, the University of Cyprus will only use **(a) your Full Name, (b) the name of the ..... (e.g. scholarship – please specify), and (c) the Donation/Sponsorship Amount.**

The above points will be used specifically for promotional activities, such as posting on the University's website and social media platforms, issuing press releases, and holding an award ceremony. The purpose of collecting and using this data is solely for the public acknowledgement of and promotion of the Donation/Sponsorship and ..... (e.g. scholarship – please specify).

### **3. Disclosure of Personal Data**

Your personal data may be disclosed to authorized University staff involved in managing donations/sponsorships and ..... (e.g. scholarship – please specify). In some cases, we may be required to disclose your personal information to third parties (e.g., tax or legal authorities, auditors, etc.) as part of our legal obligations. By signing the Consent Form, you authorize the University of Cyprus to share your personal data with such third parties, if required and in accordance with the laws and regulations governing data protection.

### **4. Retention of Personal Data**

Your personal data will be stored securely by the University of Cyprus for as long as it is necessary to fulfill the purposes described above, including any legal obligations. After that period, your data will be securely deleted or anonymized.

### **5. Your Rights**

Under data protection laws, you have the following rights regarding your personal data:

- a) The right to access and request a copy of your personal data.
- b) The right to request correction of any inaccuracies.
- c) The right to object to the processing of your data in certain circumstances.
- d) The right to request the deletion of your personal data, subject to any legal or contractual obligations.



e) The right to restriction of processing under certain circumstances.

If you wish to exercise any of these rights or if you have any questions regarding the processing of your personal data, you may contact the University’s Data Protection Officer, Ms. Chryssou Agapiou, at the following email address: [dpo@ucy.ac.cy](mailto:dpo@ucy.ac.cy).

## 6. Voluntary Consent

By signing the Form, you confirm that you understand, and you give your consent for the collection and processing of your personal data as described above. You also acknowledge that you have been informed of your rights under data protection laws.

## 7. Consent

I, the undersigned ..... (please write the Full Name of the Donor/Sponsor) hereby Consent that the University of Cyprus will collect, process and store my personal data as described in paragraph (2), for the purposes described in this Consent Form.

The University of Cyprus shall use my personal data, including but not limited to my full name, ID number or Passport number, donation/sponsorship amount, contact details (postal address, email address, telephone number) and signature, solely for the purposes of:

- a) Processing and documenting your Donation/Sponsorship.
- b) Managing and tracking ..... (e.g. scholarship fund – please specify).
- c) Providing you with the necessary receipts, updates, and reports.
- d) Complying with applicable legal requirements.

Additionally, I understand that my personal data (specifically my full name, donation/sponsorship amount, and scholarship name), may be used for promotional and acknowledgment purposes, including but not limited to:

- a) Posting on the University’s website and social media platforms.
- b) Issuing press releases.
- c) Holding an award ceremony.

These activities are intended for the public acknowledgement of my Donation/Sponsorship, ..... (please specify the Donation, e.g. scholarship and whether it is in the memory of any person).

<b>Donor’s Signature:</b>	_____	<b>Date:</b>	_____
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