

# PERSONAL DATA PROCESSING POLICY FOR RECEIVING INFORMATION AND PARTICIPATING IN ACTIVITIES AND EVENTS ORGANISED BY THE EVENTS OFFICE OF THE UNIVERSITY OF CYPRUS

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## A. INFORMATION REGARDING THE PROCESSING OF YOUR PERSONAL DATA

### Data Processor - Objective – Legal Basis

The Events Office of the University of Cyprus (UCY), within the scope of its responsibilities, as Data Processor, wishes to inform you regarding your rights in relation to the personal data we hold when you attend or receive information regarding the activities organised by the Events Office of the UCY, such as public lectures, events, exhibitions, online events, seminars etc.

In achieving the above purpose and by submitting an online request to participate or receive information regarding a public lecture, event and exhibition organised by the Events Office of the UCY, you give your free consent to Events Office, as the Authorised Data Processor, to collect and process your Personal Data, in accordance with the basic principles governing the Legal Framework for the Protection Of Personal Data [Regulation (EU) 2016/679 and Law No. 125(I)/2018], namely the Principles of Lawfulness, Purpose Limitation, Transparency, Data Minimisation, Accuracy, Storage Limitation, Confidentiality, Integrity, and Accountability.

The contact details, of the Responsible UCY Officer is **Ms Doxa Komodromou** (contact details: email [doxa@ucy.ac.cy](mailto:doxa@ucy.ac.cy) and tel.: **00357 22-894355**).

The University of Cyprus processes the personal data collected in accordance with the legal obligation under Regulation (EU) 2016/679. Specifically, according to **Article 6. par. 1, (a)**: *“the data subject has given consent to the processing of his or her personal data for one or more specific purposes”*.

UCY, has taken into consideration both the provisions of the GDPR and the national legislation and has approved and implements the “Data Protection Policy of the University of Cyprus”.

### Categories of Data

The categories of Data involve any person wishing to receive information and participate in activities organised by the Events Office of the UCY, such as public lectures, events, exhibitions, online events, seminars etc.

### Confidentiality and Security of Personal Data

For the security of personal data, technical and organisational measures are taken for its protection from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

### Source, Collection and Categories of Personal Data

The Events Office, when having your submission request and consent to receive information and participate in one or more of its activities, has the authority to collect, process and store your personal data for achieving the above purpose.

The University of Cyprus collects your personal data from the following sources:

- From you, when you:
  - Subscribe to the newsletter of the Events Office for receiving information regarding the events organised;
  - fill the form for attending or participating in an Event, including reserving a free seat, buying or registering for tickets online;
  - attend and participate in an Event;

- interact with one of our staff during an Event (for example when registering in our events' list of participants, for receiving translation equipment when needed/offered);
  - complete our feedback forms;
  - communicate with us by post, email, online chat, social media, telephone or another format;
- From third parties such as:
- ticketing agencies who sell tickets or process ticket orders on our behalf;
  - a third party who may purchase tickets on your behalf or register your details with us;
  - our website, webinar, ticketing and sign-up platform providers;
  - our payment provider who will confirm details of your payment;
  - publicly available sources when researching and creating biographies of speakers and key attendees.

## Categories of Personal Data Collected and Processed

The Events Office, within the scope of its responsibilities, will collect and process the following personal data

- Gender, Name, surname, profession, title, email;
- your image and audio as captured during photography or video recordings;
- your qualifications, your participation in student clubs or other connections with the University (where there is relevance with a specific event);
- records of communications sent to you by the University or received from you;

Your personal data will also be processed because it is necessary and legitimate by the UCY or third parties. Examples of where we process data for purposes that fall under legitimate interests include:

- creating biographies of speakers or speaker's attendees' list and distributing the biography/list to speakers and attendees (except in circumstances where it is appropriate to gain your consent);
- sharing your information with sponsors of an event (except in circumstances where it is appropriate to gain your consent);
- filming, photographing or otherwise recording Events and publishing such content on our website, social media accounts and other formats where it would not be necessary, appropriate or practicable to obtain your specific consent;
- using digital tools to monitor the impact of our marketing communications (such as using email tracking to record when an email we send you has been opened);
- processing feedback to improve the quality of our Events;

## Data Transmission

The University of Cyprus may share your personal data with third parties, who have made legitimate requests under the law regarding Personal Data or access to information.

## Data Storage

Your personal data is retained in the online event communication system (e-newsletter) until you request to unsubscribe. Upon your request for unsubscribing, your data will be deleted within a two-month period. In addition, information about participants is kept/retained for up to two years following an Event unless there is a legitimate reason for retaining your data for longer; for example, in case you have requested to receive further information from us and to be kept informed about future Events, as well as in case of crediting ECTS to members of the student community in accordance with the relevant rule of study.

## Exercise of the Rights of Data Subjects

In accordance with the legal framework for the protection of personal data, you have the following rights, which you may exercise at any time during which your data will be stored:

Right of access (article 15 of the Regulation): You may request confirmation about the processing of your personal data, access to it, and other information.

Right to rectification (article 16 of the Regulation): You may request the rectification of inaccurate or incomplete data by contacting UCY.

Right to erasure (article 17 Regulation): You have the right to request the erasure of your data, under the conditions of Article 17 of the Regulation.

Right to restriction of processing (article 18 of the Regulation): You have the right to request the restriction of the processing of your data, in the cases provided for in Article 18 of the Regulation.

Right to object (article 21(1) of the Regulation): You have the right to object, at any time and on grounds relating to your particular situation, to the processing of personal data, in accordance with the provisions of Article 21(1) of the Regulation.

You may exercise the above rights and submit any request by contacting (a) **Ms. Chrysso Agapiou, Data Protection Officer of the University of Cyprus** (contact details: email address: [dpo@ucy.ac.cy](mailto:dpo@ucy.ac.cy) and telephone number: **00357 2289 4361**), or (b) **Ms Doxa Komodromou, Head of the Events Office**, email address: [doxa@ucy.ac.cy](mailto:doxa@ucy.ac.cy) and telephone number: **00357 2289 4355**).

In the event of unlawful processing of your personal data or violation of your personal data rights, you also reserve the right to lodge a complaint with the competent Supervisory Authority, namely the [Commissioner for Personal Data Protection](#).

In addition, you have the right to withdraw your consent at any time, without prejudice to the lawfulness of processing based on consent before its withdrawal.

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## **B. CONSENT REGARDING THE PROCESSING OF YOUR PERSONAL DATA WHEN RECEIVING INFORMATION AND PARTICIPATING IN ACTIVITIES ORGANISED BY THE EVENTS OFFICE OF THE UNIVERSITY OF CYPRUS**

I hereby declare that I am fully aware of the above and **I give my FREE CONSENT<sup>1</sup> and APPROVAL** for the collection, processing and storage of my Personal Data in the information system, as well as the archive of the Events Office of the University of Cyprus.

At any time, I reserve the right to withdraw my consent and/or exercise my Rights, as stated above.

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<sup>1</sup> GDPR Definitions, Article 4. (11) – “consent” of the data subject means “any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her”