

PERSONAL DATA PROCESSING POLICY

FOR THE INTERNATIONAL RECRUITMENT OFFICE OF THE UNIVERSITY OF CYPRUS

A. INFORMATION REGARDING THE PROCESSING OF YOUR PERSONAL DATA

Data Processor - Objective – Legal Basis

The International Recruitment Office of the International Relations Service 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 complete the form for the purpose of requesting additional information regarding studies at UCY.

In achieving the above purpose and by submitting an online request, you give your free consent to the International Recruitment 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. Sophia Andreou** (contact details: email andreou.sophia@ucy.ac.cy and tel.: **00357 2289 3632**).

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 International Recruitment 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.

Categories of Personal Data Collected and Processed

The International Recruitment Office, within the scope of its responsibilities, will collect and process the following personal data: name, surname, gender, date of birth, country of origin and email.

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 for two years.

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. Chryso Agapiou, Data Protection Officer of the University of Cyprus** (contact details: email address: dpo@ucy.ac.cy and telephone number: **00357 2289 4361**), or (b) **Ms. Sophia Andreou**, email address: andreou.sophia@ucy.ac.cy and telephone number: **00357 2289 3632**).

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.

B. CONSENT REGARDING THE PROCESSING OF YOUR PERSONAL DATA

I hereby declare that I am fully aware of the above and **I give my FREE CONSENT¹ and APPROVAL** for the collection, processing and storage of my Personal Data (name, surname, gender, date of birth, country of origin and email) in the information system, as well as the archive of the International Recruitment Office of the International Relations Service of the University of Cyprus.

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

¹ **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”