



## NOTIFICATION FOR THE PROCESSING OF PERSONAL DATA

The American College of Greece (called herein as “**Data Controller**” or “**ACG**”) hereby informs you that it collects, processes and stores, in electronic or paper form, your personal data provided by you, included in your CV and your application for employment, according to the provisions of the applicable legislation on personal data, namely today the Regulation (EU) 2016/679 of the European Parliament and of the Council (“General Data Protection Regulation”) as well as the applicable Greek Legislation regarding the protection of personal data, as in effect from time to time (called herein as “**the Personal Data Legislation**”), and according to the specific terms and conditions set below:

ACG collects, stores and processes the above personal data for the purposes of evaluating your job application, in the context of the current and potential future job openings and for hiring purposes in case you will be chosen. The legal bases of the above processing is your written consent granted hereby, in order for the College to take steps at your request prior to entering into a contract and the compliance of the College with its legal obligations.

The above personal data will be accessible and processed by authorized employees of ACG, who will process the personal data solely for the fulfillment of the aforementioned purposes, and by no means for their own benefit.

ACG will keep and process the above personal data for a time period of two (2) years. After the above time period, ACG will proceed to the definite deletion of the above personal data.

Subject to the exceptions, conditions and limitations provided by the Personal Data Legislation, you can exercise your right of access, rectification, restriction of processing, objection, erasure of the above personal data, as well as the right to data portability. In case you exercise one of the aforementioned rights, ACG will take any possible measure for the prompt satisfaction of your request, according to the specific provisions and conditions of the Personal Data Legislation, and shall inform you in writing regarding the satisfaction of your request, or for the reasons that prevent the exercise or the satisfaction thereof according to the Personal Data Legislation.

In addition, you may at any time withdraw your present consent, without however affecting the lawfulness of processing based on the said consent before its withdrawal and the processing based on any other legal basis.

Furthermore, you have the right to lodge a complaint with the Hellenic Data Protection Authority, in case you consider that the processing of your personal data is against the applicable legislation.

If you have any queries in relation to the protection of your personal data or you wish to exercise your legal rights, you can contact the Data Protection Officer of the American College of Greece by using the following contact details: