



## Information and Subject Consent

The collection and processing of your personal data by the social service of our institution, but also by their Supervisors of the social service where they exist, is done to extract information and personal data that concern you, in the context of the proper functioning of the institution and as much as effective as possible from the social service, as data subjects, that you apply to our institution for your participation in the learning program 'Learning the Greek language – Social and cultural integration'.

Xen, including its partners and teachers(data processors), as a data controller, collects only the necessary data for the understanding of the subject's problems, for the identification of the subject, for the best educational experience of the data subject, and legal obligations of the organization. More specifically:

- The organization collects surname, first name, Father's name, and identity/passport for the identification of the data subject based on the article 6.1 (a) , 6.1 (f), 9.2 (g) and 9.2 (i) of GDPR.
- The organization collects data of studies and citizenship/ethnicity for the best division of the data subjects into departments to easier and faster understanding of the training of the data subject according to the articles 6.1 (a) and 6.1 (g).
- The organization collects phone number and email for the purpose of sending assignments and communicate for course updates due to the nature of the educational program that will be done via Internet courses, based on articles 6.1 (a) and 6.1 (g).

The organization will keep your data for as long as necessary to access it so that if it responds properly to your issue and when there is no reason to keep it, it will delete your personal data. At the same time, XEN takes all the technical and organizational measures for the safekeeping and protection of your personal data, for as long as it maintains them.

You, as a data subject, have the legal right to exercise the rights given to you by the General Regulation on Personal Data and more specifically:

1. Right to information: This right provides the data subject with the ability to ask XEN for information about what personal data about her is being processed and the rationale for such processing.
2. Right to access: This right provides the data subject with the ability to get access to his or her personal data that is being processed. This request provides the right for data subjects to see or view their own personal data, as well as to request copies of the personal data.
3. Right to rectification: This right provides the data subject with the ability to correct her data in case they are inaccurate or need confirmation.
4. Right to withdraw consent: This right provides the data subject with the ability to withdraw a previously given consent for processing of their personal data for a purpose.
5. Right to object: This right provides the data subject with the ability to ask that her personal data should not be processed for certain purposes while a legal dispute is ongoing in court.
6. Right to erasure(Right to be forgotten): This right provides the data subject with the ability to ask the deletion of her data by the completion of the purpose that the data is being processed. It is important to note that this is not an absolute right and depends on your retention schedule and retention period in line with other applicable laws.

7. Right to report to authorities: This right provides the data subject with the ability to contact the Supervisory Authority for any complaint or complaint against the organization.

If you agree with the above, you are invited to sign this Form.

Signature