

EMPLOYEES' PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA PURSUANT TO REGULATION (EU) 2016/679 AND THE RESPECTIVE GREEK LEGISLATION

The association "Allieggie SolidarityNow" (hereinafter "SolidarityNow" or "Association"), with registered seat in Athens, 24, 3rd Septemvriou street (tel: 2106772500), in its capacity as data controller pursuant to the General Data Protection Regulation (EU) 2016/679 and the respective provisions of the Greek legislation on the protection of personal data as in force, informs you as employees of the Association that it shall process your personal data as per the below:

1) Who is considered an employee?

For the purposes of the present notice employees are those employed by the Association either with an employment contract, a project contract or a contract for the provision of independent services to the Association, as well as candidates for employment and trainees.

2) What personal data do we collect?

- a) Your identification data: name, surname, father's name and mother's name, ID card number, tax identification number, social security registration number, sex, nationality, date and place of birth.
- b) Your contact information: your postal and e-mail address, telephone number, (land line, mobile).
- c) Your professional qualifications: CV, degrees, diplomas or certificates of studies, professional certifications, professional licenses, reference letters.
- d) Your family status data and data pertaining to your dependent members to the extent necessary for the fulfillment of the statutory obligations of the Association.
- e) Health data to the extent necessary to assess your ability to work and to the extent that it affects the fulfillment of the employment contract or constitutes a condition for the fulfillment of the Association's obligations towards you.
- f) Criminal record data where necessary.
- g) Access data to the Association's premises and its systems and records or other related equipment (such as portable storage media, etc.)

3) Where do we collect the above personal data from?

Your data under (a)-(f) above is collected directly from you or persons authorised by you.

Your data under (g) above is by the Association's IT systems and access logs.

4) Why do we process your personal data?

We collect and process your personal data for the following purposes:

- a) The evaluation of your application for employment with the Association.
- b) To identify and communicate with you whenever required.
- c) The fulfillment of the Association's obligations arising from the provisions of labour law and / or social security and social protection law, or from individual or collective employment agreements (e.g. payment of wages and social security contributions, granting of leaves, benefits, etc.).
- d) The exercise of the Association's rights and the protection of its interests as the case may be.
- e) The safeguarding of the Association's systems and records.
- f) The monitoring of the work-flow and the productivity of employees, the more efficient organization of the Association's work and human resources management.

5) Who has access to your personal data?

A) Within the Association:

The Management of the Association and / or its authorised employees to the extent necessary for the fulfillment of the Bank's obligations towards you.

B) Outside the Association:

- i) Data processors acting on behalf of the Association, including, but not limited to, accountants, educational service providers, donors, financial institutions, IT support companies and other consultancy service providers.
- ii) Tax authorities, social security organisations and any other public authorities, as required by law.
- iii) Attorneys at law, court bailiffs, notaries, judicial authorities and public prosecutors, public services and government organisations and any other third parties, if necessary, for the operation of the contract, the fulfillment of the Association's statutory or contractual obligations or the exercise of its rights and the protection of its interests or whenever required by legislative provisions or judicial decisions or regulatory decisions of the Hellenic Data Protection Authority or other independent authorities.

6) How long do we keep your personal data which we collect and process?

If you do not enter into an employment contract with the Association, your personal data will be kept for a period of twenty-four (24) months from the rejection of your job application or from the

submission of your data, which could take place either within a specific trainee's selection process or voluntarily.

If you enter into an employment contract with the Association, your data will be retained for up to twenty (20) years from the termination of the respective employment contract.

After the lapse of the above time period the Association will delete your personal data, unless: (i) otherwise required by any statutory provision, whereby the retention period may be increased or reduced as the case may be, or (ii) there are pending legal cases with the Association which concern you either directly or indirectly, whereby the retention period will be extended until the issuance of an irrevocable court judgement.

7) What rights do you have for the protection of your personal data?

- a) To know what personal data we keep and process, their source, the purposes of the processing, the recipients thereof as well their retention period (right of access).
- b) To request the rectification and/or supplementing of your personal data so that it is complete and accurate (right to rectification). In such a case you must submit any document necessary for the rectification or supplementing of your personal data.
- c) To request the restriction of the processing of your personal data (right to restriction).
- d) To reject and/or object to any further processing of your personal data which we keep (right to object).
- e) To request the erasure of your personal data from the records which we keep (right to erasure).
- f) To request the transfer of your data which we keep to any other data controller of your choice (right to data portability).

Please note the following in relation to your rights:

- The Association may in any event refuse to satisfy your rights under c) - e) above if the processing or retention of your personal data is necessary for the operation of the employment contract, as well as the establishment, exercise or support of any legal claims of the Association or for the fulfillment of its legal obligations.

- By exercising your right to data portability (under f above) your personal data shall not be deleted from the Association's records, which is subject to the requirements of the preceding paragraph.

- The exercise of your rights acts for the future and does not concern any processing which has already taken place.

g) To file a complaint with the Data Protection Authority (www.dpa.gr) if you believe your rights are being infringed in any way.

8) How can you exercise your rights above?

For the exercise of any of your rights you may send an e-mail to the Association at the following e-mail address gdpr@solidaritynow.org

9) How do we protect your data?

The Association maintains all personal data which it collects and processes in an absolutely secure manner. The Association has and implements systems which secure the confidential nature of the personal data and their processing, as well as their protection from accidental or illicit destruction, loss, alteration, prohibited transmission or access and any other mean of illicit processing.