



## Notification and Consent for the Processing of Personal Data

The American College of Greece (also called herein as **“Data Controller”** or **“ACG”**) hereby informs you that it collects, processes and stores, in electronic or paper form, the personal data that are included in the present application (especially the following: First Name, Last Name, E-mail, Telephone), 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:

The American College of Greece collects the above personal data by you for the purpose of arranging an appointment with you upon your request. The legal bases of the above processing are your written consent granted hereby, and the serving of the legitimate interests of ACG.

The above personal data will be accessible and processed by authorized employees of the American College of Greece, who will process the personal data solely for the fulfillment of the aforementioned purposes, and by no means for their own benefit. Furthermore, some of the above personal data will be accessible and processed, within the framework of their responsibilities, by authorized external associates of ACG for the fulfillment of the aforementioned purposes. Any further transfer of personal data to any third person or to a country outside the European Union, will take place only in accordance with the Personal Data Legislation.

The American College of Greece will keep and process the above personal data for as long as it is required for the serving of the aforementioned purposes of processing and for as long as it is required in order to comply with its legal obligations and to defend itself against any legal claims. After the above time period, the American College of Greece will proceed to the definite deletion of the above personal data.

Subject to certain 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, the American College of Greece 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 although affecting the lawfulness of processing based on consent before its withdrawal and the processing based on any other legal basis. We inform you that in case of withdrawal of your consent, we will not be able to use the above personal data and arrange an appointment with you. 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, please contact the Data Protection Officer of the American College of Greece by using the following contact details:

Address: 6 Gravias Street, Aghia Paraskevi, 15342

E-mail address: [dpo@acg.edu](mailto:dpo@acg.edu)