



## PRIVACY NOTICE

### **Who We Are**

*The American Farm School Post-secondary Education and Training Association – Perrotis College (or the College)* gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

### **Information That We Collect**

The College processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

#### ***Personal data that we may collect:***

- Name
- Father's Name
- Mother's Name
- Sex
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Passport Number
- ID Number

#### ***Ways we collect information:***

- Online forms
- Hardcopy forms
- Telephone
- Email
- Mail
- Verbally on 1on1 meetings
- Interviews
- Event registrations

### **How We Use Your Personal Data (Legal Basis for Processing)**

The College takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. ***The purposes and reasons for processing your personal data are detailed below:***

- We collect your personal data in the performance of a contract or to provide a service such as education, visit to our premises, adult education, college studies etc.
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes.
- Furthermore we will occasionally send you promotional materials where we have assessed that it is beneficial to you as a customer and in our interests. Such actions shall take place provided that you have given your explicit consent. Such information will be non-intrusive and is processed on the grounds of legitimate interests.

### **Your Rights**

You have the right to access any personal information that **Perrotis College** processes about you and to request information about:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. **Perrotis College** may use **third-party partners** to provide their

services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

### **Safeguarding Measures**

The College takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, *including*:

- SSL, TLS,
- encryptions,
- restricted access,
- IT authentication,
- firewalls,
- anti-virus/malware, etc.

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to the College however, as this information is required for **us to provide you with our services/ security purposes /legitimate interests**, we will not be able to offer some/all our services without it.

### **How Long We Keep Your Data**

The College only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under Greek tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 10 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

### **Lodging A Complaint**

The College only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the **Data Protection Officer of Perrotis College Ms. Evangelia Rizou, e-mail: [dpo@afs.edu.gr](mailto:dpo@afs.edu.gr)**.