

Personal data collection and storage policy

4CH is a Horizon 2020 project funded by the European Commission under the Grant Agreement n. 101004468-4CH.

The **Athena Research Centre (Athena RC)** through the **Digital Curation Unit (DCU)** of the Institute for the Management of Information Systems is one of the 19 partners of the consortium of the project. The Athena RC is aware of its responsibility when processing personal data relating or not to 4CH.

Namely, with regards to the personal data processed in the framework of the 4CH, the ATHENA RC is abide by the provisions relating to the process of personal data stated at the Grant Agreement (article 39) and relevant documents such as the Consortium Agreement.

The ATHENA RC wants every person whose personal data it processes to be confident that this is done in a careful and lawful manner. The ATHENA RC processes personal data in accordance with the General Data Protection Regulation (GDPR) and the privacy rules arising from it.

Which personal data is processed by the ATHENA RC within the context of the 4CH?

The ATHENA RC only processes personal data if this is necessary for a specific purpose. The purpose including into the purposes of the 4CH determines which personal data have to be processed and no more data will be asked for than is essential for that purpose.

Depending on the purpose, the following personal data may be processed:

name,

address,
affiliation,
town/city,
e-mail address,
company data,
gender and
date of birth.

On what basis does the ATHENA RC process personal data?

The ATHENA RC only processes your personal data if there is a legitimate basis for doing so.

Depending on the purpose, personal data are processed because:

- you give your consent for this to be done
- it is essential for implementing an agreement that has been made with you
- it is essential in order to fulfil a legal obligation
- it is essential in order to protect your vital interests
- a public interest task is concerned
- the ATHENA RC has a legitimate interest in doing so.

Purposes

The ATHENA RC processes your personal data for the purpose of fulfilling its tasks as provided by the Grant Agreement of the 4CH. Namely, for the following purposes:

- for participation in meetings, workshops, events, and other collective activities, after obtaining idoneous informed consent
- surveys, online information, and any other feedback related to the project obtained by public, after obtaining idoneous informed consent
- collection of personal data by the website of the project, newsletter subscriptions, and any other dissemination and communication activities/online tools.

Securing your personal data

The ATHENA RC secures your personal data to prevent misuse or unauthorised access to your personal data.

Retention period for your personal data

In principle, personal data are not retained any longer than is necessary to achieve the purpose for which the personal data are collected. The 4CH started in the 1st January 2021 and it has a duration of three years. After the end of the project, the data will be deleted unless you have given your consent for further use or one of the following reasons apply. In cases where documents are archived in the public interest, for scientific or historical research, or for statistical purposes, personal data can be stored for a longer period. If this is the case, the ATHENA RC, in accordance with the GDPR, will take appropriate technical and organisational measures to protect your rights.

Disclosure to third parties

The ATHENA RC can disclose your personal data to the other partners of the consortium only if it is necessary for the fulfilment of the tasks of the project according to the Grant Agreement. The ATHENA RC will only disclose it third parties if there is a legal obligation or basis to do so as referred to in Section 6 GDPR.

When the ATHENA RC discloses your data to a third party, it will safeguard your rights to privacy, among other things by concluding a processing agreement in which arrangements are made as to how your personal data must be dealt with.

Exercising your privacy rights

You can submit a request to the ATHENA RC to exercise the following rights:

- Right to access your personal data
- Right to rectify and/or add to your personal data
- Right to erasure of your personal data

- Right to restrict the processing of your personal data
- Right to data portability
- Right of objection
- Right not to be subjected to a decision based exclusively on automated processing, including profiling.

If your personal data are processed with a view to archiving in the public interest, scientific or historical research, or for statistical purposes, legislation places restrictions on, among other things, your right to access, rectification, restriction of processing, and your right of objection. Furthermore, if data are processed with a view to archiving in the public interest, your right to the portability of your personal data is also restricted.

Data protection officer

Should you have any questions and/or complaints about the safeguarding of your privacy within the ATHENA RC, please contact the Data Protection Officer (DPO): dpo@athenarc.gr.

Personal Data Authority

The ATHENA RC will work with you to find a solution if you have a complaint regarding the processing of your personal data. If this does not lead to a satisfactory result, you have the right under the GDPR to submit a complaint to the Hellenic Data Protection Authority <https://www.dpa.gr/en>.

Changes to this privacy statement

The ATHENA RC may change this privacy statement. Any changes will be published on the DCU website: <http://www.dcu.gr>. Changes made to this privacy statement will never be in violation of the GDPR and the privacy rules arising from it.

Entry into force

This privacy statement entered into force on 2 January 2021.