

# SEERC– Data Protection Policy

# Introduction

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The **General Data Protection Regulation (EU) 2016/679 (GDPR)** is a regulation in EU law on data protection and privacy in the European Union (EU) and the European Economic Area (EEA). It also addresses the transfer of personal data outside the EU and EEA areas. The GDPR's primary aim is to enhance individuals' control and rights over their personal data and to simplify the regulatory environment for international business. You can find here the official [PDF](#) document of the Regulation (EU) 2016/679 (General Data Protection Regulation) in the current version.

Processing of personal data at South East European Research Centre (SEERC) is in accordance with the General Data Protection Regulation (GDPR).

In order to protect personal privacy and personal data, the South East European Research Centre has appointed a Data Protection Officer (DPO). The DPO carries out his/her duties independently at the South East European Research Centre.

Contact details for the DPO: Zoi Xygalata, ([zxygalata@seerc.org](mailto:zxygalata@seerc.org))

## Staff

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### Staff data

The South East European Research Centre needs to hold and process personal data relating to its staff to keep proper records, provide support and guidance to staff and monitor payroll, performance, and contractual obligations. For that purpose, an addendum, and a confidentiality agreement between the staff members and SEERC exists and can be viewed in APPENDIX A.

### Information storage

The information provided for staff members is kept on a physically safe local computer. The only persons that have access are the Director of SEERC and the employees engaged with financial management.

### Purposes of processing

To provide information according to the contractual agreement and for legitimate purposes. Information categories of personal data may include banking information, contact details, contractual, pension, and Payroll. Disclosure of data to third parties may be made only in compliance with legal requirements such as the reporting of taxes and social security contributions.

### Retention periods

The South East European Research Centre needs to be able to confirm who has been a member of staff and to keep details of their employment history. Therefore, certain information about former members of staff will be retained permanently. In the case a staff member of SEERC resigns or leaves, the member can ask for the erasure of all information that is stored in SEERC's IT systems and is related to them.

### **Access Rights**

Staff members are entitled to a copy of all the information that the South East European Research Centre holds about them, although they may not be able to receive information that identifies or relates to anybody else. If they would like a copy of their records, they should contact SEERCs DPO.

### **Rectification**

If staff members believe any of their personal data is incorrect, they should contact SEERCs DPO.

### **Restriction/Objection**

The law gives staff members the right to object to the processing of their personal data carried out by the South East European Research Centre and/or to ask the South East European Research Centre to restrict the processing of their personal data.

These are not absolute rights (except for the right to prevent the use of their personal data for marketing and fundraising purposes) and apply only in limited circumstances. Staff members can object to their data being used for research or statistical purposes.

Staff members can also ask the South East European Research Centre to restrict any processing of their data if they think the data we hold about them is inaccurate.

The rights of objection and restriction are complicated, and each instance will be assessed individually. If staff members wish to exercise either of these rights, they should contact SEERCs DPO.

### **Withdrawal of consent**

Staff members have the right to stop any processing which is based solely on their consent: Advertising and promotion of the South East European Research Centre, its goods and services, and Fundraising. They should contact SEERCs DPO.

## Projects

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South East European Research Centre participates in a large number of research projects; thus, it needs to collect, hold and process information relating to relative partners of these projects.

This may include personal data of the people involved in the projects in order to communicate with partners within the projects under the GDPR.

SEERC processes the personal data provided by partners as persons of communication and reference in future collaborations.

### **Information storage**

The information provided for the purposes of managing various projects where the South East Europe Research Centre is taking part is kept on the organisation's google drive. The staff members that participate in the projects have access to this information. In case of public interest or for reasons of scientific or historical research, any data that does not contain any personal information may be kept for a longer period for archiving purposes.

### **Security of Data**

We do not release information about project participants to any third parties outside the South East European Research Centre unless we have a legal obligation to do so. We do not release information about participants to others except this derives from the contractual agreements of the projects.

### **Erasure of information**

In the case of people participating in projects with SEERC, would like to ask for the erasure of their information held by SEERC they can exercise the right by contacting SEERC's DPO.

### **Registration in SEERC mailing list**

In some cases, SEERC may process and keep the personal data provided by project partners. To do so SEERC asks for the consent of the people in two ways:

- a) Online with the use of google forms
- b) or/and by the use of a registration form given to participants on certain events. A view of the form can be seen on APPENDIX B. There is a special section in the registration form with an option for participants to give their consent to join the mailing list of SEERC

By giving their consent, the participants agree to receive information about this event and future actions of the research project by e-mail from the South East European Research Centre (SEERC) and consent to the South East European Research Centre (SEERC) to use photographic, audio or audiovisual material in which may be portrayed in print, digital, electronic or audiovisual form for the purposes of the event.

Also, they agree to the use of the data been given by the South East European Research Centre (SEERC) to send further material and updates on the activities of the Centre and to share the email to other academic institutions for academic purposes

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# Appendices

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## APPENDIX A

### A. ADDENDUM TO STAFF CONTRACTS

The above information is personal and confidential. No data processing is done except as required by law. In case of change of data, the second party is obliged to inform about the immediate restoration of inaccurate data. For access to information regarding personal data, the second party can contact SEERCs DPO.

The second party hereby declares that he/she is aware of the data protection and electronic media regulation governed by SEERC.

The second party declares that he/she consents to the use of any audiovisual material from events, seminars, conferences, courses, and other activities of SEERC that he/she appears to be used for the purposes of communication of SEERC on its social networks, on its website and in other means of communication which from time to time uses for its promotion in Greece and abroad. The second party also consents to the use of their personal data to parties outside the EU region in case he/she is studying or working at other institutions or in case data is needed for the appropriate support and participation in SEERCs funding projects in EU or/and in other regions.

### B. CONFIDENTIALITY AGREEMENT

In Thessaloniki today, ... / ... / 2021, between on the one hand the Company with the name SOUTH EAST EUROPEAN RESEARCH CENTRE (SEERC), Tax Identification Number 999382784 based in Thessaloniki, Proxenou Koromila Street no. 24 as legally represented, hereinafter referred to as the "Company" and on the other hand ....., VAT NUMBER ..... resident....., street ..... no. ....., hereinafter referred to as the "Second Party", the following shall be mutually agreed upon:

The Company employs the Second Party in the framework of the contract of... /... / 2021 part or/and full-time employment.

The Second Party acknowledges that upon access, which is provided to the Company's premises and files, he/she comes into direct contact and becomes aware of highly confidential information, know-how, and privacy owned by the Company, as well as personal data of third parties (customers, associates, etc) of the company...

The Second Party undertakes the following obligations:

A) to treat as confidential all the above information and data and not to disclose them to any third natural and/or legal person (except the employees and associates of the Company and only to the extent absolutely necessary for the execution of the project under this Contract) and mainly in companies competing with the Company, without prior written consent of the Company.

B) to take all necessary measures in order to ensure the safeguarding and security of the above information and data and to prevent the access of unauthorized persons to it.

C) not to use all the above information and data for its own benefit.

D) to return at any time, at the request of the Company, all or part of the confidential information in his/her possession.

E) to delete the personal data when they are no longer needed for the contract that has been concluded on a case-by-case basis

F) to comply faithfully with EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data of which they have become aware.

G) to return at any time, at the request of the Company, the keys or other means for access to the space given to him/her

During the validity of his/her employment contract with the Company as well as for a period of three (3) years from its expiration or termination for any reason, the Second Party is obliged not to violate the duty of confidentiality, as described above.

All terms herein are essential. Any modification of the present will be proved only by a document that will be attached to the present and will be an integral part of it, to the exclusion of any other means of proof.

This Agreement is governed by Greek law and for any dispute that arises, the Courts of Thessaloniki are competent.

To the credit of the above agreements, this present has been drawn up in duplicate and after being read and signed, each Party has received one.

## THE PARTIES

The Company

The Second Party

## APPENDIX B

### A Register event - TEMPLATE

[logo ]

[logo ]

### Register of Attendance, [date], [city], [location]

No	Name of Participant	E-mail address	Signature	GDPR consent*  (please tick)	join SEERC's mailing list **  (please tick)
1					
2					
3					
4					
5					
6					
7					
8					
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10					
11					
12					
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20					

**\* I agree to receive information about this event and future actions of the [name of the project] research project by e-mail from the South East European Research Center (SEERC) and consent to the South East European Research Center (SEERC) to use photographic, audio or audiovisual material in which I may be portrayed in print, digital, electronic or audiovisual form for the purposes of the event. I understand that it may be necessary to process the above material for technical reasons, which will be carried out either by SEERC or by authorized partners for this purpose.**

**\*\* I consent to the use of my above data by the South East European Research Center (SEERC) to send further material and updates on the activities of the Center and to share the email to other academic institutions for academic purposes.**