



INFORMATION LETTER REGARDING PERSONAL DATA

Dear Event Participant,

The company “**LDK CONSULTANTS**”, (hereinafter referred to as “**LDK**”) has requested or will request that you provide certain information about your personal data and about special categories of your personal data, as defined below and as a result of our business relationship. We inform you that LDK is compliant with EU Regulation 2018/1725 and EU Regulation (GDPR) 2016/679.

WHAT PERSONAL DATA WE COLLECT

By “Personal Data” we refer to any information that relates to you and through which you can be identified directly and/or indirectly, such as personal information, ID and/or passport data, photos, tax identification number, VAT number, payment information, bank account details.

LDK may also process certain “**Special categories of personal data**”, such as data from which your racial or ethnic origin as well as your general health condition may be deduced for the purposes detailed below.

THE PURPOSE OF USING PERSONAL DATA

Your data is processed as part of the activities of **LDK** for the following purposes:

- obligations arising from national and EU legislation, from business agreements and from relevant instructions given by authorized authorities based on laws, supervisory and controlling bodies;
- purposes strictly linked to and necessary for managing our business agreements and relationships
- organisational purposes, security purposes or purposes for the protection of **LDK** assets.

The provision of data is mandatory since, in the absence of such data, **LDK** will not be able to fulfil our contractual obligations.

MEANS AND TIME OF KEEPING PERSONAL DATA

Your data will be processed lawfully, fairly and in a transparent manner. We use automated means that can memorize, manage and transmit such data. We take appropriate measures to ensure that any personal data are kept secure, including security measures to prevent personal data from being accidentally lost, or used, or accessed in an unauthorized way.

LDK can also process your data using the devices that you might use for contract execution (e.g. PC, tablet, smart phone, Internet, company email), by ensuring in any case the security and confidentiality of these data.

Your data will be retained for the period agreed in the relevant contract. Thereafter, the data will be retained for the time required by **LDK** to comply with any legal obligations and to fulfil the purposes listed above. **LDK** will delete your data when their processing is no longer required for the purposes that the data were collected and, **in any case, no more than 10 years after termination of the contractual relationship, as foreseen in the Company’s Privacy Policy.**

WHO WE SHARE YOUR PERSONAL DATA WITH

The number of **LDK** employees who have access to your data is limited to those who have to process your data for the purposes listed above.

To carry out certain data processing activities, strictly inherent to our contractual relationship, **LDK** may disclose the data to the following categories of external partners who will process your data in their capacity as Processors, appropriately appointed by **LDK** in accordance with the applicable privacy rules (depending on their role in processing). **LDK** can share your data with:

- Other companies of the **LDK** Group.
- Lawyers and notaries, accountants and tax consultants, chartered accountants, for purposes closely related to **LDK**’s economic activity.
- Auditing houses, certification bodies.
- Banks and credit institutions.
- Insurance companies.
- Travel agencies, Hotels, transfer companies.
- Organisations with restriction access to their buildings.
- Embassy visa departments.

PERSONAL DATA PROTECTION RIGHTS

Once the required conditions are met, you are entitled to request from **LDK** the following:

- Ask for access and rectification of your personal data
- Ask for erasure of your personal data if permitted by applicable Data Protection Regulations
- Rectification of incomplete data
- Obtain restriction of processing if permitted by applicable Data Protection Regulations
- Request a copy of the Data you have provided to **LDK**.
- Revoke any consent you have given regarding the processing of your photos
- Object wholly or partly, the processing of your personal data on legitimate grounds by **LDK**, if permitted by applicable Data Protection Regulations.

If you have any questions regarding the processing of your personal data, please contact us at privacy@ldk.gr.

Data Protection Officer is Mr. Christos Zacharias.

We try to respond to any complaints or reports about the methods we use to process your data. Finally, we inform you of your right to file a complaint with the Greek Data Protection Authority at http://www.dpa.gr/portal/page?_pageid=33,15510&_dad=portal&_schema=PORTAL.

LDK notes that you may withdraw your consent where this is deemed necessary at any time by sending a written notice to privacy@ldk.gr.

LDK CONSULTANTS

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