

GENERAL DATA PROTECTION REGULATION FOR EMPLOYEES

Hellenic Capital Market Commission

Title	General Data Protection Regulation for Employees
Owner	Hellenic Capital Market Commission
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Table of contents

1.	Introduction	3
2.	Data Controller	3
3.	Data Protection Officer	3
4.	Definitions	3
5.	Data we collect from employees	4
6.	Data collection mode	5
7.	Personal Data Processing	5
8.	Data storage	5
9.	Data retention	5
10.	Rights of employees	5
11.	Right of termination	6
12.	Changes in the Data Protection Policy for employees	6

Hellenic Capital Market Commission	GENERAL DATA PROTECTION REGULATION	GDPR-02 ISSUE: 1 ^H 15/09/2020
		PAGE 2/ 7

1. Introduction

The protection of your personal data is very important to the Legal Person of Public Law named "Hellenic Capital Market Commission" and to this end, the latter is committed to making every effort to ensure the respect and protection of the rights of employees as subjects of the data.

The General Data Protection Regulation for Employees describes the goals and measures taken by the Hellenic Capital Markets Commission to protect the personal data of its employees.

2. Data Controller

The Data Controller is the Legal Person of Public Law named "Hellenic Capital Market Commission" having its registered office in Athens at 1, Kolokotroni & Stadiou Street, PC 10562. The contact details of the HCMC Legal Person of Public Law are the following: website: <https://www,hcmc.gr>, customer service: 210 3377 100, Regional Office of Thessaloniki: 16-18 Katouni Street, 54625, Thessaloniki.

3. Data Protection Officer

The Hellenic Capital Market Commission Legal Person of Public Law has set Ms. Christina Nikolia as the Data Protection Officer. Her contact details are: Telephone number: 210-3377245 and email: dpoepke@cmc.gov.gr

4. Definitions

- Personal data: any piece of information concerning an identified or identifiable natural person ("data subject"); an identifiable natural person is a person whose identity may be directly or indirectly verified, in particular by reference to an identifier; such as the name, identity number, location details, online identifier or one or more factors that characterize the physical, physiological, genetic, psychological, economic, cultural or social identity of the natural person in question,
- Special Categories of Personal Data ("sensitive data"): personal data that reveal racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as genetic data, biometric data for the purpose of indisputable identification of a person, data concerning health or data concerning a natural person's sexual life or sexual orientation.
- Data Control: any act or series of acts carried out with or without the use of automated means on personal data or sets of personal data, such as collection, registration, organization, structuring, storage, adaptation or alteration; the retrieval, retrieval of information, use, disclosure by transmission, dissemination or any other form of disposal, association or combination, limitation, deletion or destruction;

Hellenic Capital Market Commission	GENERAL DATA PROTECTION REGULATION	GDPR-02 ISSUE: 1 ^H 15/09/2020
		PAGE 2/ 7

- Data Controller: the natural or legal person, public authority, agency or other entity which, either separately or jointly with others, determines the purposes and manner of processing personal data; when the purposes and manner of such processing are determined by the EU law or the law of a Member State, the Data Controller or the specific criteria for his appointment may be provided for by Union law or the law of a Member State,
- Data Processor: the natural or legal person, public authority, agency or other entity that processes personal data on behalf of the Data Controller,
- Recipient: the natural or legal person, public authority, agency or other body to which the personal data is disclosed, whether it is a third party or not. However, public authorities that may receive personal data as part of a specific investigation in accordance with EU or Member State law are not considered as recipients; the processing of such data by such public authorities is carried out pursuant to the applicable protection rules of the data depending on the purposes of the processing,
- Personal Data Breach”: the breach of security resulting from the accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access of personal data transmitted, stored or otherwise processed.

5. Data we collect from employees

The personal data collected and processed by the HCMC regard the following categories of personal data:

1. **For recruitment and monitoring of the professional progress of employees:** full name, father’s name, mother’s name, date of birth, place of birth, identity card number, family status, VAT No., employee registration number, social security number, address, telephone, personal email, specialty, professional experience, medical certificates of suitability to work, certificate of criminal records.
2. **For the payroll of employees:** full name, father’s name, mother’s name, date of birth, place of birth, identity card No, VAT No., employee registration number, social security number, address, telephone, personal email, specialty, professional experience.
3. **For the provision of sick leaves:** medical opinions. To maintain the medical file of employees: name, historical background, address, telephone, family status, job position, health questionnaire, medication, laboratory tests, suitability certificates.
4. **For the recruitment of OAED school students and students for internship (6-month)** the following data are collected and are subject to processing: full name father’s name, mother’s name, date of birth, place of birth, identity card number, VAT No., employee registration number, social security number, address, telephone, personal email.
5. Simple personal data, such as full name, working hours, overtime, overtime and leaves are collected to calculate overtime and the preparation of quarterly and biannually non-employment statements.
6. **For the performance of internal controls:** full name, father’s name, mother’s name, date of birth, address, telephone, email, specialty, payroll, overtime.

The HCMC also collects and processes data concerning criminal prosecutions of convictions or security measures for offences, in the form of criminal records for employees and members of the Board of Directors

Hellenic Capital Market Commission	GENERAL DATA PROTECTION REGULATION	GDPR-02 ISSUE: 1 ^H 15/09/2020
		PAGE 2/ 7

of the HCMC, while it also keeps a file of cases where former and current employees are in dispute with the HCMC.

6. Data collection mode

Personal data of employees is directly collected by them, following their appointment or during their employment relationship.

Further information about employees is collected as part of the proper operation of the employment relationship and throughout its duration, as long as such data and information are required either for the needs of the employment relationship or by the law.

7. Personal Data Processing

The HCMC collects and processes the personal data of employees, for purposes directly related to the employment relationship, given that this data is necessary in order to fulfill the obligations of the employment contract. Recipients of the employees' personal data are public authorities, such as the National Social Security Institution, the Single Payments Authority, as well as the Banks for the payroll payment.

It is clarified that the HCMC does not collect audiovisual material through closed circuit recording (CCTV).

8. Data storage

Our data centers where your personal data is stored are located at the organization's registered office.

9. Data retention

Personal data is maintained for as long as provided by the civil service and insurance legislation.

After the end of the above timeframe and the period defined by the respective legal-tax obligation, your personal data shall be deleted.

10. Rights of employees

Pursuant to Regulation 2016/679, the HCMC employees, in their capacity of data subjects, shall have the following rights:

1. Right of update: The Data Controller provides the data subject with a series of information, such as the identity and contact details of the Data Controller, the purpose of processing, the categories of personal data, the recipients of data, the transfer of data to a third country or international organization, the time of data storage, the right to cancel etc.

Hellenic Capital Market Commission	GENERAL DATA PROTECTION REGULATION	GDPR-02 ISSUE: 1 ^H 15/09/2020
		PAGE 2/ 7

2. Right of access to data: the right of the data subject to receive confirmation from the Data Controller for the processing of personal data and access to a series of information.
3. Right of correction: the right of the data subject to request from the Data Controller the correction of inaccurate data as well as the completion of incomplete data.
4. Right of processing restriction: the right of the data subject to request from the controller the restriction of processing under specific conditions.
5. Right of objection to processing: the right of the data subject to object to the processing of your data under certain conditions, in particular when it comes to profiling or direct marketing purposes.
6. Right to be forgotten: the right of the data subject, in case they no longer wish the e-processing and storage of his personal data, to request for their deletion, on condition that the data is not kept for a specific legal and stated purpose.
7. Right to data portability: the right of the data subject to receive or request the transfer of their data, in a machine-readable form, from one processor to another under certain conditions.

The rights of data deletion and portability are, however, subject to exceptions, in accordance with Articles 17 par. 3 and 20 par. 3 of the Regulation and the provisions of Articles 31 to 35 GDPR.

To exercise your rights above, or if you have questions about our privacy policy, or if you need help exercising or understanding your privacy choices, please contact the EC Data Protection Officer.

11. Right of termination

Furthermore, the data subjects have the right to appeal to the Personal Data Protection Authority for issues regarding the processing of their personal data. The competence of the Authority and the mode to file a complaint are described on its website (www.dpa.gr -> My rights -> Submit a complaint), where detailed information is available.

12. Changes in the Data Protection Policy for employees

The HCMC may amend the present Data Protection Policy for employees. You are kindly requested the Application Date on top of the present Policy to see when the present Policy was reviewed for the last time.

Hellenic Capital Market Commission	GENERAL DATA PROTECTION REGULATION	GDPR-02 ISSUE: 1 ^H 15/09/2020
		PAGE 2/ 7

**STATEMENT OF RECEIPT OF THE CIVIL PROTECTION OF PERSONAL DATA OF EMPLOYEES OF THE HELLENIC
CAPITAL MARKET COMMISSION**

I _____ father's name _____, employee of the Hellenic
Capital Market Commission, declare that I have received a copy of the present Data Protection Policy.

Signature

Date

Place

Full name

VAT No.