

PERSONAL DATA PROTECTION POLICY

Privacy Notice

Welcome to the National Observatory of Athens!

The National Observatory of Athens is a research center in Athens and Observatory, is a Legal Entity of Public Law and is supervised by the Ministry of Development and Investment.

The National Observatory of Athens plays an important role in the developments and research in the fields of Astronomy, Astrophysics, Cosmology, Space applications, Environment, Climate Change, Energy, Meteorology, Seismology and Geodynamics, at European and international level.

It implements major research projects, which are funded by the European Community and other international organizations, contributing to the promotion of research, scientific development, innovation and the attraction and employment of new talented researchers and scientists from Greece and abroad.

The National Observatory of Athens consists of the following Institutes:

- **The Institute for Astronomy, Astrophysics, Space Applications & Remote Sensing (IAASARS) ([IAASARS-Website](#)),**
- **The Institute of Geodynamics ([GEIN-Website](#)),**
- **The Institute for Environmental Research and Sustainable Development (IERSD) ([IERSD-Website](#)).**

The National Observatory of Athens has also a Directorate of Administration and Financial Issues, a Research Support Directorate and a Special Account Division (ELKE) which manages NOA research and other programs.

Your personal data protection at the National Observatory of Athens

For us, the protection of your personal data and the preservation of your privacy are a top priority and for this reason we ensure the protection of every processing action, so you feel in every collaboration with the Observatory the respect for your personal data.

At the National Observatory of Athens, we have adopted this Policy Protection in order to ensure and strengthen trust for all of our business relationships, visitors, employees, researchers and suppliers and compliance with the requirements of the General Regulation for the personal data protection (EU 679/2016) and Law 4624/2019.

We invite you to carefully read this Personal Data Protection Policy, which is intended to inform you, in a complete and transparency way about the type of data we collect, how it is collected and processing purposes, storage time, and any possible recipients to whom they are transmitted.

Processor

National Observatory of Athens

Lofos Nymphon, Athens

Phone No. +3-2103490000

e-mail: president@noa.gr

Data Protection Officer (DPO)

Eleana Daningeli

Lofos Nymphon, Athens

Phone No. +3-2103490026

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What personal data do we collect

For the operation of the National Observatory of Athens and the Institutes, the preparation of its research projects and the conduct of its activities, we process the following personal data:

When we hire an employee: we collect, register and store the full name, father's name, mother's name, Identification Number, VAT number, Tax Identification Number, Tax Office, AMIKA, AMKA, address, phone number, email, ethnic origin, bank account number, educational level, years of work experience, family status, number of children's, additional certificates knowledge and a detailed cv.

We collect and record the data, which are required by the local legislation, whether it is for hiring through ΑΣΕΠ, or for an employment contract through ELKE.

For the employees: we collect, register and store any sickness leaves, any family status changes that effects on your payroll, certificates KEPA, training certificates and the bank account for the Payroll.

For the researchers: we collect, record and store the full name, father's name, Identification Number, VAT number, Tax Identification Number, Tax Office, AMIKA, AMKA, address, phone number, email, ethnic origin, bank account number, grade, research work, family status, number of children's, additional certificates knowledge and a detailed cv.

For our suppliers: we collect, register and store the full name, VAT number, Tax Office, address, telephone number, email address and bank account number.

For the visitors of our website: we collect, register and store your IP address, details about the login time and your browser name. When you send us a message through the contact form on our website we process your full name, email and contact phone number.

For those who wants to know our news: we collect and store your e-mail. Especially for Kosmos magazine, we save the preference you have declare and you can unsubscribe at any time.

For our visitors: when we collect and store your full name and contact phone number, these are kept only until the end of your visit.

For those who enters at National Observatory of Athens: we use closed circuit television(CCTV), security cameras and logbooks for visitor entries/exits, to be able to protect the safety and security of facilities, materials and individuals. Through CCTV system operation we collect and store data that is kept only for 10 days and then are deleted. The CCTV system does not record audio or save biometric data.

We do not process personal data that reveals racial or ethnic origin, political views, religious or philosophical beliefs or membership in a trade union organization, genetic data, children's data, data concerning the sexual life of a person or sexual orientation, data concerning health.

Unique case of processing the above data and particularly data concerning ethnic origin and health is at the case of application the labor law, the Civil Service Code, social law insurance and social protection.

Principles relating at the processing of your personal data

Any processing of personal data by the National Observatory of Athens obeys the following principles, complies with the General Data Protection Regulation and the national legal framework for data protection. Therefore, your personal data:

- They are processed lawfully and fairly in a transparent manner ("**lawfulness, fairness and transparency**"),
- They are collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ("**purpose limitation**"),
- They are adequate, relevant and limited to what is necessary in relation to the purposes for which they are being processed ("**data minimization** »),
- They are accurate and, when necessary, kept up to date. We take every reasonable step to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ("**accuracy**"),
- They are kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed by applying always the appropriate technical and organizational measures required by this Regulation in order to safeguard your rights and freedoms ("**storage limitation**"),
- They are processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures ("**integrity and confidentiality**").

The purpose of processing your personal data

For our employees, researchers, visitors and suppliers, we process personal data, (1) for transaction management, (2) for the execution of financial transactions, (3) for compliance with the legislation (tax, labor, insurance, etc.) to which we are subject, (4) for the service of our legal interests and (5) for public purposes interest, if required.

For any future processing for purposes other than the above, **we will only proceed with this if we have received a new and discreet consent from you.**

Please note, that at any time you have the right to revoke your consent by contacting the Data Protection Officer.

Your rights

Every natural person whose data are being processed by the National Observatory of Athens can exercise the following rights:

- **the right of access**, to be informed which of your data we process, for what purpose and the recipients,
- **the right to rectification**, in order to correct any omissions or inaccuracies of your data,
- **the right to erasure ('right to be forgotten')**, so as to erase your personal data from our files, since the process of them are no longer necessary or the maintenance of your data is no longer needed for compliance with our legal obligations or for defending our legal claims in Courts,
- **the right to restriction of processing**, in case the accuracy of your personal data is contested by you,
- **the right to data portability**, to receive your personal data in a structured, commonly used and machine-readable format,
- **the right to object**, in case you don't desire your personal data being processed for direct marketing purposes,
- **the right to lodge a complaint to the Hellenic Data Protection Authority (www.dpa.gr).**

You can send your request at the Data Protection Officer (DPO) at the email dpo.office@noa.gr or deliver it to the NOA headquarters, Lofos Nymphon, Thissio, Athens.

In any case, we will fulfil the exercise of your rights, unless if we are unable to verify your identity and always by taking into consideration the protection of your personal data.

We will make every effort to respond to your request within one (1) month upon submission. Such deadline may be extended for an additional two (2) months, if deemed necessary, taking into account the complexity of the request and the number of requests, and in such case we will inform you within the aforementioned deadline of one (1) month.

Contact with the Hellenic Data Protection Authority

If for any reason you feel that your request has not been satisfied, you can contact the Hellenic Data Protection Authority: email contact@dpa.gr, telephone +30-210 6475600, postal address: Kifissias 1-3, PC 115 23, Athens.

How long we will process your data

Our policy focuses on minimizing the processing time of your personal data. Therefore, we erase your data, securely, if the processing purpose has been completed. But sometimes the existing legislation and our legal interest require us keeping them for longer.

The CVs that you send us, we keep for the period of time provided by the relevant legislation in force and then we proceed either updating your data or destroying them.

Where we will transfer your personal data

Personal data is kept secure and non-transferable to third parties unless their disclosure is necessary for our compliance with a legal obligation as required by law, for your service or for the protection of our legal interest.

In particular, a classified access to your data is kept within the National Observatory of Athens and ensure in any case processing with lawful manner and confidentiality.

Your data may be transferred to the Ministry of Development and Investment, the General Secretariat for Research and Innovation, which are the supervisors, in DIAUGEIA or KIMDIS applications as required by law, or to associates, who act as processors on our behalf, in order to perform our operations. However, it is taken, in each case, care for the data protection.

How we protect your data

At the National Observatory of Athens, we make sure to apply technical and organizational measures so as to achieve the protection of your personal data, from any unauthorized access, incorrect use, alteration, unauthorized disclosure, loss or accidental / unlawful destruction and any other form of unlawful processing.

The executives and staff of National Observatory of Athens has received the appropriate education and training in order to operate in a professional manner and to guaranty with confidentiality and secrecy, the availability and integrity of your personal data.

We are updating our Policy

As we improve and expand our activities, we will take care of the immediate updating of this policy. It is very important to visit our website and receive the latest news by looking always at the review date.

Personal Data Protection Policy Release Date, 06/11/2019

Personal Data Protection Policy Update Date, 10/01/2022