



DATA REPOSITORY LEGAL GUIDELINES



This project has received funding from the COSME Programme (EISMEA)
under grant agreement No.101038190



Legal Framework

This call is under the management of RESETTING project consortium partners: Eurecat, Albanian Trip, Cluster TIC Catalunya Sud, Heraklion Development Agency, Iscte - University Institute of Lisbon, The City of San Benedetto del Tronto, APECATE, and Business Federation of Hospitality and Tourism of the province of Tarragona (FEHT), hereinafter the "Consortium" and this document is obtained by the SMEs Data Manager.

The scope of this document is to identify the data we collect from you during your application process to this call from the beginning of the process as an applicant until the end of the implementation of the selected SMEs' Action Plans.

The Consortium takes the protection of your personal data very seriously and has taken all necessary measures in order to safeguard the security and confidentiality of information concerning the visitors/users of its Website.

Please read carefully these Legal Guidelines of SMEs Repository, in order to be informed about the information collected by you, when you apply to this call and when you submit specific personal information, the use of them as well as your rights.

This Policy is subject to the discretion of data subjects in accordance with Articles 13-14 of the **EU General Data Protection Regulation 679/2016**. If you have any questions about this Policy and in general the way "Consortium" collects and processes your personal data, please contact us at dpo@resetting.eu.

WHAT INFORMATION DOES OUR REPOSITORY COLLECT

Information that is collected during the submission of an action plan procedure and interaction with our Consortium members. The submission of an action plan to this call requires to provide/enter personal data to our forms and some other information, such as:

- Name & Surname of the Legal representative of your SME
- Address of your SME
- Email
- Telephone
- Other details of the SMEs organization.

The entry of these data is done by the Repository Responsible, Ms. Eva Katsaraki from Heraklion Development Agency, as SMEs Data Responsible.

FOR WHAT PURPOSES DO WE USE THE INFORMATION WE COLLECT

1. Communication with you:

With your consent, we use your contact details (email), in order to respond to your email (email) you sent us through the call submission.





2. Evaluation of your action plan:

The evaluation of your action plan will be based on the facts and figures that you will present to the "Consortium". The goal is to be more transparent and equal treat all respective action plans that will be submitted.

MINORS

When collecting information directly from you, we take proper care to discern which of the collected personal information concerns minors. In any case, if we find that we have collected any personal information from a minor without verifiable parental consent in accordance with Article 8 of the EU General Data Protection Regulation 679/2016), we will delete the information from our repository as soon as possible. If you believe that are collecting information from a minor under the age of 16, please contact us at dpo@resetting.eu.

USE AND EXCHANGE OF INFORMATION

"The Consortium" respects your right to protect your privacy and the information that concerns you and for this reason uses this information for the aforementioned purposes. Moreover, we do not disclose, transmit or make the information about you accessible to third parties. We also do not transmit this information outside the European Union.

We may make information about you available to other companies, applications, or persons in the circumstances listed below:

- We may share aggregated information or information that does not directly identify you with third parties so that we can develop the content and services provided within your proposed action plan. Please note that we do not share your contact details with third parties in any way.
- We may use future third parties for the provision of services related to our SMEs repository, such as database management, maintenance services, details, communication-promotion actions, data processing, and distribution of e-mail and text messages. These third parties will have access to the information that concerns you only for the performance of the above duties on our behalf and with explicit contractual commitments regarding the protection of your privacy and personal data.
- We may disclose information about you to investigate, prevent or take action in connection with illegal activities if there is a suspicion of misconduct or criminal activity against the rights and legitimate interests of any natural or legal person in the event of a breach of the Terms of Use or if required by law, as well as in other cases in which we consider in good faith that disclosure of the information is necessary.
- We may disclose information about you to respond to subpoenas, search warrants, litigation, court orders, legal proceedings, or other law enforcement measures by any competent authority, including the Data Protection Authority and other Data Protection Supervisors. Member States of the European Union, as well as to safeguard and defend our legal rights or to challenge claims against us.





TIME OF KEEPING THE INFORMATION

"The Consortium" will keep the personal data it collects through its SMEs Repository for the absolutely necessary time for the fulfillment of the above processing purposes. If you revise your consent to the collection and processing of your personal data, we will delete your data from our electronic and physical files, unless compliance with them becomes necessary in compliance with our legal obligation or for the exercise, establishment, or defense of rights or our legal interests before judicial authorities

INFORMATION SECURITY

The security of your personal data is our absolute commitment. To achieve this, we apply all modern and appropriate for the purposes of processing technical and organizational measures, the response and adequacy of which we check at regular intervals.

YOUR RIGHTS

You can exercise the following rights, as the case may be:

- **the right of access, to find out what data we process for you, for what purpose and its recipients,**
- **the right to be corrected, in order to correct any deficiencies or inaccuracies in your data,**
- **the right to delete (Right to be forgotten),** to delete your personal data from our files, but if their processing is no longer necessary or the retention of your data is no longer required in order to comply with our legal obligations or for the defending our legal interests before the Courts,
- **the right to restrict processing,** in case the accuracy of your data is questioned
- **the right of portability,** to receive your data in a structured and commonly used format
- **the right to object,** if you do not wish to use your data for the purpose of direct marketing of our services.

To exercise your rights, please send a corresponding request to the e-mail address dpo@resetting.eu. <mailto:dpo@anher.gr>

"The Consortium" will make every effort to respond to your every request within thirty days of receipt. However, in the case due to the complexity of your request or due to the volume of information it is not possible to satisfy your request within thirty days, "The Consortium" undertakes to inform you within the above deadline in writing of the reasons for the delay and to pay to make every effort to satisfy your request as soon as possible and in any case within two additional months.

"The Consortium" reserves the right not to satisfy your request, in case it is considered manifestly unfounded or excessive, informing you about the reasons for its non-satisfaction.

In any case, you have the right to file a complaint to the Personal Data Protection Authority [Hellenic Data Protection Authority](#).





CONTACT

If you have any questions regarding this Policy or in general, regarding the activities of " The Consortium", you can contact us at dpo@resetting.eu

CHANGES IN THE CURRENT LEGAL GUIDELINES

"The Consortium" reserves the right to amend these legal guidelines, always in accordance with applicable law rules on the protection of privacy and personal data. The SMEs will be informed about any change that takes place, while "the Consortium" undertakes to provide the necessary updates to its SMEs and users. any appropriate means, in compliance with the conditions set by the EU General Data Protection Regulation 679/2016.

CONSENT

By applying to this call and without prejudice to the provisions of the consent legislation for the sending of electronic messages for the purpose of communication and information, you provide your explicit consent to all the above cases of processing and disclosure of your personal data. You are free to revoke your consent at any time. If you wish to revoke your consent, please inform us by sending your request to: dpo@resetting.eu Any revocation of your consent does not invalidate the legality of the processing of your personal data until then.

With regard to the information automatically collected when you browse our Website, please refrain from visiting it, if you do not wish to collect and process this information.

NAME SURNAME

SIGNATURE OF LEGAL REPRESENTATIVE / CONTACT PERSON

.....

.....

