

## Personal Data Protection

The protection of your personal data is very important to us. The following document explains the way and the process methods of the personal data we collect, so as to ensure the protection of these data as well as your rights with regards to these data.

### Data processing

Your personal data are collected and subjected to further processing only to the extent necessary to conduct your request.

### Aim of the processing

The Ministry of Defence processes personal data within the context of its duties which include:

- The duty to serve military service
- The requisition and/or expropriation of property for purposes of the defence of the Republic.
- The evaluation of individuals applications issuance of relevant military certificates/exit permits.
- The evaluation of National Guard personnel and/or individual applications for all sort of military matters.
- The evaluation of all kinds of requests submitted by organised bodies and associations.
- The evaluation of applications submitted by legal entities and/or individuals that deal in the services sector relating to the National Guard.
- The receipt and evaluation of applications submitted by suppliers/bidders for the provision of services and all kind of goods in the context of equipment and maintenance for the National Guard's armament programs and services provision.

### Storing personal data

For the execution of the work above the Service's computers are used, in which only the staff of the Ministry of Defence have access, with a unique user password and a unique access password.

Personal data are stored, in printed form, in the Service's files and/or in electronic form, on the Service's computers mentioned above.

### How do we protect your personal data?

Electronic access to your data is given only to specific personnel of the Ministry of Defence, who have a unique user password and a unique access password. The system's server is locked in a safe place, with a firewall for the protection of saved documents and electronic mail through the government email and access to the server is only given to authorised employees of the Ministry.

With regards to the Service's files of the Ministry in which personal data is stored, access is limited to the personnel of Ministry of Defence who are required to have access in order to

carry out their duties, as well as to the archives personnel and the Accounting department of the Ministry of Defence who manage the files.

### **With whom is your personal data shared?**

Your personal data is, in no case, shared with any individual and/or legal entity without your consent unless this is necessary for at least one of the conditions stated in articles 6 and 9 of the EU's GDPR.

### **How long is your data stored?**

Your personal data which are stored in the computer system and the Ministry's service files is deleted done after a time period of 7 years since the completion of the handling of the case, which includes any hierarchical appeals or court procedures which relate to the case. The aforementioned time periods can be extended in case this is required due to objective reasons.

### **Right to access and correct**

You have the right to submit a claim to the Ministry for access and correction and completion or deletion of your personal data. You also maintain the right to ask for a restriction on your data processing or to object to processing, as well as to the right to portability of your data.

If you wish to exercise any of the aforementioned rights, please submit a written request to the following address: [defence@mod.gov.cy](mailto:defence@mod.gov.cy)

### **Right to withdraw consent**

In case where the processing of your personal data is done based on your consent you have the right to withdraw your consent at anytime. This right may not be applicable in cases where the processing is necessary for the exercise of official authority by the Ministry of Defence.

If you wish to withdraw your consent please submit a written request to the following address: [defence@mod.gov.cy](mailto:defence@mod.gov.cy)

### **Right to file a complaint to a supervising authority**

You have the right to file a complaint to the Office of the Commissioner for Personal Data Protection which in relation to the application of the legislation on for the protection of individuals with regards to processing personal data.