

# **General Data Protection Regulation GDPR**



# NOTICE FOR SUPPLIERS OF **ATTICA BANK SA** CONCERNING THE PROCESSING OF THEIR PERSONAL DATA IN ACCORDANCE WITH REGULATION (EU) 2016/679 AND THE RELEVANT GREEK LEGISLATION

**ATTICA BANK SA**, which is based in Athens, at 3-5 Palaion Patron Germanou Str., (phone no. 210 3669000) (hereafter the "**Bank**"), in accordance with Regulation (EU) 2016/679 and the relevant provisions of the applicable Greek legislation on the protection of personal data, in its capacity as controller, informs the suppliers of its products and / or services, (hereinafter referred to as "**Suppliers**" or "**Supplier**") that it or third parties, on its authorisation and on its behalf, will process their personal data in accordance with the following:

## 1. Which personal data are collected by the Bank and from where?

- a) Your identification data: name, surname, father's name, name of personal business, ID Card no., TIN, Taxation Office.
- b) Your contact information: your postal and e-mail address, telephone number, (fixed, mobile) etc.
- c) Bank account details.
- d) Invoice / service invoice details. e) Reason for the issue of the above document.

The data above are obtained either directly from you or from persons authorised by you.

## 2. Why do we collect your personal data and how do we process them?

Your personal data as outlined above (Chapter 1) collected are being processed to conclude the relevant procurement contract (s) with you and the implementation thereof, to fulfill the Bank's obligations arising therefrom, the payment to you of the price of the invoices / services invoices you issue, the related communication with you, as well as the fulfillment of the statutory accounting and tax obligations.

## 3. Who do we send your personal data to?

Your personal data may be forwarded to the following persons:

- a) To the employees of the Bank who are responsible for the management and operation of your contract (s) with the Bank, the management of the relevant orders and the fulfillment of the obligations deriving therefrom, the payment of the relevant invoices / services invoices and accounting management thereof.
- b) To entities in which the Bank entrusts the performance of specific tasks on its behalf (processors), attorneys-at-law, law firms, notaries and bailiffs, experts, consultants, IT service providers, where applicable and

subject to keeping confidentiality in all cases.

**c)** to credit institutions and / or payment service providers domestically or abroad for the payment of invoices / services invoices.

## **4. Transmission of your personal data to third countries outside the EU.**

We may transmit your personal data to third countries, outside the EU in the following cases:

**a)** if an implementing act of the European Commission has been issued for an adequate level of protection of personal data in the country concerned; or

**b)** provided you have given your explicit consent to the Bank, or

**c)** if the transmission is required to execute a contract with you (e.g. sending a transfer to a bank account of a third-country financial institution), so that the data necessary for that purpose will be transmitted to the agencies which are necessarily involved (e.g. SWIFT, SEPA, correspondent bank, etc.), or

**d)** where there is an obligation on the part of the Bank by a law or a transnational contract or judicial decision, or

**e)** in the context of the Bank's compliance with the rules on the automatic exchange of information in the field of taxation, as derived from the international obligations of Greece, or

**f)** where the transmission is necessary for the establishment or exercise of rights of the Bank or for the defense of its interests.

Please note that, in particular, to fulfill the obligations under (d) or (e) above, we may transmit your personal data to competent national authorities to be forwarded through them to the respective authorities of third countries.

## **5. How long do we keep your personal data?**

Your personal data will be retained until the statutory time limit for the general limitation of claims, i.e. for up to twenty (20) years from the expiration of the relevant contractual relationship with the Bank in any way.

If until the end of the twenty (20) years there are ongoing legal proceedings with the Bank or any affiliated company with it, which directly or indirectly concern you, this retention period of your personal data will be extended until an irrevocable court order is issued.

In the event that the law or regulatory acts provide for the retention period of your personal data to be shorter or longer, the above data retention time will decrease or increase accordingly.

Documents bearing your signature and to which your personal data has been registered may, at the sole discretion of the Bank, be kept electronically / digitally after five (5) years.

## 6. What rights do you have to protect your personal data and how can you exercise them?

**I)** You have the following rights to protect your personal data:

**a)** To know what personal data we keep and process, their origin, purposes of their processing, the data recipients, and the time they are retained (right of access).

**b)** To request the correction and / or completion of your personal data so that it is complete and accurate (right of rectification). In these cases, you must provide any necessary documents that may indicate the need for such correction or completion.

**c)** To request the limitation of your data processing (right of restriction).

**d)** To refuse and / or oppose any further processing of your personal data we retain (right of appeal).

**e)** To request the deletion of your personal data from the files we hold (right to erasure).

**f)** To request the transfer of your personal data to any other processor of your choice (right to data portability).

Please note the following in relation to your above mentioned rights:

✓ The satisfaction of your rights under (c), (d) and (e) insofar as it relates to data necessary for the preparation and / or continuation of the operation of the contract (s), irrespective of the source of their collection, results in the automatic termination thereof.

✓ The Bank may in any case have the right to refuse the satisfaction of your request to restrict the processing or deletion of your personal data if the processing or retention of the data is necessary for the establishment, exercise or support of its legal rights or the fulfillment of its obligations.

✓ The exercise of the right to portability (above under f) does not imply the deletion of your data from our records, which is subject to the terms of the immediately preceding paragraph.

✓ The exercise of these rights acts for the future and does not concern data processing already carried out.

**g)** To submit a complaint to the Personal Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)) if you believe that your rights are being infringed in any way.

**II)** For the exercise of these rights, as well as for any matter concerning your personal data, you may address the Bank in writing to the following address: Attica Bank, Data Protection Office, 3-5 Palaion Patron Germanou Str., Athens 105 61, or to the e-mail address: [dpo@atticabank.gr](mailto:dpo@atticabank.gr).

In such cases we will make every effort to respond to your request within thirty (30) days of its submission. This period may be extended for up to sixty (60) additional days, if deemed necessary by the Bank's absolute discretion, taking into account the complexity of the request and the number of requests, so we will inform you accordingly within the aforementioned period of thirty (30) of days.

Exercising your rights does not entail any charge. If however, your requests are obviously unfounded, excessive or recurrent, we may either ask you to bear the relevant costs for which we will inform you or refuse to respond to them.

## 7. How do we protect your personal data?

The Bank for the security of your data has and applies procedures and systems for the confidentiality of your personal data and processing, as well as for protecting them from accidental or unlawful destruction, accidental loss, alteration, prohibited propagation or access and any other forms of unfair processing, including access controls, physical and reasonable security, data loss prevention and backup outside of the Bank.

The above notice replaces any previous notice concerning the processing of your personal data.

Learn more about the **General Data Protection Regulation GDPR**:

- at any of our branches
- at [www.atticabank.gr](http://www.atticabank.gr)



210-3669000



[www.atticabank.gr](http://www.atticabank.gr)



In more than 70 locations all over Greece



**attica bank**