

CLASS AGENT DECLARATION TO COLLEGE & DEVELOPMENT OFFICE

CONFIDENTIALITY AND PROTECTION OF PERSONAL DATA

1. I have chosen or have been appointed by my School and have subsequently accepted the role of Class Agent for my graduation class. As such, I am a member of the body of Class Agents (comprised of Class Agents from all graduation classes), operating under the Alumni Fund Drive. Said role includes responsibilities described in detail in the "[Alumni Fund Drive Class Agents Manual](#)" of which I have been fully informed by the Development Office (College website). Among other things, the responsibilities that I undertake or have already undertaken consist of: actively contacting and interacting with my classmates in order to serve as a link with the School, transmitting School news, encouraging my classmates to participate in College events, and, above all, urging them to actively support the School's Annual Fund and Scholarship Program.
2. Class Agents' objectives are met by way of contact and cooperation with the Alumni Fund Drive, as well as the Development Office, through which information and views are exchanged, joint actions are coordinated and executed, and two-way communication with alumni of my class are effected. Means of meeting these objectives, as described in the "Alumni Fund Drive Class Agents Manual," may include personal contact, correspondence (printed or electronic), telephone communication, and activation through social media.
3. In the context of fulfilling these objectives and by using means of communication with the School, the Development Office, the Alumni Fund Drive, and with alumni of my class, I know that I have/may have or may become aware of the following information, hereinafter collectively referred to as "Confidential Information":
 - (a) Personal Data¹ of Class Agents and alumni of my graduation class. Personal data is protected by Greek Law and the European Union's General Data Protection Regulation 679/2016 (hereinafter referred to a "GDPR"). Processing² of this data must be carried out under special conditions and security and protection measures, obligations that bind Athens College (HAEF) as the Personal Data Processing Controller and which associates or designated class representatives (Class Agents) must follow.
 - (b) Classified business information contained in documents or electronic files, or even in discussions in which I participate or of which I am made aware, and which are the intellectual property of Athens College (HAEF) and, indicatively, relate to its business organization and strategy, the work and services provided by Athens College (HAEF) and its Schools, internal procedures and decisions of the Association's Administration, financial data and, in general, information that distinguishes Athens College (HAEF) and its services.

¹ **Personal data** are any information that are related to an identified or identifiable natural person and can provide data that are assigned to a person in any kind of way. For example: Personal information (demographics, contact information, family status, academic or professional information, donation and other giving), audio-visual material.

² **Processing of personal data** is understood as any operation or set of operations performed in relation to personal data, with or without the use of automated means. This includes, but is not limited to: the collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, use, disclosure by transmission, dissemination, or any other form of disposition, correlation or combination, restriction, deletion or destruction of personal data whether they are located in an electronic file or printed form (physical file).

4. I undertake the following obligations:

(a) To use the Confidential Information exclusively during my voluntary activity as a Class Agent and only to the extent necessary in accordance with the nature and scope of my role as Class Agent, as well as in accordance with the directions, instructions, and suggestions of Athens College (HAEF).

(b) To maintain (protect and safeguard) the privacy of the Confidential Information, even when not specifically marked as confidential, when it comes to my attention or when it is prepared / supplemented by me and I am obliged to not copy, use, capture or disclose it to third parties³, in any way.

(c) To delete or return the Confidential Information as soon I am called upon to do so by Athens College (HAEF), and to return it upon the expiration or termination as volunteer Class Agent, regardless of whether asked to do so or not.

(d) To notify Athens College (HAEF) of any breach⁴ of the rules and instructions for the processing of personal data or any breach of security associated with personal data that comes to my attention. Also, to assist Athens College (HAEF) in any way possible to deal with said breach(es) by responding to public authorities and or individuals.

(e) To inform my classmates when personal data collected by me in the context of actions, events or special data collection campaigns is to be submitted to the College to update their database. I will also inform them that the College is communicating with us in order to send us reunion / commencement invitations, as well as College news / events / actions and that we can opt out of this communication, or change or delete our details, by contacting srmchanges@athenscollege.edu.gr or development@athenscollege.edu.gr.

5. The above obligations apply throughout my activity as a Class Agent.

6. I will submit this statement (by filling in the relevant tick box) together with my special, online Registration form as a Class Agent for my graduation class that can be found on the College website.

³ “**Third party**” refers to any natural or legal person, other than the HAEF Controller/Processor of personal data or persons authorized by the HAEF Controller to process personal data.

⁴ **Breach** may be a violation of the security of the physical or electronic file, but also any violation that results in or leads to the accidental or illegal destruction, loss, alteration, unauthorized disclosure or access to personal data files.