



Website Privacy Notice

This Privacy Notice (the “Notice”) governs the processing of your personal data by the Cyprus Organisation for Storage and Management of Oil Stocks (“KODAP”).

Data Controller

When processing the data, KODAP acts as a Data Controller. This means that KODAP determines the purpose for which and the means through which personal data is processed.

Please contact us:

Heracleous 27,

2nd Floor Office 203,

Strovolos, 2040 Nicosia

+357 22 818100

info@kodap.org.cy

How we use your personal data

We will process your personal data only when the law allows us to, for the following purposes:

Performance of a Contract: When the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract.

Legitimate interests: processing is necessary for the purposes of the legitimate interests pursued by us except where such interests are overridden by the interests or fundamental rights of the data subjects.

Compliance with legal obligation: We may need to process your personal data for the purposes of complying with our legal obligations.

Consent: You may be asked to provide your consent, in relation to the processing of your personal data. You have the right to withdraw your consent for that specific processing at any time.

Which of your personal data we process and for what purposes do we process your personal data

We always try to limit the amount of information we hold about you and only use that information where necessary. In the table below, we explain the purposes for which your personal data is processed, the legal bases on which we rely in doing so and the type of personal data we process:



| Purpose | Personal Data | Legal Basis |
|---|--|----------------------|
| Communication with KODAP | Full name, Address, Email, Telephone number | Legitimate Interests |
| Use or visit our website | We automatically collect details relating to the use of the website (IP address) and other information relating to Cookies | Legitimate Interests |
| For the purposes of organising educational and other events | Full name, Email | Legitimate Interests |

Disclosure of your personal data

We may have to share your personal data with third parties, including third-party service providers. More specifically we share data with:

- Third party service providers, that process personal data for KODAP for the purposes mentioned above.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Change of Purpose

We will only use your personal data for the purposes for which we have collected them, unless we reasonably consider that we need to use them for another purpose, given that this purpose is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Data Security

We have in place appropriate measures to protect the confidentiality, security and integrity of your data. If you have any questions regarding the security of your data, please contact us using the contact details set out at the end of this document.

Third parties will only process your personal data on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

Your Rights

Based on the General Data Protection Regulation, you have the following rights in relation to your personal data:



Right of Access: You can ask and be informed about which of your personal data we process, for what purposes and how we process your data, and you can request a copy of them.

Right to rectification: You can request rectification of your data if they are incorrect, inaccurate, or incomplete. It is important to inform us if your personal data have been changed.

Right of restriction: You have the right to ask for the restriction of the processing of your personal data, under certain conditions. For example, when you ask us to correct inaccurate data, the processing can be restricted until the verification of the data accuracy and their correction if there is a need.

Right to object: You can exercise the right to object to or restrict the processing of your personal data where the processing of the data is based on legitimate or public interest grounds.

Automated individual decision-making, including profiling: You may request that your personal data is not subject to decisions based solely on automated processing where such processing might have legal or other significant consequences for you. In such cases you may request the intervention of an individual and you have the right to contest the decision.

Withdrawal of Consent: In the very rare cases where you may have given your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we receive notice that you have withdrawn your consent, we will no longer process your data for the purpose or purposes for which you originally agreed, unless we have another lawful basis for doing so.

If you wish to submit a request to exercise one or more of the rights listed above, you can contact the Data Protection Officer by sending an email to the following email address: k.papoutsas@kodap.org.cy

In addition you have the right to submit a complaint to the Office of the Commissioner for Personal Data Protection of Cyprus, at commissioner@dataprotection.gov.cy or by telephone +35722818456 or at her office at 1 Iasonos Street, 2nd floor, 1082 Nicosia.

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This Privacy Notice was last updated in April 2024