

PRIVACY POLICY

1. Introduction

THE SOUTHERN LIGHTS – TO NOTIO SELAS ASTIKI MI KERDOSKOPIKI ETAIREIA (hereinafter referred to as “**THE SOUTHERN LIGHTS**”, “**we**”, “**us**”, or “**our**”) respects your privacy and is committed to protecting your personal data.

This Privacy Policy explains how we collect, use, store, and protect personal data when you:

- visit our website <https://thesouthernlights.org> (the “Site”)
- complete forms, questionnaires, or applications
- communicate with us via email or other means
- apply to participate in workshops, programs, or activities
- otherwise interact with THE SOUTHERN LIGHTS in any capacity

We process personal data in accordance with:

- the **General Data Protection Regulation (EU) 2016/679 (GDPR)**
- **Greek Law 4624/2019**
- any other applicable Greek or European legislation

2. Data Controller

The Data Controller responsible for processing your personal data is:

THE SOUTHERN LIGHTS – TO NOTIO SELAS ASTIKI MI KERDOSKOPIKI ETAIREIA

Registered in the General Registry of Commerce (GEMI) under number:
168604939000

Registered Address:

Karyes, Lakonia Region

Peloponnese, Greece

Contact Details:

Email: info@thesouthernlights.org

Telephone: **+30 6971984836**

For any privacy-related questions, you may contact us at the above email address.

3. Personal Data We Collect

We may collect the following categories of personal data depending on how you interact with us:

3.1 Identification Data

- Full name
- Date of birth (where required for programme participation)
- Nationality (if required for participation purposes)

3.2 Contact Data

- Email address
- Telephone number
- Postal address

3.3 Application and Participation Data

Information submitted through:

- application forms
- questionnaires
- participation forms
- volunteer applications
- workshop registrations

This may include:

- interests and preferences
- previous experience
- emergency contact information
- dietary or accessibility requirements (Such information will only be processed where voluntarily provided and where necessary for participation purposes.)

3.4 Communication Data

- Emails sent to us
- Messages submitted through contact forms
- Responses to questionnaires

3.5 Technical Data

We do **not actively use cookies**, but technical logs may be automatically generated by hosting systems, including:

- IP address
- browser type
- device type
- time of access

These logs are used solely for security and system maintenance purposes.

4. How We Collect Personal Data

We collect personal data when:

- you complete forms on the Site
- you upload or send documents
- you contact us via email
- you apply to participate in workshops or programs
- you respond to questionnaires
- you voluntarily provide information to us

5. Legal Basis for Processing (GDPR Article 6)

We process personal data only where we have a lawful basis.

This may include:

5.1 Consent

We process your data when:

- you voluntarily submit forms
- you agree to participate in programmes
- you provide consent for communications where required

You may withdraw your consent at any time.

5.2 Contractual Necessity

Processing may be necessary:

- to review participation applications
- to organize workshops or programmes
- to communicate programme-related information

5.3 Legal Obligations

We may process personal data:

- to comply with legal requirements
- to maintain records required under applicable law

5.4 Legitimate Interests

We may process data where necessary for:

- organizational communication
- programme administration
- ensuring security of the Site
- maintaining operational records

6. How We Use Personal Data

Personal data may be used for:

- reviewing programme applications
- communicating with applicants and participants
- organizing workshops and activities
- providing programme information
- maintaining administrative records
- responding to inquiries
- ensuring security of systems
- complying with legal obligations

We do **not use personal data for automated decision-making or profiling.**

7. Programme Participation Data

Participation in workshops, educational programs, or events may require submission of additional information beyond what is provided through the Site.

Programme-specific information, including:

- participation requirements
- health declarations
- emergency contact details
- logistical information

may be collected separately through programme documentation.

Where required, additional consent or declarations may be requested before participation. Where health-related or safety-related information is required, additional safeguards will be applied to ensure confidentiality.

8. Sharing of Personal Data

We treat personal data as confidential.

We may share personal data with:

8.1 Service Providers

Third parties providing services such as:

- website hosting
- email services (such as secure email communication platforms)
- data storage
- technical support

These providers process data only on our instructions.

8.2 Legal Authorities

Where required:

- by law
- by court order
- for legal compliance

8.3 Programme Partners (Where Applicable)

Where programmes are conducted jointly with partner organizations, limited personal data may be shared where necessary for participation.

Such sharing will be limited to relevant programme purposes.

9. Data Retention

Personal data will be retained only for as long as necessary.

Typical retention periods:

- General inquiries: up to **2 years**
- Programme participation data: up to **5 years**
- Financial or legal records: as required by law
- Technical logs: limited retention for security purposes

After this period, data will be securely deleted or anonymized.

In certain cases, personal data may be retained for longer periods where required by law or where necessary for the establishment, exercise, or defense of legal claims.

9A. Use of Third-Party Service Providers

THE SOUTHERN LIGHTS may use trusted third-party service providers to support its operations.

These may include:

- **email and communication services** (such as Google Workspace or similar platforms)
- **website hosting services**
- **cloud-based storage systems**
- **technical maintenance services**

Such providers may process personal data on behalf of THE SOUTHERN LIGHTS and are required to:

- implement appropriate security safeguards

- process personal data according to instructions provided by THE SOUTHERN LIGHTS
- comply with applicable data protection laws

Where such providers are located outside the European Economic Area (EEA), appropriate safeguards are implemented in accordance with GDPR requirements.

10. Data Security

We implement appropriate technical and organizational measures, including:

- secure data storage
- restricted access to authorized personnel
- password-protected systems
- regular security monitoring

However, no internet transmission is completely secure. Any transmission of personal data is undertaken at your own risk.

11. Your Rights Under GDPR

You have the right to:

- access your personal data
- correct inaccurate data
- request deletion ("right to be forgotten")
- restrict processing
- object to processing
- request data portability
- withdraw consent
- lodge a complaint with a supervisory authority

Requests may be submitted to:

info@thesouthernlights.org

11a. Right to Lodge a Complaint

You have the right to lodge a complaint with the competent supervisory authority if you believe that your personal data is being processed unlawfully.

In Greece, the competent supervisory authority is:

Hellenic Data Protection Authority (HDP)

Address: Kifisias 1–3, 115 23 Athens, Greece

Telephone: +30 210 6475600

Website: <https://www.dpa.gr>

12. Cookies

THE SOUTHERN LIGHTS does **not use cookies** on the Site at the present time.

If cookies are introduced in the future, appropriate information and consent mechanisms will be implemented.

13. Third-Party Links

The Site may contain links to third-party websites.

We are not responsible for:

- content
- privacy practices
- data protection policies

of external websites.

Users are encouraged to review third-party privacy policies before use.

14. Children's Data

Some programmes may involve minors.

Where personal data of minors is collected:

- parental or legal guardian consent will be required
- additional safeguards will be applied

15. Photography, Video, and Media Processing

During workshops, educational programmes, events, or other activities organized by **THE SOUTHERN LIGHTS**, photographs, video recordings, and other media materials may be created.

Such media may include identifiable images, audio, or video recordings of participants, visitors, volunteers, or collaborators.

Media materials may be used for the following purposes:

- documenting activities and organizational work
- internal reporting and archival purposes

- educational and informational materials
- publication on the official website of THE SOUTHERN LIGHTS
- publication on official social media channels
- promotional materials related to the activities of THE SOUTHERN LIGHTS

Where identifiable images or recordings are intended for publication, **explicit consent** will be requested from participants in advance, unless another lawful basis applies under applicable law.

For minors, consent will always be obtained from a parent or legal guardian prior to the use of identifiable media.

Participants may request:

- restriction of use of specific images
- removal of identifiable images, where technically feasible
- clarification regarding the use of media materials

Requests may be submitted to:

info@thesouthernlights.org

Media materials will be stored securely and retained only for as long as necessary for documentation, communication, and archival purposes.

16. Changes to This Privacy Policy

We may update this Privacy Policy from time to time.

The latest version will always be available on the Site.

Continued use of the Site constitutes acceptance of the updated policy.

17. Contact Information

For any privacy-related questions:

THE SOUTHERN LIGHTS

Email: **info@thesouthernlights.org**

Telephone: **+30 6971984836**

Registered Address:

Karyes, Lakonia Region

Peloponnese, Greece

This Privacy Policy forms an integral part of the terms of use, which you can read by visiting the relevant section of the website.