



PS Institute of Accountancy Ltd

## **Privacy Notice**

## 1. Introduction

'PS Institute of Accountancy Ltd' (Data Controller) values the relationships with all customers/students and website visitors (Data Subjects) and this notice explains how the company collects, processes and manages your personal data. 'PS Institute of Accountancy Ltd' will process all personal data in compliance with the General Data Protection Regulation (GDPR) and any applicable local privacy law for providing you with a service you have requested and to meet our statutory obligations.

In this privacy statement "we", "our", "us" and "company" refers to 'PS Institute of Accountancy Ltd'.

## 2. What personal data we collect

This Privacy Notice aims to give you information on how we collect and process your personal data.

'PS Institute of Accountancy Ltd' is a Controller of the personal data you (the data subject) provide us. We collect the following types of personal data from you:

### Service Users:

- Your forename, surname, date of birth, national I.D, work & personal phone number(s), home & work address, work & personal e-mail address.
- If an employee, then name of employer, sponsorship % (if any), employer signature and stamp.
- Paper (s) attended at PS, first attempt, second attempt (if yes, period attended).
- In case of minors attending a course at our institute, we will collect the parents' or Guardian's full name and signature.
- Other types of information that you voluntarily choose to provide to us.

'PS Institute of Accountancy Ltd' needs to process data for the purposes of:

- (i) managing your registration and participation in the course study you have selected;
- (ii) communicating with you in relation to the course program;
- (iii) communicating with you in relation to other programs of study or Company activities which may be of interest to you;
- (iv) communicating the results of your exams to your employer when you are under a sponsorship program;
- (i) facilitating the subsidisation of student participation in the Program through the Human Resources Development Authority (HRDA);
- (v) complying with any obligations imposed on the Company by law or regulation;
- (vi) accounting, audit, tax and record keeping in relation to the audit program; and
- (vii) establishing, defending or exercising legal rights and/or claims. process certain data to ensure that it is complying with its legal obligations.

'PS Institute of Accountancy Ltd' may keep personal data on file for a period of 7 years.

**For Recruitment:**

'PS Institute of Accountancy Ltd' collects personal data from candidates for recruitment purposes. The information that 'PS Institute of Accountancy Ltd' may collect and hold about candidates includes:

- Name, address, telephone number(s) and email address
- Details of qualifications, skills, experience and employment history
- Any additional information contained in a candidate's CV or application form such as referee information, disclosed at interview or otherwise provided to 'PS Institute of Accountancy Ltd' during the recruitment process.

'PS Institute of Accountancy Ltd' needs to process data to decide whether to enter into a contract of employment with a candidate and may also process certain data to ensure that it is complying with its legal obligations. 'PS Institute of Accountancy Ltd' has a legitimate interest in processing personal data during the recruitment process and in keeping records of the process in order to manage the recruitment process, to assess and confirm a candidate's suitability for employment and decide to whom to offer a role. 'PS Institute of Accountancy Ltd' may also need to process candidate's data to respond to and defend against legal claims.

'PS Institute of Accountancy Ltd' will not share a candidate's data with third parties, unless his or her application for employment is successful and an offer of employment is made to him or her. Once an offer of employment has been made to (and been accepted by) a candidate, 'PS Institute of Accountancy Ltd' may also contact previous employers named by that candidate as referees for the purpose of obtaining employment references.

If a candidate's application is unsuccessful, 'PS Institute of Accountancy Ltd' may keep his or her personal data on file for a period of 3 years.

**Website Users:**

Each time an individual uses the 'PS Institute of Accountancy Ltd' website, information can be collected as follow:

- If an individual chooses to fill out the "Enrolment Form" on the job section and email it to us, their contact details are passed on to the relevant Line Manager depending on the area of interest chosen by the potential candidate.
- If an individual chooses to fill out our "Contact Us Form", we will receive the query via email. Your query will be forwarded to the responsible party for a follow up.

We may process data about your use of our website/s and services ("usage data"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use.

### **3. Why we collect your personal data**

We need your personal data in order to provide you with our courses. In order to see the whole list of our courses please refer to the courses section on this website.

### **4. Lawful basis for processing**

The legal grounds for the Company's use of your personal data are:

- (i) Performance of the contract for your participation in the Program or taking related pre-contractual steps;
- (ii) Compliance with the Company's legal obligations; and/or
- (iii) Safeguarding the Company's legitimate interests in the proper and efficient running of the Program and the Company's business, protecting and exercising the Company's rights and fulfilling its obligations, and co-operating with the Company's Program providers.
- (iv) In certain conditions when your consent it is not possible to be obtained, it may be necessary for us to process your Personal Data, including Sensitive Personal Data you provided through our Services, where it is in your vital interest or in the interest of others. Vital interest or in the interest of others could be an event of a medical emergency.
- (v) In case where you have given a clear consent for us to process your personal data for a specific purpose.

### **5. Disclosure**

We may disclose any of your personal data to third parties (such as Program lecturers, Program Providers [Pearson in terms of LCCI courses, the Association of Chartered Certified Accountants in terms of ACCA courses and the Chartered Institute of Taxation in terms of the ADIT courses], auditors and professional advisors, other service providers and governmental, regulatory and law enforcement authorities, your employer if under a sponsorship program), but only to the extent that this will be necessary for the above-mentioned purposes.

### **6. How long we keep your information**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of

your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

By law we must keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for seven years after they cease being customers for tax and other legal purposes.

In some circumstances you can ask us to delete your data. In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## 7. Cross-Border Data Transfers

The Personal Data and other information that we collect from you might be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). This includes staff and Program providers engaged in, among other things, the fulfilment of your course Program. More information on to whom your data is disclosed can be found in the "Disclosure" Section.

To comply with applicable data protection law, we have implemented international data transfer agreements based on EU Standard Contractual Clauses in order to provide appropriate and suitable safeguards for Personal Data transferred to countries outside the EEA where an adequate level of protection is not already guaranteed.

## 8. What are your rights?

In this Section, we have reiterated the rights that you have under data protection law (Your rights are not fully explained in this section). You should read the related laws and directions from the regulatory authorities for complete clarification of these rights.

Your rights under data protection law are:

- **the right to access;**

You have the right to receive a copy of the personal data the organisation holds about you as well as information about how it is used.

- **the right to rectification;**

You have the right to ask the organisation to correct personal data we hold about you where it is incorrect or incomplete.

- **the right to erasure;**

This right entitles you to require the erasure of your personal data from the organisation's systems and records. However, this right applies only in certain circumstances (e.g. where the organisation no longer needs the personal data for the purpose for which we collected it or where you withdraw consent to our use of your personal data and where there is no other legal basis for continuing to use it).

- **the right to restrict processing;**

This right entitles you to restrict the processing of your personal data by the organisation. Where this right is exercised, the organisation is still permitted to store your personal data but other use of the data is prohibited, save in certain limited circumstances.

- **the right to object to processing;**

You have the right to object to the organisation's use of your personal data in certain circumstances. However, the organisation may continue to use your personal data, despite your objection, where there are compelling legitimate grounds to do so or we need to use your personal data in connection with any legal claims.

- **the right to data portability;**

This right allows you to obtain your personal data in a format that enables you to transfer that personal data to another organisation where the organisation is processing your personal data on the basis of consent or on the fulfilment of a contract and if processing is carried out by automated means. You may have the right to have your personal data transferred by us directly to the other organisation, if this is technically feasible.

- **the right to complain to a supervisory authority;**

You have the right to lodge a complaint with the [Data Protection Commissioner](#) if you think that the organisation has not processed your personal data in accordance with data protection legislation and,

- **the right to withdraw consent;**

You have the right to withdraw your consent to the processing of your personal data by the organisation at any time. This will not affect the lawfulness of our processing before the withdrawal.

All requests to exercise your rights will be duly considered by our representatives. Should you believe that any personal data we hold on you is incorrect or incomplete, you can request to see this information, rectify it or have it deleted. Please contact us through our DPO Office via email at [ellinas1email@gmail.com](mailto:ellinas1email@gmail.com) so we provide you with the necessary information.

If you believe that our processing of your personal information trespasses data protection laws, you have a legal right to report a complaint with a supervisory authority accountable for data protection.

You may do so in the EU member state of your habitual residence, your place of work or the place of the assumed breach.

## **9. Failure to provide personal information**

If you fail to provide certain information when requested, we will not be able to fulfil our legal obligations or deliver the service you have requested.

## **10. Modifications of this policy**

We may revise this policy occasionally by publishing a new version on our website.

You may choose to check this page on a regular basis to note any changes to this notice.

We might inform you of significant changes to this policy by email or through a private messaging system on our website.

## **11. Data Protection Officer**

If you have any questions or concerns regarding this Privacy Notice, please contact our Data Protection Officer, Mr. Panayiotis Ellinas.

E-mail: [ellinas1email@gmail.com](mailto:ellinas1email@gmail.com)

Tel. + 357 99495990