

PERSONAL DATA PROTECTION POLICY (GDPR)

WELDING GREEK INSTITUTE (WGI) / ΕΛΛΗΝΙΚΟ ΙΝΣΤΙΤΟΥΤΟ ΣΥΓΚΟΛΛΗΣΕΩΝ

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Supersedes the “GDPR Compliance” part of document WGI/056, version 2.0 (31/03/2025)

1. Purpose

This policy describes how the Welding Greece Institute (WGI) collects, processes, stores and protects personal data, in accordance with Regulation (EU) 2016/679 (GDPR) and Greek Law 4624/2019.

2. Data controller

Welding Greece Institute (WGI), Trapezountos 96, Elefsina, P.C. 19200, Greece.

For any matter relating to data protection and for exercising your rights: **info@wgi.gr**.

3. Scope

This policy covers the data of trainees, candidates, holders of qualifications, instructors, examiners, associates, representatives of corporate clients and visitors to the website www.wgi.gr.

4. Categories of data collected

- **Identification data:** full name, father's name, identity card or passport number, date and place of birth, nationality.
- **Contact data:** address, telephone number, email address.
- **Professional and educational data:** academic qualifications, work experience, employer, previous certifications.
- **Training and examination data:** attendance, marks, test results, test piece records, inspection reports.
- **Financial data:** tax registration number, invoicing and payment details.
- **Photograph**, where required for the issue of a certificate or card.
- **Special category data:** medical certificates (for example, visual acuity), **only where expressly required by the certification scheme** and on an appropriate legal basis.
- **Technical data** relating to use of the training platform (connection logs, course progress).

5. Purposes and legal bases of processing

- **Performance of a contract** (Article 6(1)(b) GDPR): enrolment, delivery of training, examination, issue of qualifications, invoicing.

- **Compliance with a legal obligation** (Article 6(1)(c)): tax and accounting legislation, obligations towards supervisory and accreditation bodies.
- **Legitimate interests** (Article 6(1)(f)): security of premises and information systems, maintenance of the register of qualifications, prevention and investigation of misuse of qualifications, establishment or exercise of legal claims.
- **Consent** (Article 6(1)(a) and, for special categories, Article 9(2)(a)): sending of promotional material, use of photographs or video for publicity, processing of medical certificates where not required by the certification scheme.

Consent is optional, freely given and **may be withdrawn at any time**, without affecting the lawfulness of processing carried out beforehand.

6. Recipients of the data

- The IIW, the EWF and their databases, for the registration and verification of qualifications.
- Accreditation bodies and supervisory authorities, in the context of audits and inspections.
- The employer or the body funding the participation, as regards attendance and results, where that body submitted the application.
- Service providers acting as processors (platform hosting, accounting support, courier services), bound by a contract under Article 28 GDPR.
- Judicial and prosecuting authorities, where required by law.

WGI **does not sell** or otherwise make personal data available to third parties for commercial purposes. Any transfer outside the European Economic Area takes place only with adequate safeguards, under Articles 44 et seq. GDPR.

7. Retention periods

- Training, examination and certification data: **at least ten (10) years**, or for as long as required by IIW/EWF regulations and by the accreditation body.
- Tax and accounting records: as required by tax legislation.
- Applications that did not result in enrolment: [12] months.
- Data held on the basis of consent: until that consent is withdrawn.

Once the retention period has elapsed, the data are securely deleted or anonymised.

8. Data security

- Controlled access through named accounts and permissions granted on a least-privilege basis.
- Encryption in transit and secure storage of backups.
- Physical security of records and premises.
- Confidentiality undertakings by staff and associates.
- A breach management procedure, including notification of the supervisory authority within 72 hours where required.

9. Rights of the data subject

You have the right:

- of **access** to your data and to obtain a copy;
- to **rectification** of inaccurate data or completion of incomplete data;
- to **erasure**, where this does not conflict with a retention obligation arising from the law or from the certification rules;
- to **restriction** of processing;
- to **portability** of the data you have provided;
- to **object** to processing based on legitimate interests;
- to **withdraw your consent** at any time.

Requests are to be submitted in writing to info@wgi.gr. WGI responds within **one (1) month**, extendable by a further two (2) months in complex cases, with timely notice to the applicant.

Note: erasure or withdrawal of consent is not possible in respect of data that WGI is obliged to retain for the validity, traceability and verification of the qualifications it has issued.

10. Right to lodge a complaint

If you consider that the processing of your data infringes the GDPR, you have the right to lodge a complaint with the Hellenic Data Protection Authority: 1-3 Kifisias Avenue, P.C. 115 23 Athens, tel. +30 210 6475600, www.dpa.gr.

11. Photography and video recording

Photographs and video taken during training courses and events for WGI publicity purposes are made **only on the basis of separate consent**. Refusal does not affect your participation.

12. Website and cookies

The website www.wgi.gr uses strictly necessary cookies for its operation and, subject to your consent, analytics cookies. Your choices may be changed at any time through the cookie settings on the website.

13. Changes to this policy

This policy is updated whenever the legal or operational framework changes. The version in force is published at www.wgi.gr together with its date.