

ACADEMY PRIVACY POLICY

Last update: October 2025

1. Who we are - Contact details:

The Academy embodies and serves the commitment of L. Papaphilippou & Co LLC to knowledge, dialogue and involvement. It organises educational and professional conferences, seminars and discussions on various legal issues, in which experienced and qualified lawyers of our law firm participate. It also organizes conferences, seminars and discussions on issues of social, economic and geo-economic interest, hosting as speakers and discussants renowned academics and professionals. It operates in Cyprus and abroad and its initiatives are addressed to lawyers and other professionals, as well as to the society as a whole. In addition to the above, the Academy is an educational centre accredited by the Cyprus Bar Association (CBA).

The data controller in the context of the Academy's personal data processing is L. Papaphilippou & Co LLC (HE 300557).

You may contact the Academy at the following details:

Email: academy@papaphilippou.eu

Telephone: 00 357 22271000

Fax: 00 357 22271111

Address: L. Papaphilippou & Co LLC c/o Academy, 17 Ifigenias, 2007 Strovolos, P.O. Box 28541, 2080, Nicosia, Cyprus

If you would like to contact the Academy about a matter concerning your personal data, you may also contact our Data Protection Officer Mrs. Irene Anthis-Christofides, at dpo@papaphilippou.eu / ia@papaphilippou.eu.

2. Scope and purpose of this privacy policy:

This Academy Privacy Policy supplements the Privacy Policy of L. Papaphilippou & Co LLC, available at <https://www.papaphilippou.eu/privacy-policy/>. The purpose of this Academy Privacy Policy is to provide further information about our data processing practices specifically in the context of the Academy's operations. In case of any inconsistencies between the Privacy Policy and this Academy Privacy Policy, the latter prevails.

3. Collection and use of personal data:

As a matter of principle, we only collect, use and otherwise process personal data where and to the extent necessary in relation to the specified purpose pursued.

Attendees at our events:

We will use the personal data you provide through our online registration form to administer your registration (including payments), to organise and manage the delivery of the event and participation (including sending notifications / login information), as well to provide attendance certificates or attribution of Continual Professional Development (CPD) points (as applicable).

During the event delivery, we will also collect information about your attendance (e.g. login / logout times during an online event, or signatures upon entering and leaving an in-person event), in order to monitor attendance and to conform with our obligations, including as an educational centre accredited by the CBA.

We will use the above-mentioned information for contract purposes pertaining to your registration to and our delivery of the event, to fulfil our own legal obligations (e.g. tax obligations) and our obligations as an educational centre accredited by the CBA.

We may also use information about events participation in an aggregated / statistical (and/or pseudonymised or anonymised form) for our 'legitimate purposes', i.e. to monitor the performance of the Academy events, analyse trends and topics of interest and to optimise the Academy operations.

Upcoming events notifications:

We will use your name and email address to email you information about our upcoming events, on the basis of your consent, should you opt-in to receive such notifications during your registration for an event or when you inform us accordingly.

You can ***unsubscribe*** from this service at any time, by following the instructions in the relevant emails or by sending us an email at academy@papaphilippou.eu.

Event recordings:

Our events may be recorded and in such a case, we will notify you accordingly at the beginning of the event. The recordings may be used for online availability for future use (e.g. watch-on-demand service), promotional

activities, quality monitoring, and/or archival purposes. We take the utmost care not to include, or to remove, the personal data of the attendees. Kindly note that if an attendee chooses to speak to an event, their voice / input may remain at the recording (depending on its significance to the flow of the session). The legal basis for this processing is 'legitimate interests', for the aforementioned purposes.

Marketing purposes:

We, or the press, may take video recordings or photographs of events for promotional / marketing purposes, on the basis of the 'legitimate interests' legal ground.

4. Personal data disclosure:

Your personal data is only processed by the departments and employees that are authorised to access, consult, use and otherwise process them, on a 'need-to-know' basis.

Personal data may also be disclosed and/or transferred to other parties, in compliance with the requirements of the data protection legal framework, mainly:

- Our providers of services and products, who act on our behalf, such as the platform for online delivery of live events and our emails providers.
- The CBA.
- Other professional bodies to which you are a member, for attribution of CPD points.
- In the event that the invoice is payable by a different legal or natural person (e.g. your employer), that person will receive the invoice / relevant information relating to the payment.
- Tax authorities.
- Our external auditors.
- Speakers and other participants to an event, in the event of interaction during the event delivery.

5. Data transfers outside of the European Economic Area (EEA):

In the event that our providers of IT products and services, who process personal data on our behalf, are established outside of the EEA, we take all reasonable steps to ensure that they (and their relevant sub-contractors) provide a high standard of personal data protection, which is at least equivalent to our data processing standards. In such instances, we rely on adequacy decisions (and additional safeguards) and/or we ensure that specific data protection agreements with our suppliers apply to that effect.

6. Your personal data rights:

You have the following rights regarding your personal data:

Right to access	You have the right to obtain from us confirmation as to whether or not data concerning you are being processed and, if that is the case, access to such data and further information in relation to them (including being provided with a copy of such personal data), provided that the rights and freedoms of others are not affected.
Right to rectification	You have the right to request and obtain from us rectification of inaccurate information concerning you and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
Right to erasure (Right to forget)	You have the right to request us to delete or remove your personal data where certain conditions apply.
Right to restrict Processing	You have the right to request and obtain from us restriction (or 'blocking') of processing of your personal data for a certain period of time, provided that particular conditions apply.
Right to object to Processing	You can request from us, at any time, to stop processing your personal data for direct marketing purposes (as described above) and we will stop such processing once we receive your request. Moreover, you have the right to object to us processing your personal data on the basis of our 'legitimate interests' (as explained above), at any time, on grounds relating to your particular situation. Should you exercise this right, we will no longer process such data unless we are able to demonstrate compelling 'legitimate grounds' for the processing.
Right to data portability	You have the right to receive a copy of the personal data that you have provided to us and to reuse it elsewhere or to request that we transmit such data directly to a third party of your choice, provided that particular conditions apply.
Right to withdraw consent	Where we seek to process your personal data on the basis of consent, you have the right to refuse to give such consent. Moreover, where you have already given us such consent, you can revoke it at any time. Any such revocation will not affect the lawfulness of data processed prior to the revocation.
Right to lodge a complaint	Please do not hesitate to contact us for any issues regarding the way we process your personal data. You are also entitled to file a complaint with a competent supervisory authority,



	<p>which, in the Republic of Cyprus, is the Personal Data Commissioner (Commissioner). The Office of the Commissioner can be contacted at the following details:</p> <p>Office address: Kypranoros 15, Nicosia 1061, Cyprus Postal address: P.O.Box 23378, 1682 Nicosia, Cyprus Tel: +357 22818456 Fax: +357 22304565 Email: commissioner@dataprotection.gov.cy</p> <p>More information on how to lodge a complaint with the Commissioner is available at http://www.dataprotection.gov.cy.</p>
--	--

If you want to exercise any of these rights, please contact us as mentioned above.

7. Data retention:

We only use, store and retain your personal data for as long as necessary to fulfil the purpose it is processed for, taking into account factors such as the amount, nature and sensitivity of the personal data, the purposes of processing, whether these purposes can be achieved by other means, as well as the applicable legal and regulatory requirements. We delete, destroy or anonymise personal data (so that it can no longer be associated with the individuals concerned) when we no longer need it.

In general, we will keep personal data relating to your registration and attendance of an event for up to six years. Information relating to payments will be kept for seven years.

We may retain personal data for longer than our established data retention periods if further retention is deemed necessary in particular instances, due to any pending disputes or differences, claims, proceedings and/or investigations, or for legal or regulatory reasons.

8. Whether you have an obligation to provide us with personal data:

Information that is marked as obligatory during your registration through our online form, as well as information about your attendance of an event, is a prerequisite for us to be able to process your registration and/or attribute the relevant CPD points or provide you with an attendance certificate.

9. Changes to this privacy policy:

We may modify this Academy Privacy Policy from time to time in order to reflect any changes to our practices and/or the applicable legal / regulatory framework. In such an event, we will post the most recent version of this Academy Privacy Policy (bearing the updated revision date) on our website. Where appropriate, we will notify you of the updated version by placing a notice on our website and/or by other proper means. We encourage you to check this Academy Privacy Policy (as well as our Privacy Policy), occasionally to ensure that you continue to be happy with how we collect and use your personal data. Any changes to the present will become effective as soon as the amended Academy Privacy Policy is uploaded on our website, unless otherwise stated in the relevant notice.