

## CPD waiver application form for year 2019

**Before making your application for a waiver from the requirement for Continuous Professional Development (CPD), please read the guidance notes at the back of this form. Generally, to be eligible for a waiver, you must be absent from work for a minimum continuous period of one month.**

**To support your waiver application, you must be in possession of documentary evidence (such as a medical certificate in the case of illness), which you are required to retain for a period of three years for monitoring purposes (see guidance). If you hold a practising certificate or are applying for a waiver for a previous year, you must submit such evidence with this form.**

**Copies (not originals) of supporting documentation should be submitted.**

ICPAC membership number: .....

Full name: .....

Contact telephone number: .....

Do you hold a practising certificate? Yes / No (*delete as applicable*)

Please provide the reason you are applying for a waiver:

.....  
.....  
.....  
.....

What date did you / will you stop work? .....

What date did you / will you return to work? .....

Please provide details of any documentation enclosed in support of your application (*see notes above*):

.....  
.....  
.....

**I confirm that the information provided above is true and accurate. I also confirm that I am in possession of / have enclosed the appropriate documentary evidence to support my claim. I have read and understand the information, terms and conditions of the attached Personal Data Processing & Privacy Information Notice. I also understand and acknowledge that personal data processing relating to the CPD Waiver Application emanates from specific legislation and / or other legal bases of processing of ICPAC, which are not dependent on my express consent. Specifically in relation to medical data I may provide in support of a CPD Waiver Application, I signified my preferences in the space provided at the end of the Personal Data Processing & Privacy Information Notice.**

Signature: ..... Date: .....

Please send us your completed form and copies of the relevant documentary evidence, if appropriate, by e-mail to Mrs Agathi Lambrou: [cpd@icpac.org.cy](mailto:cpd@icpac.org.cy) or by mail to The Institute of Certified Public Accountants of Cyprus, P.O.Box 24935, CY-1355, Nicosia

*For any additional explanation required please contact Mrs Agathi Lambrou at 22 870 030 (press 5) or by e-mail to [cpd@icpac.org.cy](mailto:cpd@icpac.org.cy)*

### CPD waiver guidance notes

The Institute of Certified Public Accountants of Cyprus (ICPAC) recognises that there might be cases where members are unable to fulfil their CPD requirements. If due to exceptional circumstances you are unable to meet your full annual CPD requirement, you will be able to apply for a waiver. Waiver applications are considered for verifiable units only and will be granted pro rata to the period of absence from work. Generally, a minimum period of one months' absence from work is required to be eligible for a waiver. You can only apply for a waiver for the current year or the previous year. Circumstances recognised for the purpose of waivers include:

- Long term illness and / or serious ill health.
- Onerous caring duties for a close family member.
- Maternity / paternity leave.
- Unemployment.
- Career break.

Circumstances not specified above will be considered on an individual basis.

### Waivers apply only to members following the unit route

If you work for an approved CPD employer, you will not need to apply for a waiver.

If you are a member of another IFAC accounting body, and choose to follow that body's CPD requirements, you will be expected to comply with the requirements of that CPD programme.

### How to apply for a waiver

The duly completed application form for a waiver should be sent to The Institute of Certified Public Accountants of Cyprus, P.O.Box 24935, CY-1355 Nicosia, Cyprus.

We will contact you regarding the outcome of your application.

***If your application is successful and you are awarded a waiver, please note that you will still be required to submit your annual CPD return.***

### Supporting evidence

You will be required to retain documentary evidence, for example a medical certificate in the case of illness, to support your waiver application. This must be held for a period of three years.

In all cases, practising certificate holders must submit documentary evidence in support of their waiver application. If you are not a practising member and are applying for a waiver of your CPD requirement for the current year, you do not need to provide documentary evidence at the point of application. If, however, you are applying for a waiver for the previous year, supporting documentation must be submitted.

Please send copies, not originals, of supporting documentation.

### Monitoring

ICPAC conducts audits of members' CPD returns by selecting a sample of members each year for review of their CPD evidence. If you are selected for a CPD evidence review, ICPAC may ask you to send in evidence of the CPD you have undertaken. Such evidence will include documentation to support any waiver awarded. All members must retain evidence for a period of three years.



## Personal Data Processing & Privacy Information Notice

### Why we collect your personal data and how we will use it

Based on the new EU privacy regulation, also known as GDPR, we inform you that ICPAC collects, stores, processes and uses personal data as reflected in this Annual CPD Declaration form, as explained below. The related personal data processing is based on specific ICPAC's rules and regulations and/or ICPAC's legitimate interests. If you are seeking a CPD Waiver, we may collect and process data relating to a medical condition.

### How long we keep your personal data (retention period)

Personal data may be maintained by us in physical and / or electronic form and be processed in ways designed to respect the principles of purpose limitation; data minimization; data accuracy; integrity and confidentiality; and retention limitation. In line with our retention policy, your personal data shall be maintained for a defined retention period following cessation of your membership with us, irrespective of the reason for such cessation as per ICPAC's retention policy. For medical data supporting a waiver application, the retention period is as per ICPAC's retention policy. At the end of the respective retention periods, defined operational processes or routines shall result in personal data being deleted or destroyed in controlled ways. In some circumstances we may anonymise your personal information (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.

### Ways to access, update or delete your personal data handling preferences

Under GDPR you have the right to request access to the personal data we hold relating to you. You may also inform us for the need to update your personal data as your circumstances change, remembering however, your ongoing obligation to provide us complete and accurate information. The GDPR also allows you to object to certain types of processing (such as automated profiling) or to withdraw your consent to processing for those cases where the said processing is performed based on such a consent from you. Finally, you have the right to be provided with your personal data in an easily readable format so that you can transfer it to another Data Controller if you so wish.

If, for some extreme reason, you wish us to completely delete your personal data, we will contact you to understand - and if possible address the reason for your request - and to take those measures that, at our discretion, will correct the underlying matter which has caused concern to you. If despite those efforts, you continue to wish to delete your data completely, subject to the provisions of the next paragraph we will proceed with the relevant actions within the specified timelines in accordance with the GDPR, and we will notify you accordingly.

To exercise any of the above rights, please email our Data Protection Officer ("DPO") at [dpo@icpac.org.cy](mailto:dpo@icpac.org.cy). To the extent there are no legal, professional or regulatory requirements that allow or compel us to continue processing your personal data or not to proceed with your request for another lawful reason, we shall comply and inform you in accordance with GDPR. Even in those cases where we shall not proceed with the execution of your request, we commit to inform you of the status of such instructions and the rationale underlying our decision.

### Access to your personal data

Within ICPAC, your personal information can be accessed by or may be disclosed internally on a need-to-know basis, based on user access rights management processes. Your personal information may also be accessible and / or accessed by authorized third parties, including suppliers and advisers as outlined in our Privacy Policy available <https://www.icpac.org.cy/selk/privacyPolicy.aspx>.

### Technical & Organisational Privacy Measures

A core element of our mission is to empower our members by providing knowledge, training, guidance and support. Equally importantly, your right to privacy and the protection of your personal data are very high in our priorities. Therefore, although in the technologically advanced age we live no one can guarantee that such data will never be accessed by unauthorized personnel or misused, we inform you that we use appropriate technical and organizational means designed to protect the confidentiality, integrity and availability of your data. Such measures include a number of specialized tools and technologies for network and information security, targeted implementation and compliance procedures which are consistent with GDPR, restrictions and limits even to authorized members of our team when accessing your personal data, and other equally important protection and security measures.



### Queries & Complaints

ICPAC is committed to acknowledge, consider and respond to all queries and complaints that it receives from any natural person who believes is affected by our processing of his / her data. To communicate such queries or complaints please contact us on [dpo@icpac.org.cy](mailto:dpo@icpac.org.cy), and we shall seek to respond to the substance of your query as soon as practical, within a 30-day window as stipulated by GDPR.

If despite our responses and actions to address your concerns, you are not satisfied, you have the right to address the matter to the Cyprus Data Protection Commissioner whose offices are at Jason street 1, 2nd Floor, Nicosia 1082. The Commissioner's office can be reached on +357 22818456 and their email address is [commissioner@dataprotection.gov.cy](mailto:commissioner@dataprotection.gov.cy).

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**I have read and understand the information, terms and conditions of this notice. I understand and acknowledge that certain types of processing performed by ICPAC emanate from specific legislation or other legal bases which are not dependent on my express consent. I also understand that other types of processing that ICPAC may perform require my explicit consent, hence I hereby provide and confirm such consent for the preferences to which I answered "YES" below:**

*~Processing of medical information provided to ICPAC in support of my CPD Waiver application* YES  
NO \*

\* - please note that if your Waiver application is based partially or completely on medical reasons, a decision not to provide consent for the necessary processing shall result in ICPAC not being able to consider the specific information as part of its decision-making process relating to this Waiver application

**Full Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_