

To all the Members of the Institute

13 December 2019

Subject: Annual Continuing Professional Development (CPD) declaration for the year 2019

Please complete this form and submit it to ICPAC by **1st January 2020** via the Institute's website from the personal member's account at the Continuous Professional Development link (www.icpac.org.cy)

Membership number:
Full name:
PART 1
<i>Members must complete this part of the form by selecting either option A or option B.</i>
<input type="checkbox"/> ◀ Option A – I have complied with the CPD requirement for 2019. The CPD route I followed is (please select only one route and complete the details where necessary):
<input type="checkbox"/> ◀ ICPAC's unit route.
<input type="checkbox"/> ◀ ICPAC's unit route for members who are working part-time or are semi-retired.
<input type="checkbox"/> ◀ Approved CPD Employer route. My employer is:
<input type="checkbox"/> ◀ CPD route of a member body of IFAC of which I am a member. My professional body is:
OR
<input type="checkbox"/> ◀ Option B – I have not been able to meet the CPD requirement for 2019. I understand that CPD is a requirement for my continuing membership and that I understand that must prove the reasons for not being able to fulfill my CPD obligations. Please complete and return back along with your CPD declaration the CPD waiver application that you can find here
PART 2
<i>Only complete this part of the form if the statement below applies to you. If not, please leave this part blank.</i>
<input type="checkbox"/> ◀ I confirm that I am involved in the audit of historical financial information and that my CPD is undertaken in line with the provision of the International Education Standard (IES) 8.
PART 3
<i>Members must complete this part of the form by signing and dating the declaration.</i>
I hereby confirm that I have read and understood the instructions and guidance given and that the information in this form is true and accurate. I have maintained and, where appropriate, developed my competence in relation to professional ethics. I have not been subject to any criminal conviction. My CPD activities are relevant to my area of work. 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 Annual CPD Declaration emanates from specific legislation and / or other legal bases of processing of ICPAC, which are not dependent on my express consent.
Signature:
Date:

Annual CPD declaration – Guidance

COMPLETING PART 1

Option A

If you have met the CPD requirement, select Option A and also indicate which CPD route you followed from the options below:

- ICPAC’s unit route:
If you have completed 40 units of CPD, including 21 verifiable units. Please select this route even if you were granted a full/partial CPD waiver. One unit equals one hour of development.
- ICPAC’s unit route for members who are working part-time or are semi-retired:
Please check the guidance at the CPD web resource on the ICPAC website to ensure that you are eligible to select this route.
- Approved CPD Employer route:
If you are employed by an ACCA/ICPAC Approved Employer for professional development, and your role is covered by the approval. Please check with your employer that they are approved and confirm the scope of their approval.
- CPD route of a member body of the International Federation of Accountants (IFAC) of which I am a member:
If you are a full member of another IFAC member body and you have followed that body’s CPD programme which is compliant to International Education Standard (IES) 7 of IFAC.

Visit www.ifac.org for a listing of IFAC member bodies.

Option B

If you have not been able to meet the CPD requirement, select Option B. Completing CPD is a requirement of your continuing membership, and you must contact ICPAC by providing all necessary documentary evidence for not complete your CPD requirements. Once your shortfall is rectified, you must make a replacement declaration for the year selecting Option A. Along with your CPD declaration you must also complete and return back to ICPAC the CPD waiver application completed that you can find in the [below link](#).

COMPLETING PART 2

Complete Part 2 if you are an audit professional as defined by IFAC (IES 8), i.e. a professional accountant, below engagement partner level, with responsibility/delegated responsibility for significant judgements in the audit of historical financial information. (This definition does not apply to experts who undertake specific tasks within an audit – e.g. tax, IT or valuation experts.)

COMPLETING PART 3

You must sign and date the declaration to confirm the CPD information you have provided, and that you have maintained your competence in relation to professional ethics.

For any additional explanation required please contact Mrs Agathi Lambrou: cpd@icpac.org.cy

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, for example when applying for a Continuing Professional Development (CPD) waiver application form.

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. 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, 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.

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 _____