



Application form for certification deferral

Name and Surname:	
ICA Registration No.	
ICPAC Registration No. (if applicable)	
Telephone number:	
Email address:	
Reason for requesting a deferral:	<input type="checkbox"/> Medical situation
	<input type="checkbox"/> Other
Evidence attached:	<input type="checkbox"/> Medical letter or report from your doctor/ GP/ medical professional <input type="checkbox"/> Copy of positive Covid-19 test <input type="checkbox"/> Screenshot of isolation request <input type="checkbox"/> Other

** Note that the deferral applies for the next two available sittings as per Regulation 6.700(5). Should you foresee difficulty attempting any of those sittings, contact ICPAC immediately.*

Full name:

Date:

Personal Data Processing & Private 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 application form, as explained below. As part of our operational business processes and routines which affect you, we may process personal data based on one or more of the following legal bases defined in and allowed by GDPR, specifically (a) your explicit consent; (b) specific legislation; (c) our legitimate interests; or (d) a contract we may enter with you for the provision of a service or product to you. In certain occasions, we may also process your personal data in discharging obligations we perform in the public interest or when exercising public authority assigned to us.

Specifically in relation to processing your application, we use your personal data to seek clarifications or further information from you; include your personal details on the Students Register of ICPAC and / or other regulatory bodies as applicable; accept and process disciplinary claims which you log with us (or which are lawfully logged by others against you); and communicate with you for all matters related to your student registration with us such as exam dates, trainings, circulars, pronouncements, other 3rd party services potentially of interest to you, etc. In case of a ruling against you following a disciplinary process, we shall publish specific details and the outcome of

that process (including reprimands, fines or other penalties) in the Accountancy magazine. Based on our legal and regulatory obligations, we also collect special categories of data as defined in the GDPR, such as a copy of your identity or passport and a police-certified Criminal Record.

Please note that incorrect, inaccurate or misleading information for any of the mandatory fields may not allow us to process your application or fulfil the objectives for which such data is collected.

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 as per ICPAC's retention policy, At the end of the retention period, 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:

- **Processing of my medical data that I attached as evidence for supporting my application.**

*** Please note that, in case you do not consent to ICPAC processing your personal data, ICPAC will not process them in order to assess your request for granting a referral.**

Full Name

Date

