

MINISTRY OF FOREIGN AFFAIRS
Service of Diplomatic and Historical Archives

APPLICATION - STATEMENT

INSTITUTION

INDIVIDUAL

NAME OF INSTITUTION / FULL NAME OF INDIVIDUAL

CAPACITY

ADDRESS

Zip Code

TELEPHONE No / MOBILE

E-MAIL ADDRESS

PASSPORT or IDENTIFICATION No.

SUBJECT OF STUDY

SUPERVISING TUTOR(S)

RENEWAL OF PERMIT

NEW PERMIT

Please be as kind as to allow me to research and study paper archival material for writing:

- () Book
- () Article
- () Graduate dissertation
- () Postgraduate dissertation
- () PhD thesis
- () Post-doctoral thesis
- () Other

I hereby declare that I will work according to the terms of the Regulation of the Reading Room, a copy of which is attached to the application form.

I declare that I have read and signed the Annex to this Application (*Statement of Protection of Personal Data and Information on the Processing of Personal Data*), which constitutes an integral part of it.

I am obliged to submit one copy of the completed study to the Library of the Ministry of Foreign Affairs.

I hereby attach

- a) a brief biographical note, and,
- b) if requested by the Service of Diplomatic and Historical Archives, a brief explanatory synopsis of my study.

The Applicant and Declarant

(Signature)

Athens, ___/___/_____

Telephone No: +30-2103683351

Email: archive1@mfa.gr

The following Annex constitutes an integral part of the researcher application that you have submitted to the Service of Diplomatic and Historical Archives of the Ministry of Foreign Affairs.

ANNEX

STATEMENT OF PROTECTION OF PERSONAL DATA AND INFORMATION ON THE PROCESSING OF PERSONAL DATA

The Service of Diplomatic and Historical Archives of the Ministry of Foreign Affairs, in the context of the exercise of its tasks as described in Law 4781 (Government Gazette A31/28.2.2021) maintains archives and collections and processes¹ personal data² contained therein. Therefore, the Ministry of Foreign Affairs has the status of *Controller* in accordance with the legislation (General Data Protection Regulation (GDPR) 2016/679/EU).

In this context, (name of researcher) agrees, declares and binds to the following (*Obligations of Confidentiality*):

1. The researcher has the obligation to treat as confidential any information referring to natural persons (personal data) to which he gains access or of which he acquires knowledge in the context of conducting his research or on the occasion thereof.
2. The researcher undertakes to process the personal data only for the purpose for which he has stated in his/her application. In particular, the researcher will extract from each record (document of any format) only the data necessary, according to their scientific judgment, for the completion of the specific research as stated in their application.
3. The researcher undertakes the obligation to protect and preserve the confidentiality of the above data and not to communicate, announce, transmit to third parties or make them available in any way.
4. When publicizing the research or part of it, the researcher takes all necessary measures to maintain anonymity. In case the researcher wishes to publish personal data, including data that can identify the data subject, they should submit a relevant special request to the Service of Diplomatic and Historical Archives of the Ministry of Foreign Affairs.
5. These obligations apply even after the end of the study period of the files kept at the Service of Diplomatic and Historical Archives of the Ministry of Foreign Affairs.
6. Violation of the above obligations entails sanctions as provided for in the relevant provisions, in particular the General Data Protection Regulation.

¹Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (article 4, par.2 GDPR).

² Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (article 4, par.1 GDPR).

Furthermore, the undersigned declares that they took cognizance of the following terms:

Pursuant to the Regulation 2016/679 *on the protection of natural persons with regard to the processing of personal data*, we inform you that the personal data controller is the Ministry of Foreign Affairs.

The Service of Diplomatic and Historical Archives (YDIA) of the Ministry of Foreign Affairs processes the data declared in the relevant applications of the Reading Room or the online platform (full name, capacity, address of permanent residence, phone number/fax, e-mail address, identification number or passport details) for the purpose of compliance with a legal obligation arising from Law 4781 (Government Gazette A31/28.2.2021). In particular, the processing of your personal data through its registration in an automated system, ensures access to the files and collections available in the Reading Room of the Service of Diplomatic Historical Archives of the Ministry of Foreign Affairs and on the online digital platform, while guaranteeing the security in the use of archival material. In addition, the data is processed anonymously for the annual statistical display of the traffic of the website of the Service of Diplomatic and Historical Archives of the Ministry of Foreign Affairs.

Your personal data is kept for reasons of security in the use of archival material.

As a data subject, you can exercise the rights provided for in the provisions of Regulation 2016/679. In particular, you have the right to access your personal data, i.e. you can request a copy of the personal data concerning you and processed by the Ministry of Foreign Affairs. In addition, you can exercise the rights of rectification, erasure, as well as restriction of processing concerning the data you declare in the applications of the Reading Room and the online platform of the Diplomatic and Historical Archive Service of the Ministry of Foreign Affairs. In case of a request for erasure of your personal data, your access to the files and collections available in the Reading Room of the Service of Diplomatic and Historical Archives of the Ministry of Foreign Affairs ceases to be authorized.

In order to exercise the above rights you can contact YDIA at archive1@mfa.gr.

In order to ensure the compliance of the Ministry of Foreign Affairs with Regulation 2016/679/EU on data protection, a Data Protection Officer of the Ministry of Foreign Affairs has been appointed, whom citizens can contact at the e-mail address dpo@mfa.gr.

The Greek Supervisory Authority for the monitoring of the implementation of Regulation 2016/679 and the submission of complaints is the Hellenic Data Protection Authority (HDPA), www.dpa.gr, Kifisias Av. 1-3, P.C. 11523, Tel.: 2106475600, Fax: 2106475628, Email: contact@dpa.gr and complaints@dpa.gr.

The declarant

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(Signature)