

NOTICE TO DATA SUBJECTS UNDER ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION (GDPR) CONCERNING THE PROCESSING OF PERSONAL DATA

We understand the importance of protecting personal data and respect your privacy, so we take all measures necessary for the lawful processing of your personal data.

The purpose of this notice is to inform you (employees, university students, secondary school students, contractors, etc.) about the purposes, legal bases, security measures and rights regarding the processing of your personal data.

- **Information about the personal data controller:**

CENTRE FOR INTERNATIONAL COOPERATION AND DEVELOPMENT
Kardeljeva ploščad 1
1000 Ljubljana
Telephone: +386 (0)1 235 07 80
Email: info@cmsr.si

- **The personal data that we process includes:**

The following are examples of the personal data we process. In doing so, we observe the principle of proportionality and only collect the data necessary to fulfil the purposes for which the personal data is processed.

a) basic data (personal name; date of birth; place of birth; country of birth if place of birth is abroad; Personal Identification Number (EMŠO); tax number; transaction account number; nationality; address of permanent residence (street, house number, town, post code, municipality code, municipality, country code, country); address of temporary residence (street, house number, town, post code, municipality code, municipality, country code, country); education; whether the data subject is disabled; category of disability; whether the data subject is partially retired; information on performance of supplementary work; etc.)

b) details about the work permit

c) details about the employment contract concluded

d) details about the employment contract termination

- **Legal basis for the processing of personal data**

The law: We process certain data to comply with legal obligations. We are obliged to keep such personal data for as long as legally required and to process it in the manner provided by law. In certain cases, we are obliged to transmit the data in question to other institutions. We process data primarily on the basis of the Employment Relationships Act and the Labour and Social Security Registers Act.

Consent of the data subject: We process personal data on the basis of consent only for those purposes that are explicitly defined and specified in advance. Consent for the processing of

personal data may be withdrawn at any time without prejudice to the lawfulness of the data processing carried out up to the withdrawal of consent.

A contract: On the basis of a contract, we process the personal data that is necessary for the performance of the contract or the performance of an obligation and for which the law does not already provide a basis for processing. If the data subject does not provide personal data, we cannot conclude the contract, because in this case we do not have the data necessary for the performance of the contract.

Legitimate interests: We process certain personal data (in particular the data held in records issued under the Rules on Personal Data Protection) in order to control the legality of the protection of personal data processed by data subjects in the course of their work.

- **Purpose of the processing of personal data**

Your data is primarily processed for the purpose of complying with legal and contractual obligations. Other purposes are either expressly predetermined (and clearly defined at the time of consent) or arise from the nature of the contract. In accordance with the Labour and Social Security Registers Act, certain data is also processed, for example, for the purpose of carrying out statistical, socio-economic and other research which has a legal basis.

- **Personal data retention period**

We keep all personal data we process in accordance with applicable law. The retention periods vary according to the type of personal data or the purpose and legal basis of the processing.

According to the Labour and Social Security Registers Act, documents containing information on a worker for whom the register of employees is discontinued and the original documents used to enter information in the register of employees shall be kept as documents of permanent value.

Other data and documents shall be kept for as long as is necessary for the exercise of rights and obligations arising out of and in connection with the employment relationship.

Personal data obtained on the basis of consent shall be kept until the purpose for which it was collected has been fulfilled or until the consent is withdrawn.

Any personal data for which the retention period has expired shall be erased, anonymised or destroyed so that it can no longer be used.

- **Categories of recipients of the personal data, if any:**

If we transfer personal data to third parties (recipients, contractual processors), these parties may only process the personal data to the extent and in the manner necessary to achieve the purpose for which your personal data was transferred to them. Third-party access to your personal data is limited in accordance with the principle of proportionality, so that third parties can only access the data necessary for the performance of the activity they are carrying out. All such entities are obliged to comply with the applicable legislation and to demonstrate the appropriate legal basis for obtaining the data.

For example, we may transmit personal data to:
The Health Insurance Institute of Slovenia,
The Pension and Disability Insurance Institute of Slovenia,
contractual processors (who provide accounting services, IT system maintenance, etc.),
public authorities or institutions where there is a legal basis to do so (e.g. tax authorities,
courts, etc.).

Personal data is not transferred to third countries.

Automated decision-making, including profiling, is not carried out.

- **Information about the rights of data subjects:**

The data subject has all the rights to which they are entitled under personal data protection law:

- Right of access to personal data
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to object to processing
- Right to data portability

The abovementioned rights of the data subject shall be exercised in accordance with Article 23 of the GDPR and shall not be interpreted in contravention of the provisions of applicable law.

- **Withdrawal of consent**

The data subject may withdraw the consent for the processing of personal data at any time, for all or only some of the purposes of processing for which the consent was given.

- **Information about the right to lodge a complaint with a supervisory authority:**

Any data subject may lodge a complaint with the supervisory authority, the Information Commissioner, if they consider that their personal data protection rights have been infringed (address: Dunajska 22, 1000 Ljubljana, email: gp.ip@ip-rs.si, telephone: +386 (0)1 230 97 30, website: www.ip-rs.si).

In the course of our business, we take all necessary steps to protect your personal data and to handle it ethically.

If you need further clarifications regarding our personal data protection policy, please contact us.

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Kardeljeva ploščad 1
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Telephone: +386 (0)1 235 07 80
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- **The personal data that we process includes:**

In the context of *international development cooperation projects*, we process, for example, the following personal data: name and surname, employment, function, position or status in a specific entity, telephone and email address.

In doing so, we observe the principle of proportionality and only collect the data necessary to fulfil the purposes for which the personal data is processed.

- **Legal basis for the processing of personal data**

Consent of the data subject: The personal data necessary for the fulfilment of the purpose of the processing is processed on the basis of consent. Consent for the processing of personal data may be withdrawn at any time without prejudice to the lawfulness of the data processing carried out up to the withdrawal of consent.

- **Purpose of the processing of personal data**

Personal data is processed for the purpose of concluding a financing contract or for the implementation of international development cooperation projects.

- **Personal data retention period**

Personal data collected on the basis of project proposals that have not been awarded a sufficient number of points shall be kept until the scoring of the proposals has taken place.

However, personal data collected on the basis of applications for projects that have been awarded a sufficient number of points shall be kept for as long as necessary for the implementation of the respective project.

Any personal data for which the retention period has expired shall be erased, anonymised or destroyed so that it can no longer be used.

- **Categories of recipients of the personal data, if any:**

If we transfer personal data to third parties (recipients, contractual processors), these parties may only process the personal data to the extent and in the manner necessary to achieve the purpose for which your personal data was transferred to them.

We transfer your personal data to the Republic of Slovenia as a funder on the basis of the implementation of international development cooperation.

Personal data is not transferred to third countries.

Automated decision-making, including profiling, is not carried out.

- **Information about the rights of data subjects:**

The data subject has all the rights to which they are entitled under personal data protection law:

- Right of access to personal data
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to object to processing
- Right to data portability

The above-mentioned rights of the data subject shall be exercised in accordance with Article 23 of the GDPR and shall not be interpreted in contravention of the provisions of applicable law.

- **Withdrawal of consent**

The data subject may withdraw the consent for the processing of personal data at any time, for all or only some of the purposes of processing for which the consent was given.

- **Information about the right to lodge a complaint with a supervisory authority:**

Any data subject may lodge a complaint with the supervisory authority, the Information Commissioner, if they consider that their personal data protection rights have been infringed (address: Dunajska 22, 1000 Ljubljana, email: gp.ip@ip-rs.si, telephone: +386 (0)12309730, website: www.ip-rs.si).

In the course of our business, we take all necessary steps to protect your personal data and to handle it ethically.

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- **The personal data that we process includes:**

In the context of *our research activity*, we process, for example, the following personal data: name and surname, telephone, email address, etc.

In doing so, we observe the principle of proportionality and only collect the data necessary to fulfil the purposes for which the personal data is processed.

- **Legal basis for the processing of personal data**

Consent of the data subject: The personal data necessary for the fulfilment of the purpose of the processing is processed on the basis of consent. Consent for the processing of personal data may be withdrawn at any time without prejudice to the lawfulness of the data processing carried out up to the withdrawal of consent.

- **Purpose of the processing of personal data**

Personal data shall be processed for the purpose of contacting or sending a survey questionnaire, which shall be used for economic analysis and research.

- **Personal data retention period**

Personal data shall be kept until cancellation or until receipt of the completed survey questionnaire.

Any personal data for which the retention period has expired shall be erased, anonymised or destroyed so that it can no longer be used.

- **Categories of recipients of the personal data, if any:**

We do not share your personal data with other persons or entities.

Personal data is not transferred to third countries.

Automated decision-making, including profiling, is not carried out.

- **Information about the rights of data subjects:**

The data subject has all the rights to which they are entitled under personal data protection law:

- Right of access to personal data
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to object to processing
- Right to data portability

The abovementioned rights of the data subject shall be exercised in accordance with Article 23 of the GDPR and shall not be interpreted in contravention of the provisions of applicable law.

- **Withdrawal of consent**

The data subject may withdraw the consent for the processing of personal data at any time, for all or only some of the purposes of processing for which the consent was given.

- **Information about the right to lodge a complaint with a supervisory authority:**

Any data subject may lodge a complaint with the supervisory authority, the Information Commissioner, if they consider that their personal data protection rights have been infringed (address: Dunajska 22, 1000 Ljubljana, email: gp.ip@ip-rs.si, telephone: +386 (0)1 230 97 30, website: www.ip-rs.si).

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- **The personal data that we process includes:**

Photographs.

- **Legal basis for the processing of personal data**

Consent of the data subject: We process personal data on the basis of consent only for those purposes that are explicitly defined and specified in advance. Consent for the processing of personal data may be withdrawn at any time without prejudice to the lawfulness of the data processing carried out up to the withdrawal of consent.

Legitimate interest: On this basis, personal data is processed if it concerns the taking of photographs of an event in a public place attended by a large number of people, the filming of public areas, etc., where it is not reasonably possible to collect the consent of data subjects. In doing so, the controller shall first assess whether the legitimate interest overrides the legitimate expectations of the data subject.

- **Purpose of the processing of personal data**

Photographs as personal data are processed (including their publication on the controller's website, social networks, leaflets and printed media, etc.) for the purposes of informing the public about the controller's events, projects and activities.

- **Personal data retention period**

Personal data shall be kept until the purpose for which it was collected has been fulfilled or until the consent is withdrawn.

Any personal data for which the retention period has expired shall be erased, anonymised or destroyed so that it can no longer be used.

- **Categories of recipients of the personal data, if any:**

The personal data in question shall be published online and shall be consequently accessible to the general public.

Automated decision-making, including profiling, is not carried out.

- **Information about the rights of data subjects:**

The data subject has all the rights to which they are entitled under personal data protection law:

- Right of access to personal data
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- **Withdrawal of consent**

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- **Information about the right to lodge a complaint with a supervisory authority:**

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