

## 1. Data protection officer (DPO)

Pursuant to Article 37, section 7 of the Regulation (EU) 2016/679 of the European Parliament and of the Council dated April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing the Directive 95/46/EC (Official Journal of the European Union, L, No. 119/1, dated May 4, 2016, pages 1–88), you are hereby notified that Zavod za kulturne prireditve in turizem CELEIA Celje appointed the company Virtuo d.o.o., Prušnikova ulica 4, 1000 Ljubljana, available at the electronic mail address [dpo@virtuo.si](mailto:dpo@virtuo.si), as its data protection officer.

## 2. Personal Data Protection Policy

### Personal data controller

The controller (personal data controller) is Zavod za kulturne prireditve in turizem CELEIA Celje, Krekov trg 3, SI–3000 Celje (hereinafter referred to as the Public Institute).

### Purpose of personal data collection

The Public Institute shall process the individuals' personal data in order to fulfil its tasks as specified in the Institutes Act and in the Memorandum and Articles of Association of the Public Institute, for fulfilment and execution of contractual relationship, for performance of task in the public interest, or it processes the personal data based on the individual's consent.

Consistently with the purpose for which the Public Institute was founded, the Public Institute performs the following tasks in the field of culture:

- organizes, creates, and executes cultural and artistic events, especially in visual (fine) and musical arts;
- asserts or promotes the achievements of Slovenian authors in the field of visual and musical arts, both domestically and internationally, and informs the domestic public about artistic achievements of other nations;
- coordinates the programs of cultural institutions and organizations active in the founder's field of operation;
- organizes events as per the founder's plan;
- prepares and executes events and promotional programs in the field of culture, organizes concerts, festivals, and other multimedia events;
- carries out a variety of educational programs for all generational levels;
- works with the educational institutions in the field of visual and musical arts, and other cultural and artistic programs;
- organizes hosting of domestic and international (foreign) exhibitions;

- conducts central gallery activities for the entire Celje region in the premises of the Galerija sodobne umetnosti (Gallery of Contemporary Art) and the Likovni salon (Fine Arts Salon);
- creates conditions for accessibility of works in the permanent visual arts collection, and expands it with relevant works that address the recent and contemporary events in the Celje region;
- systematically collects materials, keeps, documents and examines the recent and contemporary visual and musical arts history of the Celje region; publishes expert publications;
- keeps, collects, and presents materials relevant to the Public Institute's field of work;
- collaborates with cultural and scientific and research institutions active the Public Institute's field of operation;
- maintains an expert library relevant to the Public Institute's field of work. Considering the purpose for which the Public Institute was founded, it performs the following tasks in the public interest within the founder's tourism region:
  - conducts the tourist information activities in such way that it: provides information to tourists, collects data for the requirements of informing the visitors, determines their opinion on the quality of tourism offer, accepts and submits visitors' recommendations and complaints regarding the tourism offer to the relevant authorities, manages and maintains tourism signage;
  - promotes development of comprehensive tourist products within the tourism region;
  - plans, designs, and markets comprehensive tourism offer at the level of an integrated tourism region;
  - cares for the development of tourism infrastructure;
  - cares for development of public areas intended for tourists;
  - organizes and conducts events and promotional programs to promote the development of tourism;
  - raises awareness and promotes a positive attitude to tourists and tourism among the population in the founder's region;
  - provides information to visitors of the Tourist Information Centre;
  - organizes and conducts appearances or participation at fairs, tradeshows, exhibitions and other events dedicated to presentation of tourism and activities related to it;
  - prepares expert bases for the development strategy of the tourism region;
  - collects, analyzes and submits information on tourism turnover;
  - coordinates event programs at Stari grad (Celje's Old Castle);
  - analyzes the effects of promotional activities;
  - coordinates the activities of tourism societies;
  - publishes promotional and informative materials;
  - renders other services offered to tourists;
  - organizes and conducts a variety of events and promotional events;

- prepares lectures, expert and scientific discussions, conferences, meetings, seminars, congresses, fairs and similar events;
- conducts expert studies, offers consulting, explanations and other expert assistance to natural and legal persons active in the field of visual and musical arts;
- organizes occasional museum exhibitions;
- publishes scientific research publications dealing with visual and musical arts; catalogues and other written and printed texts, audio recording media, souvenirs, and other products derived from the Public Institute's activities and mission;
- conducts the activity of commercial/sales galleries;
- rents out premises and equipment for cultural, cultural-educational, promotional and similar purposes;
- conducts services from the field of its activities for the requirements of natural and legal persons;
- conducts hospitality service activities as a complementary activity for the needs of visitors and employees;
- takes part in and collaborates with similar cultural and tourist organizations at home and abroad;
- offers contractual services to interested parties, within its range of activities;
- renders other services that complement the Public Institute's core activity.

For the performance of its tasks, and in order to ensure transparency of operations, the Public Institute may organize a variety of public events of which audio or video recordings are made, and the recordings of such events are publicly released or posted on online portals managed by the Public Institute.

### **Legal basis for processing of personal data**

The Public Institute processes personal data in the following cases:

- if an individual provided their consent for processing of personal data for one or multiple specific purposes,
- if processing of personal data is required for execution of a contract in which the data subject (individual to whom the personal data pertains) is a contracting party,
- if processing of personal data is necessary for compliance with a legal obligation to which the Public Institute is subject;
- if processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Public Institute.

### **Types of personal data that are processed, and sources of personal data**

The Public Institute may obtain and process the following personal data about individuals:

- personal identification number (EMŠO),
- name,

- address of permanent or temporary residence,
- date and place of birth,
- employment,
- electronic mail address,
- telephone number.

The Public Institute may obtain personal data specified in the preceding paragraph directly from the data subject (individual to whom such data pertain). The Public Institute may also obtain personal data from the central population register controller, the register of births, marriages and deaths, land cadastre/registry, or other controller, if it is so specified by law.

### **Categories of data subjects whose personal data are processed**

The Public Institute processes personal data of individuals taking part in the processes and tasks conducted by the Public Institute, which include in particular the following:

- employees of the Public Institute,
- contract (temporary) workers at the Public Institute,
- individuals who have signed a contract with the Public Institute,
- visitors of the Public Institute and users of its services,
- other individuals in contact with the Public Institute, during which personal data are processed.

Categories of individuals for particular personal data database or filing systems are defined in more detail in the records of personal data processing activities, which are available on the Public Institute's website.

### **Personal data recipients**

The Public Institute shall allow processing or transmitting of personal data exclusively to the following authorized recipients:

- authorized employees of the Public Institute,
- authorized persons processing the personal data at an authorized contractual data processor of the Public Institute,
- persons presenting authorization for access to personal data based on the law or implementing regulations,
- persons to whom the individual to whom the personal data pertains (data subject) granted authorization for access.

### **Storage of personal data**

The Public Institute shall appropriately store and protect the personal data in both physical and electronic form. The personal data processed for the purpose of fulfilment of contractual obligations shall be stored until all obligations under the contractual relationship have been

fulfilled. The data shall be stored for as long as provided by regulations specifying the periods of storage for particular types of materials, in accordance with the written expert instructions for reading of selection of archival and documentary materials pursuant to the Protection of Documents and Archives and Archival Institutions Act. After the purpose of personal data processing has been fulfilled, or the period of data storage, as specified by law, has expired, the personal data shall be deleted, destroyed, blocked or anonymized.

The Public Institute shall store the data being processed based on an individual's consent until the withdrawal (cancellation or revocation) of such consent. The user may at any time lodge a written request for withdrawal of consent for processing of personal data to the official address of the Public Institute.

### **Protection of privacy**

The Public Institute shall ensure protection of privacy by observing all effective statutory provisions. Moreover, the Public Institute provides all required technological and organizational support for security and protection of personal data from loss, changes, alteration, theft, and unauthorized access by third parties, as follows:

- the Public Institute has adopted internal acts on personal data protection,
- the Public Institute has adopted internal acts on information security,
- the Public Institute manages the databases with the personal data,
- the Public Institute has established procedures for asserting the individuals' rights,
- the Public Institute has established appropriate procedures and defined appropriate conduct in case of violations or breaches of personal data protection or security,
- a data protection officer has been appointed,
- appropriate contracts are signed with contractual personal data processors,
- measures for physical and communications data security have been implemented.

### **Transmitting personal data to third parties**

All personal data processed by the Public Institute shall be stored on information systems located in the territory of the Republic of Slovenia and the European Union, and it shall not be submitted to non-EU third countries.

### **Automated decision-making**

As a responsible organization, the Public Institute does not employ automated decision-making, including profiling.

### **Rights of the data subject (user)**

The data subject (user) shall have the right to request at any time from the personal data controller:

- confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:
  - the purposes of the processing,
  - the categories of personal data concerned,
  - the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations,
  - the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period,
  - existence of automated decision-making, including profiling,
- reasons for processing of personal data, as well as the significance and the envisaged consequences of such processing for the data subject,
- one copy of personal data in electronic form (free of charge),
- if the individual requests additional copies, the personal data controller may charge a reasonable fee, taking into account the actual costs incurred,
- restriction of processing, when:
  - the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data,
  - the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead,
  - the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims,
- correction of incorrect or false personal data,
- deletion of all personal data on the grounds specified in Article 17 of the General Data Protection Regulation, specifically, if the data subject withdraws consent on which the processing of personal data is based,
- the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided;
- withdrawal of consent to use personal data for the purposes of direct marketing, including profiling,
- the data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her, pursuant to Article 22 of the General Data Protection Regulation.

The data subject shall have the right to lodge a complaint with the Information Commissioner against the personal data controller, if the data subject believes the processing of personal

data violates the General Data Protection Regulation (address: Dunajska 22, 1000 Ljubljana, e-mail: [gp.ip@ip-rs.si](mailto:gp.ip@ip-rs.si), telephone: 012309730, website: [www.ip-rs.si](http://www.ip-rs.si)).

The data subject may submit the request for assertion of her or his rights to the address of the Public Institute. Additional Information is available to data subjects from the data protection officer, at [dpo@virtuo.si](mailto:dpo@virtuo.si).

### **Persons under the age of 15**

Persons under the age of 15 may only submit their data via a website or in any other relation with the Public Institute with express consent of their parents, foster carers, or guardians.

### **Data protection officer**

The data protection officer of the Public Institute is the company Virtuo d.o.o., e-mail: [dpo@virtuo.si](mailto:dpo@virtuo.si).

### **Records of processing activities**

The Public Institute shall keep records of personal data processing activities in electronic form, available at the following internet address:

<https://edop.eu/jz/celeia>

### **Final provisions**

The Public Institute reserves the right to change and amend this Personal Data Protection Policy. Data subjects (individuals) whose personal data is processed by the Public Institute, and users of the Public Institute's website, shall be informed about all and any changes to this Personal Data Protection Policy on the Public Institute's website.

## **3. Record of personal data processing activities**

<https://edop.eu/jz/celeia>

## 4. Rights of natural persons with regard to personal data control/management

### Rights of natural persons with regard to personal data control/management

#### Protection of personal data

At the Public Institute, we are aware of the responsibility involved in personal data management. Therefore, we keep, maintain, store, and control all personal data databases in compliance with the General Data Protection Regulation<sup>1</sup>, Personal Data Protection Act (ZVOP), and ensure the following rights to the data subjects whose personal data we process:

- **confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:**
  - **the purposes of the processing,**
  - **the categories of personal data concerned,**
  - **the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations,**
  - **the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period,**

The Public Institute shall allow data subjects (individuals/natural persons) to view and copy their personal data no later than in 15 days from the day when the Public Institute receives the request, or inform the data subject within the same period about the reasons for denying the viewing and copying of the personal data.

The Public Institute shall submit a copy of personal data from the personal data databases or other documentation within 30 days from the day when the Public Institute receives the request, or inform the data subject within the same period about the reasons for refusing to submit such copy.

- **existence of automated decision-making, including profiling, reasons for processing of personal data, as well as the significance and the envisaged consequences of such processing for the data subject,**
- **one copy of personal data in electronic form (free of charge),**
- **if the individual requests additional copies, the personal data controller may charge a reasonable fee, taking into account the actual costs incurred,**
- **restriction of processing, when:**

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<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC



- the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data,
- the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead,
- the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims,
- correction of incorrect or false personal data,
- deletion of all personal data on the grounds specified in Article 17 of the General Data Protection Regulation, specifically, if the data subject withdraws consent on which the processing of personal data is based,
- the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided;
- withdrawal of consent to use personal data for the purposes of direct marketing, including profiling,
- the data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her, pursuant to Article 22 of the General Data Protection.

**The data subject shall have the right to lodge a complaint with the Information Commissioner against the personal data controller, if the data subject believes the processing of personal data violates the General Data Protection Regulation.**

Procedure for asserting the data subject's (individual's/natural person's) rights:

The data subject may address all specified requests pertaining to the assertion of rights regarding the data subject's personal data, in writing, to the registered seat of the Public Institute, specifically:

- by submitting in person, at the location of the Public Institute, the form Request for Disclosure of Personal Data, or Request for Correction, Deletion, Transmission, or Restriction of Processing of Personal Data,
- by sending the Request for Disclosure of Personal Data, or Request for Correction, Deletion, Transmission, or Restriction of Processing of Personal Data, by regular mail to the registered seat of the Public Institute,
- by sending the Request for Disclosure of Personal Data, or Request for Correction, Deletion, Transmission, or Restriction of Processing of Personal Data, by electronic mail to the electronic mail address of the Public Institute.

For the requirements of reliable identification in case of assertion of rights regarding the personal data, the Public Institute may request additional information from the person filing such request (applicant). The Public Institute may only reject the procedure for assertion of such rights if it presents evidence that the individual cannot be reliably identified.

The Public Institute shall respond to a request by the data subject, by which the data subject is asserting her or his rights with regard to the personal data referred to above, without undue delay and no later than in one month from the receipt of such request.

Information about the personal data controller:

Name	Zavod za kulturne prireditve in turizem CELEIA Celje
Address, postal code and place	Krekov trg 3, SI-3000 Celje
Tax identification number	SI63893207
Registration number	2144271000

Information about the data protection officer:

E-mail	dpo@virtuo.si
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