

**STATEMENT SIGNED BY AN SDLC PARTICIPANT
UPON VISITING THE SELF-DIRECTED LEARNING CENTRE
OR WITH WHICH THEY ARE BRIEFED OVER THE TELEPHONE**

I, the undersigned _____ hereby confirm with my signature that I have been informed that _____ (*name of the Self-Directed Learning Centre (SDLC), name of your organisation*) stores and processes my personal data (first and last name, address of residence, e-mail, telephone number, gender, age, level and type of completed education, status, distance of my residence from the SDLC) for development, scientific and research purposes as well as the purposes of reporting to the entity financing the activity. I further confirm that I have been briefed on the personal data protection policy applying at the controller and provided on the reverse side of this statement as well as the website www.acs.si.

The controller of the personal data filing system holding my personal data is the Slovenian Institute for Adult Education, whereby the said data is processed for the purposes of the implementation of the SDLC by _____ (*name of your organisation*), address: _____.

My personal data will be communicated to third parties in an anonymised manner, meaning that my identity will not be apparent from the data. _____ (*name of your organisation*) shall handle the communicated data in accordance with the applicable Slovenian legislation governing personal data protection and European Union law.

Signature:

CONSENT FOR NOTIFICATIONS ON SDLC ACTIVITIES

By _____ furnishing my signature, I _____ simultaneously agree with _____ (*name of your organisation*) notifying me about SDLC activities via:

- e-mail: YES NO
- telephone: YES NO
- SMS: YES NO
- regular mail: YES NO
- online and/or mobile application of the organisation (if you have such an application, please, indicate it): _____
 YES NO

The consent for notifications on SDLC activities is voluntary, and you also have the option of refusing or withdrawing said consent.

Signature:

PERSONAL DATA PROTECTION

In accordance with the applicable Slovenian legislation in force (Personal Data Protection Act – ZVOP-1) and the General Data Protection Regulation, you shall have the following rights in respect of the protection of your personal data:

Right to access the data

You shall have the right to verify whether we are collecting personal data about you and, if so, also have the right to access said data.

If you, as a natural person, wish us to verify whether we are collecting personal data about you, you can request this in writing via e-mail (info@acs.si) or regular mail.

Right to erasure ("right to be forgotten")

You shall have the right to obtain from us the erasure of the personal data relating to you without undue delay and we shall have the obligation as the controller to erase your personal data without undue delay in the following cases:

- you object to the processing (see the right to object);
- we have processed the personal data unlawfully;
- we have to erase the personal data in order to comply with the requirements stipulated in regulations.

The erasure shall not be performed if the processing of personal data is required for the following purposes:

- for the fulfilment of a legal obligation to process data based on regulations;
- for the purposes of the establishment, exercise or defence of legal claims.

If you, as a natural person, wish us to erase your personal data, you can request this in writing via e-mail (info@acs.si) or regular mail. You can exercise the right to erasure only in the limited cases outlined above.

Right to rectification

You shall have the right to obtain from us that we rectify incorrect personal data concerning you without undue delay. Taking into account the purposes of the processing, you shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

If you, as a natural person, wish us to rectify your personal data, you can request this in writing via e-mail (info@acs.si) or regular mail.

Right to restriction of processing

You shall have the right to obtain from us that we restrict the processing of your personal data in the following cases:

- if you contest the accuracy of data, for a period enabling us to verify the accuracy of the personal data;
- the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- we no longer need your personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;
- you have objected to processing pending the verification whether our legitimate grounds override your grounds.

If you request the restriction for the abovementioned reasons, we can only store your personal data and perform all other types of processing only:

- based on your consent;
- for the establishment, exercise or defence of legal claims;
- for the protection of the rights of another natural person or legal entity; or
- for reasons of important public interest of the Union or of a Member State.

Prior to the lifting (i.e. termination) of the restriction of personal data processing, we shall be obliged to inform you of the lifting of the restriction.

If we have refused your request for data erasure or if you wish to only restrict the processing of your personal data, you can request us to restrict the processing of your data, which you can do via e-mail (info@acs.si) or

in writing via regular mail. You can exercise the right to the restriction of processing only in the limited cases outlined above.

Right to portability

You shall have the right to transmit the data you have communicated to us and which we collected during your use of the service. You can request the data in portable form in person at our registered office.

Right to lodge a complaint with the competent supervisory authority

Without prejudice to any other administrative or judicial remedy, you shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of personal data relating to you infringes General Data Protection Regulation.

The supervisory authority with which the complaint has been lodged shall inform you on the progress and the outcome of the complaint including the possibility of a judicial remedy pursuant to Article 78 of the General Data Protection Regulation.

As a data subject, you shall have the right to lodge a complaint at:

Republic of Slovenia Information Commissioner, Zaloška 59, 1000 Ljubljana, Slovenia, telephone: 01 230 97 30, e-mail: gp.ip@ip-rs.si.

The Information Commissioner shall inform you in accordance with the regulations of the progress of the case and its decision on the complaint.

PUBLICATION ON THE WEBSITE, POSTER, LEAFLET, ETC.

For the purposes of the development, scientific and research activity as well as for the purposes of reporting to the Ministry of Education, Science and Sport which co-finances the activities of **Self-Directed Learning Centres (SDLC)** _____ (*name of the centre, name of your organisation*) thus enabling free-of-charge study support for self-directed learning, we will be asking SDLC participants upon their visit to an SDLC to provide certain personal data (first and last name, address of residence, e-mail, telephone number, gender, age, level and type of completed education, status, distance of my residence from the SDLC). We will forward the personal data for reporting purposes in such a form (aggregated form) that the identity of the SDLC participant shall not be apparent from it.

An SDLC participant must provide personal data if they wish to study at the SDLC premises. Otherwise (if they refuse to provide the personal data), we cannot enable them to study at the SDLC premises. We shall handle the communicated data in accordance with the applicable Slovenian legislation governing personal data protection and European Union law.

The personal data controller is the Slovenian Institute for Adult Education which also provides professional and developmental supports to the SDLC. Aggregated data is also communicated to the Ministry of Education, Science and Sport for the purposes of the performance of the co-financing agreement. In accordance with the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/2007) and the General Data Protection Regulation (Regulation (EU) 2016/679, OJ L 119, 4 May 2016), the Record of SDLC Participant Data Processing Activities has been put in place at _____ (*name of your organisation*) for the purposes of the filing system for the personal data of SDLC participants at _____ (*name of your organisation*).

You can learn more about personal data processing, the personal data protection policy, retention periods, etc. in the Privacy Statement published on the website: www.acs.si and available at the premises of the Slovenian Institute for Adult Education.