

MOVIT Institute for the development of youth mobility

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INFORMATION ON
THE PROCESSING OF PERSONAL DATA OF NATURAL PERSONS
at the MOVIT Institute for the development of youth mobility

I. ABOUT THE CONTROLLER

Zavod MOVIT, Zavod za razvoj mobilnosti mladih (MOVIT Institute for the development of youth mobility; hereinafter MOVIT) is a private institute that has performed the role of the National Agency for European Union programmes in the field of youth since May 1999, when Slovenia joined the YOUTH FOR EUROPE III programme, which was succeeded by the YOUTH programme (2000–2006), the YOUTH IN ACTION programme (2007–2013), and the ERASMUS+: Youth in Action (2014–2020) and the European Solidarity Corps (2018–2020).

In performing its tasks as a national body for EU programmes, MOVIT collaborates with the Office of the Republic of Slovenia for Youth, which operates within the framework of the Ministry of Education, Science and Sport. Based on an agreement signed with the Ministry of Education, Science and Sport of the Republic of Slovenia, and as delegated by the European Commission to serve as a National Agency for the implementation of the Erasmus+: Youth in Action and the European Solidarity Corps programmes, MOVIT also works on European programmes in the multiannual financial framework 2014–2020. In this role, MOVIT manages indirectly centralised EU budget funds, enabling access to support for different forms of learning mobility in youth work, as well as strengthening solidarity on the local, national and European level, as well as competence development among young people, while also performing activities for the development of youth work and non-formal learning in general, particularly activities whose form and content contribute to the strengthening of European cooperation in the field of youth. Another important part of MOVIT's work are publishing activities, where it has contributed some fundamental publications for the development of youth work, and of learning mobility in youth work in particular.

Along with those of a National Agency, MOVIT also performs the tasks of Eurodesk, a free service of the European Commission providing European information for young people. It serves both young people themselves, as well as those who work with the youth and their issues on a daily basis—advisors, teachers, youth workers, information officers and others.

Since 2002, MOVIT also has also been hosting the SALTO South East Europe Resource Centre, which promotes and supports cooperation with partners from South East Europe within the Erasmus+: Youth in Action and the European Solidarity Corps programmes by organising trainings, contact seminars and through a number of other methods. This is facilitated by

networks of trainers and accreditors, as well as contact points in countries of South East Europe.

Since operating today is inevitably linked to processing of personal data, one of our commitments is also respecting the privacy of our employees, partners, participants and other individuals. This includes the protection of their personal data, where we undertake to treat the personal data collected in accordance with the provisions of the **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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 (General Data Protection Regulation—GDPR), as well as relevant national regulations.**

For the purpose of implementing the Erasmus+: Youth in Action and the European Solidarity Corps programmes, MOVIT processes personal data of natural persons on behalf and for the account of the European Commission. In line with European Commission guidelines, MOVIT processes personal data for the purpose of applicant selection processes, project management on the national level, reporting to the European Commission and ensuring financial control. The security in the processing of personal data is guaranteed by the European Commission in line with the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

MOVIT plays the role of data controller when processing personal data for its own purposes, i.e. organising events, workshops, trainings and individual consultations. Also part of MOVIT are the SALTO SEE Resource Centre, which organises events both on its own and with other agencies in Member States, and Eurodesk, whose task is to collect and distribute information relevant for young people regarding different opportunities and mobility.

MOVIT takes part in the RAY Network, and transmits the requested personal data to its research institute. For programme analyses, statistics and research, MOVIT has signed a contract with the Faculty of Social Sciences of the University of Ljubljana, which serves as its contractual data processor.

II. MOVIT'S VISION OF PRIVACY AND PERSONAL DATA PROTECTION

MOVIT treats personal data in accordance with the regulation pertaining to personal data protection. We understand and respect privacy, security and confidentiality of personal data.

III. DATA PROTECTION OFFICER

The data protection officer at MOVIT is Ana Anzeljc, who can be reached by phone at +386 (0)1 430 47 47, or by e-mail at info@movit.si.

Natural persons to whom these collected data refer (data subjects) can contact the data protection officer with any question related to the processing of their personal data and exercising their rights in accordance to data protection regulations.



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IV. PURPOSE OF PROCESSING PERSONAL DATA AND LEGAL BASIS

a) MOVIT processes personal data of natural persons based on and within the framework of legal provisions (Article 6/1(c) of the GDPR), as well as other international treaties, EU regulations and national laws requiring from MOVIT, in certain cases, to transmit personal data of natural persons to public bodies (e.g. the Tax Administration, different inspection services and auditing firms) and other controllers (e.g. the Health Insurance Institute, the Employment Service, or the Pension and Disability Insurance Institute) to comply with its or their statutory obligations or competences.

b) MOVIT also processes personal data of beneficiaries—i.e. successful applicants selected for funding—within the framework and for the purpose of performing contracts or grant agreements (Article 6/1(b) of the GDPR), which includes in particular the preparation of the annual plan, final reports and (internal and external) audits. In order to support potential applicants and beneficiaries, MOVIT processes personal data related to registrations for events, workshops, trainings or individual consultations. As a National Agency, it is part of the RAY Network, which analyses the implemented projects and is organised within the framework of the research institute of the Austrian National Agency for the Erasmus+ Programme. Based on contracts, MOVIT also processes personal data of its employees, business and research partners, as well as others who collaborate with MOVIT based on any form of work or service relations, insofar as the data are necessary for concluding or exercising the rights and obligations deriving from employment or any other contractual relationship.

c) MOVIT processes personal data based on its legitimate interests (Article 6/1(f) of the GDPR) to reduce the risk of hacking into its website (provision of information security, reducing the risk of unauthorised access to important business information, personal data and the information system), and for analytical and statistical purposes.

d) In certain cases, MOVIT asks its participants, employees, partners and other private persons for consent (Article 6/1(a) of the GDPR) to the processing of their personal data, where such processing is needed for purposes beyond legal or contractual obligations. In such cases, the personal data are processed within the framework of the consent given by the data subject, particularly as refers to the extent, the purpose and the channels of communication agreed therein, until the consent is withdrawn.

V. RECIPIENTS OF PERSONAL DATA AND POTENTIAL TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

Apart from MOVIT itself, the personal data it collects are also processed on its behalf and for its account by its processors—typically these are internal and external auditors, research and other partners, the providers of IT support for processing personal data—but also other external recipients, such as the Pension and Disability Insurance Institute of Slovenia, the Health Insurance Institute of Slovenia and other public bodies, as required by law.

Personal data of natural persons are not transferred to third countries, except for personal data processed in relation to international activities organised or co-organised by the SALTO SEE Resource Centre. In such cases, they may be transferred outside the EU or the European Economic Area, whereby all the statutory safeguards and the use of standard contractual clauses are respected at all times.



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VI. RIGHTS OF DATA SUBJECTS

Data subjects may send a request—in writing to MOVIT, Dunajska cesta 5, 1000 Ljubljana, Slovenia, or to info@movit.si—for access, completion, correction, blocking or restriction of processing, or erasure of personal data, as well as object to the processing of personal data relating to them, and request a transfer of data.

Data subjects may at any time permanently or temporarily, fully or partially withdraw their previous consent to the processing personal data in a written request sent to MOVIT, Dunajska cesta 5, 1000 Ljubljana, or to info@movit.si. A withdrawal of the consent does not affect the legality of the processing performed based on the consent prior to the withdrawal.

Data subjects may lodge a complaint with the Information Commissioner of the Republic of Slovenia if they believe their personal data are being kept or otherwise processed in violation of the applicable rules regulating personal data protection.

VII. PERIODS FOR WHICH PERSONAL DATA IS STORED

MOVIT will process personal data in the extent and as long as necessary for achieving the objectives of the processing.

Personal data are therefore processed until the objectives are achieved, or within the limitation period of the obligations that may arise from the processing of the personal data, in particular when the processing of the personal data is necessary in order to conclude or implement an agreement or contract, with the exception of cases where the storage period is defined by law. In such cases, MOVIT stores the data in accordance with the legal provisions.

Ljubljana, 15 January 2019

Uroš Skrinar
Director



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