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INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR INDIVIDUALS
at MOVIT Institute, the Institute for the Development of Youth Mobility

I. INTRODUCTION OF THE CONTROLLER

MOVIT Institute, the Institute for the Development of Youth Mobility (hereinafter: MOVIT), is a private institute that has carried out the tasks of a national agency in European Union programmes in the field of youth since May 1999, when Slovenia joined the YOUTH FOR EUROPE III programme. This was followed by the YOUTH programme (2000–2006), the YOUTH IN ACTION programme (2007–2013), the ERASMUS+ programmes: Youth in Action (2014–2020) and the European Solidarity Corps (2018–2020), and the Erasmus+ programme (2021–2027) and the European Solidarity Corps programme (2021–2027).

For the purpose of carrying out the tasks of national structures in EU programmes, MOVIT cooperates with the Youth Directorate of the Ministry of Education, Science and Sport of the Republic of Slovenia. On the basis of an agreement concluded with the Ministry of Education, Science and Sport of the Republic of Slovenia and, on that basis, its appointment by the European Commission as the National Agency for the implementation of the Erasmus+: Youth and European Solidarity Corps programmes, MOVIT also participates in European programmes adopted for the 2011–2027 financial perspective. In this role, MOVIT manages decentralised EU budget funds and enables people to obtain support for various forms of learning mobility in youth work, the strengthening of solidarity at local, national and European levels, and the development of young people's competences. At the same time, it carries out activities for the general development of youth work and non-formal learning, particularly activities whose form and content contribute to strengthening European cooperation in the field of youth. Publishing is also an important part of MOVIT's work. It has produced some foundational works for the development of youth work, particularly learning mobility in youth work.

In addition to its role as the national agency, MOVIT also operates Eurodesk, a free information service of the European Commission that provides European information for young people. It is intended both for young people themselves and for people who encounter young people and their questions in their everyday work—advisers, teachers, youth workers, information officers and others.

Since 2002, the SALTO South East Europe Resource Centre has also operated within MOVIT. By organising training courses and contact seminars and using many other tools, it encourages and supports cooperation with partners from South-East Europe within the Erasmus+: Youth in Action and European Solidarity Corps programmes. It is supported in this work by networks of trainers and accreditors, as well as contact points in South-East European countries.

As business operations today are inevitably connected with the processing of personal data, one of our commitments is to respect the privacy of our employees and associates, as well as

participants and other individuals, and to protect their personal data. We undertake to handle the personal data collected in accordance with 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 (GDPR), and with national legislation governing this field (Personal Data Protection Act—ZVOP-2).

MOVIT acts as a personal data controller when it processes personal data in the course of its activities and for its own purposes, including implementing programmes; organising events, workshops, training courses and individual consultations; managing the institute's human resources, financial, administrative and other business matters; and fulfilling the institute's statutory and other obligations.

The SALTO unit for South-East Europe also operates within MOVIT. It organises events either independently or jointly with other agencies in EU/EEA Member States and Western Balkan countries. Eurodesk also operates within MOVIT, collecting and providing young people with information about opportunities and mobility, and developing competences through its network of Eurodesk partners in Slovenia.

For the implementation of the Erasmus+: Youth and European Solidarity Corps programmes, MOVIT processes individuals' personal data as a processor on behalf of the controller, which is the European Commission, Directorate-General for Education, Youth, Sport and Culture, Unit B.4—Erasmus+ Programme Coordination.

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

The institute strives to ensure a high level of personal data protection as an integral part of responsible, transparent and trustworthy operations. Personal data protection includes respecting individuals' privacy and dignity, processing personal data lawfully, fairly and transparently, and ensuring its security across all of the institute's activities and processes.

The institute strives to establish and continuously improve appropriate organisational and technical measures, strengthen employees' awareness and accountability, and develop a culture of personal data protection based on prevention, accountability and trust.

III. PERSONS RESPONSIBLE FOR PERSONAL DATA PROTECTION

The persons responsible for personal data protection at MOVIT are Tinkara Bizjak and Ana Anzeljc. They can be reached by telephone at +386 (0)1 430 47 47 and by email at info@movit.si.

Individuals whose personal data are processed may contact the persons responsible for personal data protection directly with any questions concerning the processing of their personal data and the exercise of their rights under personal data protection legislation.

IV. PURPOSES AND LEGAL BASES FOR THE PROCESSING OF PERSONAL DATA

MOVIT processes individuals' personal data on the basis of, or within the scope of, a statutory legal basis (Article 6(1)(c) of the General Data Protection Regulation (GDPR), Regulation (EU) 2018/1725 (EUDPR), the Personal Data Protection Act (ZVOP-2), and other international agreements, EU legislation and national laws that require MOVIT, in certain cases, to provide individuals' personal data to public authorities (such as the Financial Administration of the Republic of Slovenia (FURS),

various inspectorates, audit firms, etc.) and other controllers (such as the Health Insurance Institute of Slovenia (ZZZS), the Employment Service of Slovenia (ZRSZ) and the Pension and Disability Insurance Institute of Slovenia (ZPIZ)) in order to fulfil its own or their statutory obligations or responsibilities.

1. THE INSTITUTE AS A PERSONAL DATA CONTROLLER

a) Management of the institute's human resources, financial, administrative and other business matters, and fulfilment of the institute's statutory and other obligations:

On the basis of a contract, MOVIT processes the personal data of employees, business and research partners, and other associates who work with MOVIT under one of the forms of employment relationship necessary for entering into and performing the rights and obligations arising from an employment or other contractual relationship.

On the basis of legitimate interests (Article 6(1)(f) of the General Regulation), MOVIT processes personal data to reduce the risk of attacks on its website (to ensure information security and reduce the risk of unauthorised access to important business information, personal data and the information system), and for analytical and statistical purposes.

b) Processing of data in the course of support activities to develop the quality of the Erasmus+ and European Solidarity Corps programmes, and possible other events held as part of the institute's other activities:

On the basis of consent (Article 6(1)(a) of the General Regulation), MOVIT processes personal data submitted in applications to events, workshops, training courses or individual consultations, or possible other events held as part of the institute's other activities, as well as personal data submitted in applications to work as a trainer at these activities.

In this context, the institute processes only the personal data strictly necessary to select participants and trainers, organise the activity and evaluate it.

By registering for activities organised by the institute, an individual agrees that their personal data may be provided, to the extent necessary to organise and carry out the activity, to the institute's contractual partners (see Section V). The institute ensures that personal data are processed in accordance with the applicable personal data protection legislation and that appropriate measures are taken to protect them.

If the activity for which an individual registers takes place in a so-called third country (a country outside the EU and EEA), by registering the individual agrees that, if selected, their data may be provided to contractual partners in that country for the purpose of organising the event (see Section V). The institute ensures that, in such data transfers, it will maintain the same personal data protection standards as those provided for by the GDPR and the EUDPR.

The institute may also occasionally inform individuals who participate in support activities as part of the institute's work about other similar support activities organised by the institute.

In these cases, personal data are processed until consent is withdrawn, within the scope of the personal data, purpose and agreed communication channels permitted by the individual's declaration.

2. THE INSTITUTE AS A PERSONAL DATA PROCESSOR

a) Processing of data in the course of implementing the Erasmus+ and European Solidarity Corps programmes:

In managing the Erasmus+ and European Solidarity Corps programmes, MOVIT processes personal data solely for the purpose of implementing and fulfilling the obligations under the contract between MOVIT and the European Commission, including implementing the grant agreements it concludes with beneficiaries of both programmes.

At the European Commission's instruction, MOVIT processes personal data in this context for the purposes of conducting selection procedures among applicants, managing projects at national level, reporting to the European Commission and ensuring financial oversight of EU funds.

In managing the Erasmus+ and European Solidarity Corps programmes, MOVIT also participates in the RAY Network and provides the research institute with the required personal data for the evaluation of those programmes. To conduct programme analyses, compile statistics and carry out research, MOVIT occasionally concludes cooperation agreements with individual researchers and research institutions. In such cases, they are also contractually bound to uphold high personal data protection standards.

The European Commission ensures the security of personal data processing in this area in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (EUDPR).

In this area, the institute acts solely as a personal data processor on behalf of the controller, which is the European Commission, Directorate-General for Education, Youth, Sport and Culture, Unit B.4—Erasmus+ Programme Coordination. In this capacity, it is bound not only by the General Data Protection Regulation (GDPR) and ZVOP-2, but also, and in particular, by Regulation (EU) 2018/1725 (EUDPR).

More detailed information on the processing and protection of personal data, and on individuals' rights in connection with these activities of the institute, is provided in the Privacy Statement of the controller (European Commission) for the Erasmus+ and European Solidarity Corps programmes.

V. RECIPIENTS OF PERSONAL DATA AND POSSIBLE TRANSFERS OF PERSONAL DATA TO THIRD COUNTRIES

In addition to MOVIT, personal data are processed on its behalf and for its account by its processors, typically internal and external auditors, research and other partners, and providers of IT support for personal data processing. Personal data are also processed by external recipients, namely ZPIZ, ZZZS and other public authorities, where authorised by law.

Individuals' personal data are not transferred to third countries, except for personal data processed in activities organised or co-organised by our organisation internationally through SALTO RC. In such cases, data are transferred outside the EU or the European Economic Area, while the required safeguards and standard contractual clauses are always applied.

VI. INDIVIDUALS' RIGHTS

By submitting a written request to info@movit.si, an individual may request access to, completion, rectification, blocking or restriction of the processing of, or erasure of their personal data; object to the processing of data concerning them; and, where applicable, request data portability.

An individual may withdraw their consent to the processing of personal data, temporarily or permanently, in whole or in part, at any time by submitting a written request to info@movit.si. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent before it was withdrawn.

An individual has the right to lodge a complaint with the Information Commissioner of the Republic of Slovenia if they believe that their personal data are being stored or otherwise processed in breach of the applicable personal data protection legislation.

VII. RETENTION PERIODS FOR PERSONAL DATA

MOVIT will process personal data to the extent necessary to fulfil the purposes of processing and for as long as necessary to achieve the intended purpose.

It therefore processes personal data until the purpose has been fulfilled, or in accordance with the retention policy set out in its internal rules and the limitation periods applicable to obligations that may arise from the processing of such personal data—particularly where processing is necessary in connection with entering into or performing an arrangement or contract—unless a statutory retention period applies. In the latter cases, MOVIT retains the data as required by law.

In Ljubljana, 2. 11. 2026

Uroš Skrinar,
director

Uroš Skrinar
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