

## **PRIVACY POLICY AND TERMS OF USE OF IRSSV DI**

The Social Protection Institute of the Republic of Slovenia respects your privacy and is committed to carefully protecting your personal data. It will not share them with third parties without your consent or use them for purposes other than those for which they were collected or processed.

### **1. Data Controller**

The data controller is the Social Protection Institute of the Republic of Slovenia (abbreviated IRSSV), which operates the deinstitutionalization project (abbreviated DI), located at Tržaška cesta 2, 1000 Ljubljana, email: [irssv@siol.net](mailto:irssv@siol.net).

### **2. Contact Information for the Data Protection Officer**

A Data Protection Officer has been appointed at the Institute and can be reached at telephone number +386 1 2000 250 or via email at [irssv@siol.net](mailto:irssv@siol.net).

### **3. Purpose of Personal Data Processing**

The data controller processes the following categories of personal data for the following purposes:

- **For sending newsletters to individuals who have subscribed:**
  - If you have subscribed to the newsletter, we process your name, surname, and email address for sending newsletters.
- **For responding to your messages when you contact us:**
  - Our website <https://di.irssv.si/kontakt/> contains a contact form through which you can reach us. To successfully establish contact, you must enter your name, surname, email address, and message content. We will respond via the provided email address.

### **4. Legal Basis for Data Collection and Retention Period**

The data controller collects personal data primarily based on the consent of individuals (for the purpose of sending newsletters).

If you are only a visitor to the User's website, we collect data about you only through the use of cookies.

Personal data that the data controller processes based on individual consent is retained until the individual withdraws their consent or until the purpose for which the data was processed is fulfilled (whichever occurs first). The controller will delete such data before withdrawal or fulfillment of the purpose only if required by law.

After the retention period expires, the data controller effectively and permanently deletes or anonymizes personal data so that they can no longer be linked to a specific individual.

Retention periods for specific personal data are more precisely defined in the records of data processing activities.

### **5. Users of Personal Data**

Due to its internal work organization, the data controller entrusts certain tasks related to your data to other persons (contracted processors). Contracted processors may process the entrusted data exclusively on behalf of the data controller, within the limits of their authorization (as defined in a

written contract or other legal act), and in accordance with the purposes specified in this privacy policy or individual contract.

Contracted processors cooperating with the data controller include:

- Accounting services; law firms and other legal service providers
- IT system maintenance providers
- Customer relationship management system providers (e.g., Microsoft)
- Online advertising solution providers (e.g., Google, Facebook)

The data controller will not disclose your personal data to unauthorized third parties.

Contracted processors may only process personal data within the scope of the data controller's instructions and may not use personal data for their own purposes.

In addition to contracted processors, personal data users also include state authorities and institutions (e.g., ZRSZ, ZPIZ, competent ministries, FURS...), as well as public institutions and other legal and natural persons performing social welfare activities under the Social Welfare Act or other users demonstrating a legitimate legal interest, in accordance with applicable regulations.

## **6. Rights of Individuals**

If you have any questions regarding our privacy policy, the processing of your personal data, or the exercise of your rights related to personal data processing, you may contact us. Write to us at Tržaška cesta 2, 1000 Ljubljana, email us at [irssv@siol.net](mailto:irssv@siol.net), or call us at +386 1 2000 250.

In accordance with applicable regulations, you have the right to access, supplement, correct, block or restrict processing, delete personal data, object to the processing of data related to you, and request data portability.

You may withdraw your consent for personal data processing at any time, permanently or temporarily, fully or partially, by submitting a written request to Tržaška cesta 2, Ljubljana, or via email at [irssv@siol.net](mailto:irssv@siol.net), or by calling +386 1 2000 250. Withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal.

We cannot delete personal data that we are required to retain by law until the legally prescribed retention period expires.

You have the right to file a complaint with the Information Commissioner of the Republic of Slovenia (address: Dunajska 22, 1000 Ljubljana, email: [gp.ip@ip-rs.si](mailto:gp.ip@ip-rs.si), phone: +386 1 230 97 30, website: [www.ip-rs.si](http://www.ip-rs.si)) if you believe that your personal data is being collected, stored, or otherwise processed contrary to applicable regulations governing personal data protection.

## **7. Website Cookies**

IRSSV DI uses cookies. These are invisible files temporarily stored on your hard drive. If you leave a comment on our website, you may choose to save your name, email address, and website in cookies. This facilitates faster communication as you will not need to re-enter these details in the future. These cookies last for one year.

If you visit our login page, we will set a temporary cookie to check if your browser accepts cookies. This cookie does not contain personal data and is deleted when you close your browser. Login cookies are deleted upon logout.

If you edit or publish an article, an additional cookie will be stored in your browser, which does not contain personal data and only indicates the ID of the article you just edited. The cookie expires after one day.

## **8. Changes to the Privacy Policy**

The data controller will notify individuals of changes to this Privacy Policy by posting them on its website. If an individual whose personal data is collected and processed by the data controller continues to use the controller's website, services, or remains in a relationship with the controller after the changes, it is considered that they agree to the changes and have been informed about them.

We reserve the right to update the privacy policy. Any changes will be published on this website.

**Ljubljana, 10 March 2025**

Št.: PA-4/2025

The Social Protection Institute  
of the Republic of Slovenia

