

## DETAILS ON THE COLLECTION, STORAGE AND PROCESSING OF PERSONAL DATA

### PERSONAL DATA

Personal data refers to any information relating to a specific individual (respondent) on the basis of which the individual can be directly or indirectly identified: e.g. name, telephone, identification number, location data, online identifiers such as email address, website login details and passwords.

### USE AND RETENTION OF DATA

The website [www.hoseico.com](http://www.hoseico.com) is administered by SEIC Ptuj and is the compliance controller in the context of the GDPR, i.e. the controller decides how your data contained in this questionnaire will be processed and for what purpose. The data collected will be used by the author only for the purpose of the survey and will not be passed on to any third parties. Nor will he/she link the data to other data in his/her possession. The author of the survey will keep the data obtained in the SEIC's records. The data will be kept for as long as necessary to fulfil the purpose of the survey, i.e. 2 years or until your cancellation or deletion.

### DATA PROTECTION

The website administrator will protect the data obtained from unauthorised access, modification, use, collection, storage, processing, disclosure or destruction. Access to the data will be limited to the author of the research and to those who will process the data in order to carry out the purpose of the research.

### ERASURE, ALTERATION OR CONSULTATION OF PERSONAL DATA

The website administrator undertakes to erase, modify or make accessible, upon request of the respondent, the personal data of the respondent. In the event that the controller does not comply with the request, the respondent may contact the supervisory authority for the protection of personal data in the country of the controller.

## GENERAL TERMS AND CONDITIONS: PRIVACY NOTICE

By registering and entering your e-mail address, subscribing to the newsletter, sending an enquiry, filling in a questionnaire or registering for an event or training, you allow the private institution Srednjeevropski izobraževalni center Ptuj, Pot v toplice 9, 2251 Ptuj, to collect and process the personal data you provide. The personal data provided will be processed in accordance with the General Data Protection Regulation and the applicable Personal Data Protection Act.

The official and authorised person of the Institute is Dr. Nataša Artič, who can be contacted at the following e-mail address: [natasa.artic@seic.si](mailto:natasa.artic@seic.si).

### DATA PROCESSING:

We collect your personal data only if it is strictly necessary.

By logging in to [www.hoseico.com](http://www.hoseico.com) or to the newsletter, you agree that we collect the personal data about you that you provided to us when you registered. The personal data we collect is your first name, last name and email address.

If you wish to make an enquiry or register for a seminar, workshop, training or event, we will ask you for your first name, last name, email address, telephone number and company name. We need your personal data to help us respond to your enquiry or to provide you with a quotation for the service you have requested.

### PURPOSE:

We collect personal data in accordance with the purpose for which you have provided it to us. We will not use the personal data you provide for any other purpose.

### LEGAL BASIS:

We collect personal data on the basis of your consent or on the basis of a contract.

### USE OF PERSONAL DATA:

We use personal data solely for the purpose for which you provided it to us.

### STORAGE OF DATA:

We store the personal data you provide to us when you sign up to our newsletter until you cancel. You can withdraw your consent to the processing of your personal data at any time. Withdrawal of consent does not affect the lawfulness of data processing prior to withdrawal. All other personal data is stored in accordance with applicable law in the context of contractual cooperation.

### DISCLOSURE OF PERSONAL DATA:

We will not disclose personal data to third parties and will not publicly disclose it, except to selected contractual partners who are also bound by the General Data Protection Regulation. We will not transfer personal data to a third country or organisation.

### YOUR RIGHTS:

In accordance with the General Data Protection Regulation, you have the right of access to data relating to you, the right to rectification, the right to restriction of processing, the right to erasure and the right to data portability.

You may exercise any of your rights under the GDPR in writing at any time. Please provide your name, surname and email address.

You can send your request by email to: [natasa.artic@seic.si](mailto:natasa.artic@seic.si) or by post to:

SEIC PTUJ CENTRAL EUROPEAN TRAINING CENTRE PTUJ

POT V TOPLICE 9

2251 PTUJ

In the event of a dispute, you have the right to lodge a complaint with the institution and a complaint with the Information Commissioner.

Ptuj, 21.11.2023