

## **PRIVACY NOTICE**

### **Personal data relating to HR activities in the recruitment procedure for employment or traineeships**

The **Bank of Slovenia** ensures the protection of your privacy and ensures that the processing of your personal data will be conducted in line with the principles of fair information practice and applicable legislation on the protection of personal data.

This notice explains how the Bank of Slovenia operates as a data controller and how the personal data of candidates for employment or traineeships are handled in HR activities at the Bank of Slovenia.

### **Collection and use of personal data**

We are entitled to use your personal data for lawful business purposes, in order to carry out the recruitment process.

We are allowed to collect, use and transfer your personal data through automated or manual data processing systems.

During the recruitment process we only collect data that you provide to us or that we obtain from other persons based on your explicit consent. We are allowed to collect your personal data in various ways, e.g.:

- when you contact us by telephone, e-mail or via the HR portal;
- when you reply to job postings;
- when you apply for vacant positions at the Bank of Slovenia;
- when we receive your personal data from third parties, e.g. employment agencies, based on your explicit consent.

### **Categories of personal data and purpose of processing**

We can collect the following types of personal data during the recruitment process:

- identification data (name and surname);
- contact data (solely for purposes of notification during the recruitment process);
- employment applications;
- data on education and work experience and on the candidate's personal qualities;
- results of testing during the recruitment process (e.g. psychometric evaluations, English language proficiency, professional knowledge, etc.);
- CV, cover letter, enclosures (e.g. proofs of meeting conditions, recommendations, etc.);
- references;
- additional education and training;
- interview questionnaires;
- personal interviews and minutes thereof.

### **Sensitive data**

Sensitive personal data are not collected, processed or transferred unless appropriate mechanisms are provided for the protection of privacy and if there is a legal basis for doing so (law, contract, consent, etc.).

### **Conflicts of interest**

We can collect employee data relating to statements of confirmation of conflicts of interest such as name and title and information about any financial or other conflicts, but solely for purposes of confirmation and verification of the requirements for performing work in relation to management, other employees for whom special working conditions are mandated, and their family members.

### **Disclosures/recipients**

At the Bank of Slovenia, access to candidates' personal data is provided only to those persons who require it for the recruitment process.

Access can be obtained via the HR portal or manually during the recruitment process.

The Bank of Slovenia may disclose/forward your personal data for lawful purposes in the following circumstances to:

- subcontractors, tenderers and suppliers (contractual processors) that provide services for purposes of the recruitment process on our behalf;
- any recipient where grounds of urgent necessity are provided, such as in the event of life-threatening circumstances.

When selecting contractual processors, the Bank of Slovenia will carry out a due diligence review and require that they provide adequate technical and organisational security measures to protect candidate data. Data on candidates are disclosed to the contractual processor solely on a valid legal basis (e.g. implementation of contract), which ensures an equally high level of personal data protection and measures for protection of those data at the contractual processor.

We respect your right to object to the use or disclosure of personal data that

- are not required by law,
- are not required in the recruitment process, or
- are not required to satisfy the bank's legal requirements as a potential employer.

If you object, we shall work with you to find a reasonable solution.

# BANKA SLOVENIJE

## EVROSISTEM

### **International transfers**

As a central bank, the Bank of Slovenia is a part of the European System of Central Banks,<sup>1</sup> therefore your personal data may also be transferred outside the Republic of Slovenia during the recruitment process (e.g. for traineeships outside of Slovenia). We will ensure that adequate protections are in place for such transfers, either through the use of contractual agreements or as required by law.

### **Accuracy**

We adopt appropriate measures through which we ensure that personal data are accurate, complete and up-to-date. Please remember that you are also responsible for the accuracy of your personal data.

### **Access and right to data**

You may request at any time that you be notified of your personal data held and accessed by the Bank of Slovenia. You also have the right to check the content and accuracy of the data and to request that the data be amended, updated or erased, and that you have grounds for objecting to its processing. You may exercise that right via the Bank of Slovenia's HR department or the authorised personal data protection officer.

Please remember the following in connection with access to personal data:

- Your ability to access and correct your personal data is not limited to personal data transfers – you have this option regardless of where the personal data are physically located at the Bank of Slovenia.
- Your right of access to personal data may have certain restrictions. Access may be denied in the following cases:
  - repeated requests for access in a short time period, or
  - if the provision of such access or correction would threaten the privacy of other persons or cause the imprudent exposure of sensitive information on the bank.

### **Security**

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<sup>1</sup> The European System of Central Banks (ESCB) comprises the European Central Bank and the national central banks of all EU Member States: Nationale Bank van België/Banque Nationale de Belgique, Bulgarian National Bank, Česká národní banka, Danmarks Nationalbank, Deutsche Bundesbank, Eesti Pank, Bank of Ireland, Bank of Greece, Banco de España, Banque de France, Hrvatska narodna banka, Banca d'Italia, Central Bank of Cyprus, Latvijas Banka, Lietuvos bankas, Banque centrale du Luxembourg, Magyar Nemzeti Bank, Central Bank of Malta, De Nederlandsche Bank, Oesterreichische Nationalbank, Narodowy Bank Polski, Banco de Portugal, Banca Națională a României, Banka Slovenije, Národná banka Slovenska, Suomen Pankki – Finlands Bank, Sveriges Riksbank, and the Bank of England.

# BANKA SLOVENIJE

## EVROSISTEM

The Bank of Slovenia implements security measures to protect personal data against loss, abuse, unauthorised access, disclosure, alteration and destruction. We have adopted technical and organisational measures to protect the information systems in which your personal data are stored, and we require that suppliers and service providers take the same measures, in order to ensure compliance with the GDPR and national data protection legislation, and ensure that they are contractually obliged to protect your personal data.

### **Storage**

If you are not selected during the recruitment process and the Bank of Slovenia does not conclude an employment contract with you, your personal data in connection with your job application will be kept as long as necessary to establish and defend legal claims associated with the rights of the unselected candidate pursuant to the Employment Relationships Act (Article 200 of the ZDR-1).

If the Bank of Slovenia concludes an employment contract with you after the recruitment process, your personal data in connection with your job application will be kept as long as necessary to implement an employment contract or to establish and defend legal claims after the expiry of the contract, unless another storage period is prescribed by law for certain categories of personal data.

### **Handling of reservations with regard to privacy**

If you have any questions regarding this notice or if you think that your personal data are not being handled in accordance with applicable legislation and this notice, you have several options:

- you can contact the HR department;
- you can discuss the matter with the authorised personal data protection officer;
- you can lodge a complaint with the supervisory authority.

### **Contact person for personal data protection at the Bank of Slovenia:**

**Mojca Trstenjak**, Compliance Officer

Internal ext.: 469

E-mail: [VOP@bsi.si](mailto:VOP@bsi.si) or [Mojca.Trstenjak@bsi.si](mailto:Mojca.Trstenjak@bsi.si)

Department and room: Department 1, Room 408

# BANKA SLOVENIJE

## EVROSISTEM

### **Lodging of complaints with the supervisory authority**

In the event that an individual opposes the processing of their personal data, the Bank of Slovenia shall endeavour to achieve a reasonable solution in agreement with the individual.

Irrespective of this, individuals who believe that the Bank of Slovenia is unlawfully processing their personal data may lodge complaints with the Information Commissioner of the Republic of Slovenia pursuant to the Personal Data Protection Act.

Applications to the supervisory authority may be sent by e-mail to [gp.ip@ip-rs.si](mailto:gp.ip@ip-rs.si), or by ordinary post to: **Republika Slovenija, Informacijski pooblaščenec, Zaloška 59, 1000 Ljubljana.**

For more information on the violations reporting procedure visit the website [www.ip-rs.si](http://www.ip-rs.si).