



## Personal Data Protection Statement

Name and surname:	
Employee <sup>1</sup> occupying the post of:	

I, the undersigned, hereby certify that:

- I am acquainted with the nature of the personal data that I collect, edit, modify, store, forward and otherwise process within the scope of my employment;–
- I am acquainted with the contents of the Regulation on Personal Data Protection at the Jožef Stefan Institute as well as with other measures and instructions imposed by the employer and relating to Personal Data Protection;
- I understand the technical and the organizational measures specified in the regulations and the instructions from the previous indent;
- I have been informed that in case of lack of clarity regarding the processing of personal data I may or must be informed thereof in the regulations referred to in the previous indent, available in the offices of the Secretariat during the working hours and published on the Institute website – Internal Acts. I am aware that in case of additional questions I can contact for clarification the DPO - Luka Virag, B. Law;
- I am familiar with the contents of the Personal Data Protection Act<sup>2</sup> and with the General Data Protection Regulation<sup>3</sup> and that by signing this document I undertake to comply with all the provisions relating to personal data protection and processing.

I undertake that with reference to the personal information learned during my work for the employer:

- I will respect the duty of protection and the duty of prohibition of personal data disclosure even after the termination of the Employment Contract and/or contract work, student work, etc.;
- I will collect and process personal data only in accordance with the provisions of the legislation on the personal data protection, with the powers and the instructions granted by the employer as well as in accordance with the purpose of their collection or processing. I will not process personal data for any other purpose;
- I will collect and process personal data only if there is some legal basis for these activities under Article 6 of the General Data Protection Regulation, since the processing of personal data without legal basis is unlawful and may cause material or non-material damage to the employer;
- I will act with due diligence and will avoid any infringements that may cause to the employer the damage invoked in the preceding indent; I will ensure that there will be no deliberate or unintended misuse of personal data or a security incident;
- in the event of suspected personal data misuse or of a security incident invoked in the preceding indent, I will immediately notify the authorized person Luka Virag, B.Law thereof.

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<sup>1</sup> Considered employees shall also be external associates and other persons (grant recipients, pupils, students at practical work and candidates for employment).

<sup>2</sup> Personal Data Protection Act (ZVOP-1), Official Gazette of the Republic of Slovenia, No. 94/2007, along with its modifications and amendments.

<sup>3</sup> Regulation (ES) 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 (hereafter: General Data Protection Regulation).



I, the undersigned, am instructed and I am aware that the disclosure to unauthorized persons of the employer's personal data and business secrets learned during my work or the misuse of such information may constitute the grounds for the termination of the Employment Contract for guilt and is at the same time sanctioned as a criminal offense.

I will bear the liability for damage in the event of material or non-material damage caused to the employer or to third parties due to the violation mentioned above.

Date of signature:

Signature of the employee: