

PROTECTION OF PERSONAL DATA OF JOB APPLICANTS

Below you will find information for job applicants (in accordance with Article 3 of the General Data Protection Regulation (GDPR)) regarding the processing of personal data.

Controller of Personal Data

The controller of personal data of job applicants is the **National Institute of Biology**, Večna pot 121, 1000 Ljubljana, Slovenia.

The Data Protection Officer (DPO), **Assoc. Prof. Dr. Miha Dvojmoč**, can be contacted at the following details:

Email: miha@infocenter.si | Tel: +386 31 692 524

Collection of Personal Data

We obtain your personal data on the basis of your application for an advertised job vacancy, either through a completed electronic form or in written form sent to our address.

Types of Personal Data Processed

The personal data we process may include:

Full name, residential address, work experience (job position, job complexity, type and level of work, period of employment or work performed, employer's name), educational background, data on professional and other examinations passed, foreign language skills, driving licence, competencies, citizenship, assessment of professional qualifications (interview, written test), contact details (telephone number, email address), curriculum vitae, reasons for applying for the position, and other personal data evident from the applicant's submission.

Purpose of Personal Data Processing

Based on the applications received for a vacant position, we assess whether candidates meet the required conditions for the specific job and select the most suitable candidates.

The most suitable candidates are invited to personal interviews and may be asked to take additional skills or knowledge tests.

Depending on the requirements of the position, where personal characteristics are important or decisive for the performance of certain tasks (e.g., communication skills, teamwork ability, leadership skills), some candidates may be referred for psychometric testing by our qualified contractual partner. Such testing is carried out only when necessary, in line with the principle of data minimisation.

Legal Basis for Processing Personal Data

Personal data of job applicants are processed for the purpose of conducting the selection procedure and concluding an employment contract, pursuant to Article 6(1)(b) of the

GDPR and Article 48 of the Employment Relationships Act (ZDR-1). Where processing is required for the fulfilment of the controller's legal obligations (e.g., for ensuring compliance with labour law regulations or maintaining legally required records), it is carried out pursuant to Article 6(1)(c) of the GDPR.

Recipients or Categories of Recipients of Personal Data

Access to personal data in the job applicants' database at the National Institute of Biology is granted to authorised employees of the controller and to our contractual partners (personal data processors), such as providers of online tools and applications supporting automated processing of personal data, as well as psychometric testing service providers.

Transfers of Personal Data to Third Countries

Personal data are not transferred to third countries.

Retention Period of Personal Data

In cases where a candidate is selected and employed, their personal data are included in the employee's personnel file and retained in accordance with statutory retention periods established by labour and archival legislation.

Personal data of unsuccessful candidates, as contained in their applications or other documentation generated during the selection process, are not retained.

Rights of Individuals Regarding Their Personal Data

As individuals included in the recruitment process, you have the following rights under the GDPR:

- The right to access your personal data;
- The right to rectification or supplementation of personal data;
- The right to erasure of personal data where there is no longer a legal basis for their retention or where consent has been withdrawn;
- The right to restriction of processing;
- The right to object – where processing is based on legitimate interests;
- The right to data portability – where processing is based on consent.

The controller will provide information on actions taken in relation to your personal data without undue delay and in any case within one month of receiving your request.

To exercise your rights, you may contact the Data Protection Officer at any time via email at dpo@nib.si.

You also have the right to lodge a complaint regarding the processing of personal data with the **Information Commissioner of the Republic of Slovenia** (www.ip-rs.si).

Obligation to Provide Personal Data and Consequences of Non-provision

If personal data required to demonstrate compliance with the formal requirements for a specific position are not provided, this may result in the candidate not being considered in the selection process.

Information on Automated Decision-Making, Including Profiling

Automated decision-making and/or profiling are not carried out.