

On the basis of Regulation (EU) 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 (General Data Protection Regulation), and in accordance with legal principles governing the protection of personal data, BORZEN, operater trga z elektriko, d. o. o. adopts the following

## **RULES ON PERSONAL DATA PROTECTION**

### **I. GENERAL PROVISIONS**

#### **Article 1 (Subject-matter)**

These Rules regulate in details the rules, principles, security measures and procedures for the processing of personal data of individuals in connection with the operation of the company BORZEN, d.o.o. (hereinafter referred to as the Company).

If an individual issue is not regulated by the Rules, the General Data Protection Regulation and the law governing the protection of personal data are directly applicable.

#### **Article 2 (Definitions)**

**'Personal data'** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

**'Processing'** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

**'Processor'** means any natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

**'Controller'** means any natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the

processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;

**'Consent' of the data subject'** means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;

**'Secure facilities'** means the facilities where a protected personal data storage medium is located, i.e. any document on which personal data is written, any other computer or electronic media, hardware and software;

**'Third party'** means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data;

**'External contractor'** means any legal or natural person who is not under a contract of employment or any other employment contract with the Company and performs individual tasks for the Company under a civil contract and is registered for the provision of such activity (contract processor);

**'Personal data breach'** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed;

**'Statement on the protection of personal data'** is a document signed by an employee whose workplace involves collecting, managing, processing, modifying, storing, transmitting or using personal data or personalised data carriers, which binds the employee's undertaking to professional secrecy and warns the employee of the consequences of the breach of the undertaking;

**'Records of the processing of personal data'** means a register in which any output, transmission and access of the Company's data to third parties is recorded and is intended to ensure the legality of the treatment of personal data;

**'Records of personal data breach'** means a register in which any personal data breach, its effects and adopted corrective actions are recorded and is intended to ensure the legality of the treatment of personal data;

**'Record of processing activities'** means a record for information purposes only which is intended to inform the data subject about the data on the controller, the legal basis for the processing of personal data, the nature and purpose of the processing

of personal data, the storage period and other information for exercising the rights of the data subject;

**'Statement on the consent to the processing of personal data'** means a statement by the data subject in which he or she agrees to the processing of personal data and is acquainted with all the information referred to in Articles 12, 13 and 14 of the General Data Protection Regulation and all the communication referred to in Articles 15-22 and Article 34 of the General Data Protection Regulation.

In the event of non-compliance with the definitions and terms in these Rules and the General Data Protection Regulation, the definitions in accordance with the General Data Protection Regulation shall apply.

### **Article 3 (Principles relating to processing of personal data)**

Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency').

Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation').

Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation').

Personal data shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy and up-to date-status').

Personal data shall be kept in form which permits identification of data subjects for no longer than is necessary for the purposes for the personal data are processed unless another storage period is specified by the law ('storage limitation').

Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity, confidentiality and availability').

The controller and processor shall always be able to demonstrate the compliance of their processing activities in accordance with the preceding paragraphs of this Article and should keep required records in accordance with the law ('liability').

#### **Article 4 (Lawfulness of processing)**

Processing shall be lawful only if and:

- the data subject has given consent to the processing of his or her personal data,
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract,
- processing is necessary for compliance with a legal obligation to which the controller is subject,
- processing is necessary for the protection of the vital interest of the data subject or other natural persons,
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

The processing of personal data for purposes other than those for which personal data were originally collected is permitted only when the processing is not incompatible with the purposes for which personal data were originally collected or when the law so provides.

#### **Article 5 (Statement on the protection of personal data)**

The employees and external staff who process and use personal data in their work shall be familiar with the General Data Protection Regulation, the Personal Data Protection Act and the sectoral legislation governing specific fields of their work and the contents of these Rules.

An employee whose workplace involves collecting, managing, processing, modifying, storing, transmitting or using personal data or personalised data carriers shall sign a statement binding the employee's undertaking to professional secrecy and warning the employee of the consequences of the breach of the undertaking.

The statement on the protection of personal data also contains a provision that the employee's obligation to protect personal data processed or used in his or her work lasts even after the termination of the employment or contractual relationship.

The provision on the obligation to protect personal data referred to in the previous paragraph of this Article shall be incorporated into the agreements with external service providers.

## **Article 6 (Protection measures)**

The protection of personal data covers legal, organisational and appropriate logistical-technical procedures and measures, which shall:

- secure the premises, devices and system software,
- secure the application software for the personal data processing,
- ensure the security of forwarding and transmitting personal data,
- prevent unauthorised persons from accessing personal data processing equipment and its databases,
- administer the so-called clean desk policy in a consistent manner,
- enable the subsequent assessment of when the individual data was entered and used in the database and who entered and used the individual data (for the period for which the individual data is stored).

## **II. SECURITY OF PREMISES**

### **Article 7 (Security of premises during working hours)**

The secure premises shall be protected by organisational, physical and technical measures that prevent unauthorised persons from accessing data.

The access to the premises referred to in the first paragraph of this Article shall be possible and permitted only during working hours. Outside working hours, the access shall be possible and permitted only under authorisation given by the head of the organisational unit.

Keys or other technical access devices (optical cards, digital credentials, etc.) of the secure premises are used and stored in accordance with the Company's security regulations. The keys shall not be left in the door lock on the outside of the door.

Personal data carriers shall not be kept outside the active working spaces or outside the secure premises.

### **Article 8 (Security of premises outside working hours)**

Outside working hours, personal data carriers shall be stored in locked cabinets inside working spaces.

Outside working hours, computers or other hardware on which personal data are processed or stored shall be switched off, physically or programmatically locked, and access to personal data stored on the computer disk shall be encrypted.

### **Article 9 (Preventing access)**

Unauthorised persons are not allowed to enter the secure premises without the presence of an employee from these premises. An employee who works in the secure premises shall conscientiously and attentively monitor the premises and, when leaving the room, do everything to disable access to unauthorised persons.

An employee who uses and processes data in his or her work shall not leave personal data carriers on the desk or expose them to the risk of access from unauthorised persons or employees.

In the premises entered by clients or persons not employed by the Company, at the time of the processing or while working on them, data media and computer displays shall be positioned in such a manner as to prevent any unauthorised view by third parties.

### **Article 10 (Recording of transmission of personal data)**

Employees are not allowed to take personal data carriers outside the Company's premises. The Company may in exceptional cases authorise the transfer of public data media from its premises. After having obtained the consent, the employee shall enter the purpose and reason for the transfer of data into the Records of the processing of personal data, which is kept in the Company's management office. Its administrator is the Data Protection Officer.

The provision of personal data to authorised external institutions and other bodies that prove the legal basis for obtaining personal data is permitted by the Company. The transmission of personal data referred to in the previous sentence shall be recorded in the Records of the processing of personal data, except in cases where the transmission of personal data is the subject of exercising the Company's customer rights. In this latter case, the transmission of personal data is apparent in the case file.

### **Article 11 (Maintenance and repair of equipment)**

The maintenance and repair of computer hardware and other equipment which is used for personal data processing are only allowed provided that they have been authorised by the Company or an authorised person, and may be performed only by authorised services and their maintenance personnel.

The maintainer of the premises and other equipment in the secure premises, business partners and other visitors are allowed to move within the secure premises only in the presence of an employee who is responsible for an individual area.

The employed technical maintenance workers are allowed to move within the secure premises outside working hours and without the presence of the responsible employee, but only if personal data carriers are stored in the way set out in this regulation for the time outside working hours.

### **III. PROTECTION OF SYSTEM AND APPLICATION SOFTWARE EQUIPMENT AND DATA PROCESSED BY COMPUTER EQUIPMENT**

#### **Article 12 (Access to computer software)**

The access to computer software shall be protected in a way which allows access only to authorised employees and workers who provide servicing of computer equipment and software under contract.

#### **Article 13 (Recording of access)**

Correction, modification and complementation of system and application software are allowed only on the basis of the Company's approval and may be carried out only by authorised services and organisations or their employees. The service providers shall properly document all resulting modifications and updates of the system and application software which are also recorded in the Records of the processing of personal data.

The same terms and conditions apply to the storage and protection of the application software as for the other information contained in these Rules.

#### **Article 14 (Supervision of the Data Protection Officer)**

The Data Protection Officer shall ensure that, in the case of servicing, repairing, modifying or updating the system or application software in the event of copying of personal data, the copy is destroyed after it is used for its specific intended purpose.

The Data Protection Officer shall be permanently present during the servicing of the computer equipment and software and shall monitor the procedure in order to avoid any unlawful conduct or misuse of personal data.

In the event of a demonstrated need to repair a computer whose hard disk contains personal data outside the Company's premises and without the supervision of the Data Protection Officer, the data from the computer hard disk shall be deleted in a way that prevents recovery of the data. If such deletion is not possible, the repair shall be carried out at the Company's premises in the presence of the Data Protection Officer.



**Article 15 (Checking and removing computer viruses)**

The contents of the network server disks and local workstations on which personal data are located shall be checked on a daily basis according to the presence of computer viruses. In the event of a computer virus, everything possible shall be done to eliminate the virus with the help of experts and to determine the cause of the virus.

All data and software intended for use on the Company's computers and the computerised information system and that arrive to the Company through the media for the transmission of computer data or telecommunication channels shall be checked for computer viruses before use.

**Article 16 (Integration and transmission of software)**

The employees shall not install nor remove the software from the Company's premises without the express permission of the Company.

**Article 17 (Password system)**

The access to data through the application software shall be protected by the system of authorisation passwords and the identification of programme and data users. The authority for assigning, storing and changing passwords is determined by the Data Protection Officer.

**Article 18 (Protection of the personal data databases copies)**

For the purposes of recovering personal data or the computer system after failures or loss of data resulting from some other reasons, the employee who manages personal data databases shall regularly make copies of the contents of personal data or ensure the production of copies through the central system at least on a daily basis.

Computer copies of the contents of personal data databases on floppy disks or other media shall be stored in secured locked cabinets.

**IV. PROTECTION OF CONSIGNMENTS, TELECOMMUNICATION AND E-MAILS****Article 19 (Protection of the flow of personal data)**

Letter consignments containing personal data shall be sent to the addressee either by registered letter, registered post with acknowledgement of receipt or by personal delivery. The transfer of personal data through telecommunication means or other computer media outside the Company shall be protected by procedures and



measures in a manner that prevents unauthorised persons from misappropriation, destruction or unauthorised knowledge of their content.

## **Article 20 (Receipt of consignments)**

An employee who is in charge of receiving and registering mail shall deliver a postal item containing personal data directly to the individual or the department to which the postal item is addressed.

An employee who is in charge of receiving and registering mail shall open and check all postal items and consignments that otherwise arrive at the Company, with the exception of the consignments referred to in the third and fourth paragraphs of this Article.

An employee who is in charge of receiving and registering mail shall not open the consignments addressed to another official body or organisation and are accidentally delivered to the Company's address. The employee shall also not open the consignments that are marked as personal data or whose indications on the envelope indicate that they relate to a competition or a tender.

An employee who is in charge of receiving and registering mail shall not open the consignments addressed to a particular employee and whose indications on the envelope indicate that the consignment shall be delivered personally to the addressee. The employee shall also not open the consignments on which the personal name of a particular employee is mentioned first without the indication of his or her official position, followed by the Company's address.

## **Article 21 (Transmission of consignments)**

Personal data is permitted to be transmitted by means of information, telecommunication and other means only in conducting the procedures and measures that prevent unauthorised persons from misappropriation, destruction and unauthorised knowledge of their contents.

Personal data shall be sent by a registered letter.

The envelope in which the personal data is transmitted shall be made in such a way that it does not allow the contents to be visible under normal light or when the envelope is illuminated by general room lighting. The envelope shall also ensure that the opening of the envelope and being acquainted with its contents cannot be carried out without leaving visible evidence of tampering on the envelope itself.

## **Article 22 (Procedure for the transmission of personal data)**

Personal data kept in the Company's personal data databases may be transmitted to other natural or legal persons or public sector entities solely on the basis of the request that results from the applicable legal basis for the acquisition of data and the merits of the application in accordance with the law governing the protection of personal data.

The transmission of personal data from the Company's personal data databases to other natural or legal persons or public sector entities shall be recorded in the Records of the processing of personal data.

The controller of personal data, unless otherwise provided by the law, provides the applicant with the required personal data no later than fifteen (15) days after the receipt of the applicant's complete application or within that time limit informs the applicant in writing of the reasons why he or she will not provide the applicant with the required personal data.

For each transmission of personal data, the controller provides the possibility of a subsequent conclusion regarding which personal data have been transmitted, to whom, when and on what basis, for what purpose or reason or for what purpose of a particular procedure, unless another law on the transmission of individual types of data provides otherwise.

## **V. EXTERNAL CONTRACTORS AND THIRD PARTIES**

### **Article 23 (Data processing by processors)**

The controller shall only cooperate with those processors who provide sufficient guarantees that they will undertake appropriate technical and organisational measures to ensure compliance of the received processing tasks with the General Data Protection Regulation, the law governing the protection of personal data or other regulation governing the protection of personal data.

Without the prior written permission of the controller, the processor shall not include other processor in the processing procedure, whereby the controller specifically assesses whether the inclusion of an additional processor may affect the risk of processing personal data.

The processing of personal data by the processor shall be governed by contractual basis or other arrangement or by an explicit legal authorisation, which binds the processor to the controller.

### **Article 24 (Contract with external providers)**

A written contract is concluded with any external legal or natural person performing individual tasks relating to the collection, processing, storage or transmission of personal data.

The contract shall also prescribe the conditions and measures for ensuring the protection of personal data and their insurance, in particular relating to the external providers who maintain hardware and software and who manufacture and install new hardware or software.

### **Article 25 (Ensuring the protection of personal data)**

External legal or natural persons shall provide services for the processing of personal data only in the context of the client's authority and shall not process or otherwise use the data for any other purpose.

An external service provider that provides services to the Company outside social space shall at least follow the same strict method of protecting personal data as provided for in these Rules.

### **Article 26 (Third Parties)**

The provisions of this Chapter shall also apply, mutatis mutandis, to third parties other than external contractors.

## **VI. RIGHTS OF THE DATA SUBJECT**

### **Article 27 (Right to rectification)**

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

### **Article 28 (Right to erasure)**

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay when the following grounds apply:

- the personal data are no longer necessary in relation to the purposes for which they were collected;
- the data subject withdraws consent on which the processing is based;
- the enforcement of a final decision by the Information Commissioner.

Where the controller has made the personal data public and is obliged pursuant to the first paragraph of this Article to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to or copy or replication of those personal data.

More specific criteria on the right to erasure are directly applicable under the General Data Protection Regulation.

### **Article 29 (Right to data portability)**

The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where:

- the processing is based on consent or contractual basis;
- the processing is carried out by automated means.

In exercising his or her right to data portability pursuant to the first paragraph of this Article, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

The exercise of the right referred to in the first paragraph of this Article shall be without prejudice to Article 27 of these Rules. That right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The right referred to in the first paragraph of this Article shall not adversely affect the rights and freedoms of others.

### **Article 30 (Right to restriction of processing and notification obligation)**

The data subject shall have the right to obtain from the controller restriction of processing where one of the cases, specified in the General Data Protection Regulation, applies.

Where processing has been restricted under the first paragraph of this Article, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

A data subject who has obtained restriction of processing pursuant to the first paragraph of this Article shall be informed by the controller before the restriction of processing is lifted.

The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with the previous Articles of this Chapter and the General Data Protection Regulation, unless this proves impossible or involves disproportionate effort.

The controller shall inform the data subject about those recipients if the data subject requests it.

## **Article 31 (Right to object)**

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to the processing of personal data concerning him or her, including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

## **VII. ENFORCEMENT PROCEDURES**

### **Article 32 (Records of personal data)**

The Company maintains a record of the categories of personal data held by the controller or the processor. The types of personal data databases maintained by the Company are set out in the Records of personal data, which are annexed to these Rules.

The Records of personal data shall, in particular, include the following information:

- the legal basis for the managing and processing of personal data;
- the categories of data subjects;
- the purpose of the processing;
- the storage period;
- the restrictions on the rights of individuals with regard to personal data in the personal data collection;

- the categories of personal data;
- the users of personal data contained in the personal data collection;
- the information on related personal data collections from official records and public registers;
- the information on whether personal data are transferred to third countries.

## **Article 33 (Providing transparent information)**

By publishing these Rules on the Company's website [www.borzen.si](http://www.borzen.si), the data subject, whose processing of personal data is founded on a legal basis, contractual basis or legitimate interest, shall be notified and informed of the rights to which he or she is entitled under these Rules, the law governing the protection of personal data and the General Data Protection Regulation.

## **Article 34 (Requirement of the protection of personal data)**

Every employee is obliged to provide assistance to customers in facilitating the exercise of their data protection rights. An informal application is also considered to be a request for the protection of personal data if the application is, according to its content, intended for the exercise of the rights to the protection of personal data.

Pursuant to Articles 15-22 of the General Data Protection Regulation, the request for the exercise of rights shall be filed in writing or by making a statement recorded with the data controller.

Upon receiving the data subject's request, the controller, if it is contained in the request, shall acknowledge receipt of the request in writing or through another medium. If due to the filing procedure of the request the above mentioned is not possible, the controller sends the confirmation in writing to the data subject within seven working days of receipt of the request.

The controller shall provide information on action taken on a request to the data subject without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

If the controller does not comply with the request in accordance with the preceding paragraph, the request shall be deemed to have been rejected.

The decision or written notice shall provide reasons for any refusal to comply with the request and information on the possibility to lodge a complaint.

The provisions of the General Data Protection Regulation and the law governing the protection of personal data are directly applicable in the decision-making process on the request for the protection of personal data.

## **Article 35 (Judicial protection of individual rights)**

Where a data subject considers that his or her rights under the General Data Protection Regulation, the law governing the protection of personal data or these Rules are infringed, he or she should have the right to seek judicial protection in accordance with the law governing obligations, before the competent court regulating civil procedure.

The procedure laid down in this Article is necessary and a priority.

## **VIII. HANDLING PROCEDURE IN THE EVENT OF PERSONAL DATA BREACH**

### **Article 36 (Notification to the Information Commissioner)**

In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the Information Commissioner in accordance with Article 33 of the General Data Protection Regulation, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.

Immediately after the detected personal data breach, the controller or processor shall secure the logs and other information which may identify the facts regarding the breach and submit them at the request to the Information Commissioner.

The notification referred to in the first paragraph of this Article shall at least:

- describe the nature of the personal data breach including where possible, the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
- communicate the name and contact details of the data protection officer or other contact point where more information can be obtained;
- describe the likely consequences of the personal data breach;
- describe the measures taken or proposed to be taken by the controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.

Where, and in so far as, it is not possible to provide the information at the same time, the information may be provided in phases without undue further delay.



The controller shall document any personal data breaches, comprising the facts relating to the personal data breach, its effects and the remedial action taken in the Records of personal data breach. That documentation shall enable the Information Commissioner to verify compliance with this Article.

### **Article 37 (Notification to controller)**

When the Company as a processor obtains personal data from the controller, it shall notify the controller without undue delay after becoming aware of a personal data breach.

### **Article 38 (Notification to data subject)**

When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the controller shall communicate the personal data breach to the data subject without undue delay in accordance with the second paragraph of Article 34 of the General Data Protection Regulation.

The communication to the data subject referred to in the first paragraph of this Article shall describe in clear and plain language the nature of the personal data breach and contain at least the information and measures referred to in the second, third and fourth points in the second paragraph of Article 36 of these Rules.

The communication to the data subject shall not be required if any of the conditions from the General Data Protection Regulation are met.

### **Article 39 (Internal notification)**

An employee who detects personal data breach is obliged to inform the Data Protection Officer, the head of his or her department and the general manager of the Company about the breach without undue delay.

## **IX. STORAGE PERIOD AND ERASURE OF PERSONAL DATA**

### **Article 40 (Storage period)**

The storage period of personal data shall be limited in order to ensure compliance with the specific purpose of the processing of personal data for the shortest possible period and only as long as the storage period is necessary in order to achieve the purpose of the processing for which personal data were collected and further processed, unless the law determines the storage period for individual processing procedures.

After the need for the processing of personal data has ceased, the data and personal data carriers shall be deleted or destroyed.

## **Article 41 (Erasure of personal data)**

Pursuant to Article 28 of these Rules, the General Data Protection Regulation and the law governing the protection of personal data, the erasure of personal data on computer media shall be carried out in accordance with the procedure and method which prevents the recovery of the deleted data.

Personal data contained in traditional media (e.g. documents, files, registers, lists) shall be erased by destroying the data carriers. The carriers shall be physically destroyed under the supervision of the Data Protection Officer by either shredding the paper or handing it over to the industrial processing.

The ancillary documents or computer products and templates containing personal data shall be destroyed or erased with diligence and care, provided for by these Rules for the erasure of personal data which are kept in databases or on individual data carriers.

## **X. TRANSFERS OF PERSONAL DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS**

### **Article 42 (Third countries or international organisations)**

Any transfer of personal data which are undergoing processing or are intended for processing after transfer to a third country or to an international organisation shall take place only if, subject to the other provisions of the General Data Protection Regulation, the conditions laid down in this Chapter are complied with by the controller and processor, including for onward transfers of personal data from the third country or an international organisation to another third country or to another international organisation.

A transfer of personal data to a third country or an international organisation may take place where the European Commission has decided that the third country, a territory or one or more specified sectors within that third country, or the international organisation in question ensures an adequate level of protection. Such a transfer shall not require any specific authorisation by the Information Commissioner.

In the absence of a decision by the European Commission, a controller or processor may transfer personal data to a third country or an international organisation only if the controller or processor has provided appropriate safeguards, and on condition

that enforceable data subject rights and effective legal remedies for data subjects are available.

## **XI. LIABILITY AND IMPLEMENTATION OF PERSONAL DATA PROTECTION MEASURES**

### **Article 43 (Data protection impact assessment)**

Where a type of processing in particular using new technologies, and taking into account the nature, scope, context and purposes of the processing, is likely to result in a high risk to the rights and freedoms of natural persons, the controller shall, prior to the processing, carry out an assessment of the impact of the envisaged processing operations on the protection of personal data. A single assessment may address a set of similar processing operations that present similar high risks. The controller shall seek the advice of the Data Protection Officer.

The Company shall consult the Information Commissioner prior to processing where a data protection impact assessment under the first paragraph of this Article indicates that the processing would result in a high risk in the absence of measures taken by the controller to mitigate the risk.

### **Article 44 (Liability)**

Everyone is obliged to implement provisions on the protection of personal data, in particular the controllers and processor of the personal data databases, other employees and external service providers.

Any person who has suffered material or non-material damage as a result of an infringement of the General Data Protection Regulation shall have the right to receive compensation from the controller or processor for the damage suffered.

Notwithstanding the provision from the second paragraph of this Article, the provision of civil and labour law shall apply to the direct liability for damages and the rules on indemnity claims.

### **Article 45 (Data Protection Officer)**

The Company shall designate a Data Protection Officer on the basis of professional qualities and, in particular, expert knowledge of data protection law and practices and the ability to fulfil the tasks.

The Data Protection Officer shall be responsible for the implementation of the provision of the General Data Protection Regulation, the Personal Data Protection Act and these Rules.

The appointment of the Data Protection Officer shall be the subject of a decision by the Company's general manager. The general manager shall also appoint the Deputy Data Protection Officer, who shall perform the tasks specified in these Rules during the absence of the Data Protection Officer.

## **Article 46 (Tasks of the Data Protection Officer)**

The Data Protection Officer shall have at least the following tasks:

- to inform and advise the controller or the processor and the employees who carry out processing of their obligations pursuant to the General Data Protection Regulation and to other Union or Member State data protection provisions;
- to monitor compliance with the General Data Protection Regulation, with other Union or Member State data protection provisions and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations and the related audits;
- to provide advice where requested as regards the data protection impact assessment and monitor its performance;
- to cooperate with the supervisory authority;
- to act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation and to consult, where appropriate, with regard to any other matter.

The Data Protection Officer shall in the performance of his or her tasks have due regard to the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing.

## **XII. MEASURES TAKEN IN THE EVENT OF MISUSE OF PERSONAL DATA OR PERSONAL DATA DATABASES BREACH**

### **Article 47 (Supervision and penalties)**

The Company is obliged to take appropriate action against the person who has prevented or disrupted the proper working of the Data Protection Officer, has misused personal data or has committed an authorised breach into the personal data databases as referred to in the above Article.

If there is a suspicion that a breach into the personal data database is committed with the intention and purpose of misusing personal data or using them in contrary to the purposes for which they have been collected or if the misuse of personal data has already occurred, the Company shall report the breach and the abuse to law enforcement authorities. This provision shall be without prejudice to the duties of individuals and the Company referred to in Chapter VIII of these Rules.

The abuse or suspicion of the misuse of personal data kept in personal data databases by persons other than the Company's employees shall be notified to the competent authorities.

### **XIII. TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 48 (Contractual provision on the obligation to protect personal data)**

The provision on the obligation to protect personal data referred to in the third paragraph of Article 5 of these Rules shall be meaningfully incorporated into contracts with external service providers by 25 October 2018 at the latest.

#### **Article 49 (Amendments of Annexes to the Rules)**

The Annexes to these Rules are an integral part of the Rules and shall be amended in the course of each change in the factual basis and/or when legislation is amended. The amendments shall be published on the Company's website and shall enter into force on the day following their publication.

#### **Article 50 (Termination of the Act on the Protection of Personal Data)**

On the day these Rules enter into force, the Act on Personal Data Protection of 17 January 2007 shall be terminated.

#### **Article 51 (Publication and entry into force of the Rules)**

These Rules shall be published on the Company's website and shall enter into force on the day following its publication.

Ljubljana, 16 May 2018

BORZEN, d.o.o.  
Karol Peter Peršolja, PhD  
General Manager

## Annexes:

- Records of processing activities
- Statement on the protection of personal data
- Statement on the consent to the processing of personal data
- Records of the processing of personal data
- Records of personal data breach

**RECORDS OF PROCESSING ACTIVITIES (FOR PUBLIC RELEASE)****1. RECORDS OF PERSONAL DATA – ENERGY DIVISION (MARKET OPERATOR)**

<b>Name of the personal data collection</b>	Records of personal data – Energy Division (Market Operator)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"><li>▪ Energy Act (Official Gazette of the Republic of Slovenia, No. 17/14 and 81/15);</li><li>▪ Regulation of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency;</li><li>▪ Commission Implementing Regulation (EU) No. 1348/2014 of 17 December 2014;</li><li>▪ Contractual basis.</li></ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"><li>▪ Employees/representatives/authorised persons of the Balance Group Responsible Party (only those who are involved in the process of entering the Balance Scheme and recording of contracts: closed contracts, operational forecasts and imbalance settlement);</li><li>▪ Employees/representatives/authorised persons of the Balance Subgroup Responsible Party (only those who are involved in the process of entering the Balance Scheme and imbalance settlement);</li><li>▪ Employees/representatives/authorised persons of the Market Participants who concluded a contract for the implementation of the RRM - REMIT services (only those who are involved in the reporting process or the approach for the implementation of the RRM - REMIT services).</li></ul>
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number (stationary and mobile), e-mail address.
<b>Purpose of processing personal data</b>	Personal data are processed for the purposes of implementing the core activities of Borzen, i.e. the management of the Balance Scheme (BS), recording of closed contracts (CC) and operational



	forecasts (OF), imbalance settlement (IS) and implementation of the RRM - REMIT services as described in the table below.
<b>Storage period of personal data</b>	<ul style="list-style-type: none"> <li>▪ For the purposes of carrying out the core activities of the Market Operator (management of the BS, recording of CC and OF, IS): BS - permanent storage period, BS records - archival material, IS - 10 years after the end of validity, balancing market - permanent or archival material;</li> <li>▪ For the purposes of implementing the RRM - REMIT activities: 10 or 15 years after the end of validity, RRM records - archival material.</li> </ul>
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	<p>The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database which is located on the EIS computer system is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for the subsequent assessment of when the individual data was used or entered in the database and who used it</p>

	<p>or entered it, for the period for which the individual data is stored.</p> <p>The personal data database which is located on a special computer system intended for the recording of closed contracts and operational forecasts (VR5) is protected by a system of passwords for the authorisation and authentication with a personal digital certificate. The event recording system also allows for the subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>The personal data database which is located on a special computer system for the implementation of the RRM - REMIT services is protected by a system of passwords for the authorisation and authentication with a personal digital certificate. The audit trail also allows for the subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database are locked in cabinets outside working hours.</p>
<p><b>Information on related personal data collections from official records and public registers</b></p>	<p>Personal data do not relate to official records and public registers.</p>
<p><b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b></p>	<p>Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a>.</p>

**List of personal data:**

Indication of personal data (PD)	Source of personal data (where PD is located)	Purpose of personal data (why and in relation to what PD is used)	Controller / Processor
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<i>E-mail address</i>	MDM, IBIS, e-mail client	For information purposes, communication	Controller
<i>Name and surname, telephone number</i>	MDM, IBIS, e-mail client	For information purposes, communication	Controller
<i>Name and surname, telephone number, e-mail address</i>	MDM	For information purposes regarding the changes of the rules, for information purposes regarding the BS imbalances, communication regarding the recording of CC and OF	Controller
<i>Name and surname</i>	Balancing agreement, Agreement on the method of invoicing, Irrevocable authorisation, Statement regarding the conclusion of a compensation agreement: in paper form at the Market Operator office and on the EIS computer system	Indication of the responsible party in the Balancing agreement and accompanying documentation	Controller
<i>Name and surname, telephone number, e-mail address</i>	Application for the Balance Group/Subgroup Responsible Party: in paper form at the Market Operator office and on the EIS computer system	For information purposes regarding the changes of the rules, for information purposes regarding the BS imbalances, for information purposes regarding the status of the BS entry process, communication regarding the recording of CC and OF	Controller
<i>Name and surname, telephone number, e-mail address</i>	EIS computer system	For information purposes regarding the submitted VR registration certificate, for information purposes regarding the BS imbalances, communication regarding the recording of CC and OF	Controller
<i>Name and surname, telephone number, e-mail address</i>	E-mail client	For information purposes regarding the BS imbalances, communication regarding the recording of CC and OF	Controller
<i>Name and surname</i>	Membership contract on the balancing market: in paper form at the Market Operator office	Indication of the responsible party in the Balancing agreement and accompanying documentation	Controller
<i>Name and surname, telephone number, e-mail address</i>	Application for the entry on the balancing market: EIS computer system	For information purposes regarding the changes of the rules on the balancing market	Controller

<i>Name and surname, telephone number, e-mail address</i>	REMIT application and REMIT agreement: in paper form at the Market Operator office and on the EIS computer system	Information required for the preparation and execution of the REMIT contract	Controller
<i>Name and surname, telephone number, e-mail address</i>	MDM, Application for the issue of a certificate: in paper form at the Market Operator office and on the EIS computer system	Issuing of certificates, for information purposes regarding the matters related to the RRM activity	Controller
<i>Name and surname, e-mail address</i>	REMIT reporting application	Managing users in the application	Controller
<i>Name and surname, e-mail address</i>	Application for recording of closed contracts (VR5)	Managing users in the application	Controller

## 2. RECORDS OF PERSONAL DATA – ENERGY DIVISION (CENTRE FOR SUPPORT)

<b>Name of the personal data collection</b>	Records of personal data – Energy Division (Centre for Support)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"> <li>▪ Energy Act (Official Gazette of the Republic of Slovenia, No. 17/14 and 81/15);</li> <li>▪ Contractual basis.</li> </ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"> <li>▪ Support Scheme members;</li> <li>▪ Energy companies;</li> <li>▪ CP auction participants;</li> <li>▪ Beneficiaries for RES and CHP reductions (web portal: <a href="http://olajsave.borzen.si">olajsave.borzen.si</a>);</li> <li>▪ Business partners.</li> </ul>
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number, e-mail address, name of the organisation, post, title (PhD, MA/MSc), postal address
<b>Purpose of processing personal data</b>	Personal data is processed for the purposes of internal (employees) and external (business partners, suppliers, service providers) communication as described in the table below.
<b>Storage period of personal data</b>	<ul style="list-style-type: none"> <li>▪ For the purposes of implementing the Support Scheme: permanent storage or 15 years after the end of validity, CP</li> </ul>

	<p>records - archival material;</p> <ul style="list-style-type: none"> <li>▪ For the purposes of implementing the CP auction: 10 years after the end of validity;</li> <li>▪ For the purposes of the “Reductions” portal: permanent storage or 15 years after the end of validity;</li> <li>▪ For the purposes of the Guarantees of Origin Registry: permanent storage or 15 years after the end of validity;</li> <li>▪ For the purposes of the CP web portal: permanent storage or 15 years after the end of validity.</li> </ul>
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	<p>The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database, which is located on the EIS computer system, is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for a subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data</p>

	<p>is stored.</p> <p>The personal data database which is located on a special computer system (CP web portal) is protected by the system of passwords. The event recording system also allows for the subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>The personal data database which is located on a special computer system (Guarantees of Origin Registry) is protected by the system of passwords and digital credentials.</p> <p>The personal data database which is located on a special computer system for conducting the ADA-TS auctions is protected by the system of passwords and digital credentials.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database are locked in cabinets outside working hours.</p>
<p><b>Information on related personal data collections from official records and public registers</b></p>	<p>Personal data do not relate to official records and public registers.</p>
<p><b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b></p>	<p>The authorised person for the protection of personal data is Janko Recer, e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a>.</p>

**List of personal data:**

Indication of personal data (PD)	Source of personal data (where PD is located)	Purpose of personal data (why and in relation to what PD is used)	Controller / Processor
<p><i>Name and surname, e-mail address, telephone number,</i></p>	<p>Application, agreement, DMS, MDM, CP web portal, e-mail</p>	<p>Implementation of the Support Scheme; conducting the customer satisfaction analysis; sending the e-</p>	<p>Controller</p>

<i>mobile telephone number</i>	client	newsletter; implementation of the IO 351 project <sup>1</sup>	
<i>Name and surname, telephone number, e-mail address</i>	DMS	Business partners related to the implementation of the Support Scheme	Controller
<i>Name and surname, telephone number, e-mail address</i>	E-mail client	Business partners related to the implementation of the Support Scheme	Controller
<i>Name and surname, telephone number, e-mail address</i>	Guarantees of Origin Registry	Use of the Guarantees of Origin Registry	Controller
<i>Name and surname, e-mail address, telephone number, mobile telephone number</i>	MDM	CP web portal	Controller
<i>Name and surname, e-mail address, telephone number, fax number, mobile telephone number</i>	DMS, e-mail client, ADA-TS computer application	Annual CP auctions	Controller
<i>Name and surname, telephone number, e-mail address</i>	Application, e-mail client	Web portal "Reductions"	Controller
<i>Name and surname, e-mail address, telephone number, mobile telephone number</i>	DMS, e-mail client, MDM	Contract administration	Controller

### 3. RECORDS OF PERSONAL DATA – ECONOMY DIVISION (FINANCE AND ACCOUNTING)

<b>Name of the personal data collection</b>	Records of personal data – Economy Division (Finance and Accounting)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"> <li>▪ Energy Act (Official Gazette of the Republic of Slovenia, No. 17/14 and 81/15);</li> <li>▪ Regulation of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency;</li> </ul>

<sup>1</sup> In accordance with Article 351 of the Slovenian Energy Act (EA-1), Borzen performs a variety of activities in the field of information awareness, raising public awareness and training on the efficient use of energy and renewable energy sources.



	<ul style="list-style-type: none"> <li>▪ Commission Implementing Regulation (EU) No. 1348/2014 of 17 December 2014;</li> <li>▪ Employment Relationship Act (Employment Relationship Act (Official Gazette of the Republic of Slovenia No. 21/13, 78/13 - corr., 47/15 - Employment and Work of Aliens Act, 33/16 - Act Amending the Maritime Code, 52/16 and 15/17 - decision of the Constitutional Court);</li> <li>▪ Contractual basis.</li> </ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"> <li>▪ Balance Group responsible party;</li> <li>▪ Balance Subgroup responsible party;</li> <li>▪ Market participants who have a concluded RRM - REMIT contract;</li> <li>▪ Centre for support members;</li> <li>▪ Energy exchange participants;</li> <li>▪ Employees, members of the Company's supervisory board (salaries and other benefits).</li> </ul>
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number, e-mail address, Personal identification number (for remuneration), tax number (for remuneration)
<b>Purpose of processing personal data</b>	<p>Personal data are processed for the following purposes of implementing:</p> <ul style="list-style-type: none"> <li>▪ BS (imbalance settlement, request for financial covers and execution of payments);</li> <li>▪ RRM - REMIT services (invoicing);</li> <li>▪ CP (execution of payments);</li> <li>▪ Energy exchange (execution of payments, request for financial covers);</li> <li>▪ Employees, members of the Company's supervisory board (salaries and other benefits).</li> </ul>
<b>Storage period of personal data</b>	<ul style="list-style-type: none"> <li>▪ Issued and received invoices regarding the imbalance settlement: 10 years from the date of issue;</li> <li>▪ Issued and received invoices regarding the RRM - REMIT services: 10 years from the date of issue;</li> <li>▪ Issued and received invoices regarding the CP: 10 years from</li> </ul>

	<p>the receipt;</p> <ul style="list-style-type: none"> <li>▪ Clearing services: 2 years from the date of signing / creating the document;</li> <li>▪ Payroll preparation: permanent storage, other income: 10 years from the date of issue.</li> </ul>
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	<p>The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database, which is located on the EIS, SAOP, INAR and ISOB computer system, is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for a subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p>

	Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs, which relate to the database, are locked in metal refractory cabinets outside working hours.
<b>Information on related personal data collections from official records and public registers</b>	Personal data do not relate to official records and public registers.
<b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b>	Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a> .

### List of personal data:

<b>Indication of personal data (PD)</b>	<b>Source of personal data (where PD is located)</b>	<b>Purpose of personal data (why and in relation to what PD is used)</b>	<b>Controller / Processor</b>
<i>Name and surname, e-mail address, telephone number</i>	DMS	Information about business partners, imbalance settlement, bank	Controller
<i>Name and surname, e-mail address, telephone number</i>	DMS	Business partner contact information (ISOB)	Controller
<i>Name and surname, e-mail address, telephone number</i>	DMS	Contacts for communications with business partners	Controller
<i>Name and surname, tax number, personal identification number, postal address</i>	SAOP	Payroll preparation and other benefits, preparing reports in this regard	Controller
<i>Name and surname, e-mail address, telephone number, tax number</i>	DMS	CP	Controller
<i>Name and surname, e-mail address</i>	E-mail client	CP	Controller

### 4. RECORDS OF PERSONAL DATA – ECONOMY DIVISION (PUBLIC RELATIONS)

<b>Name of the personal data collection</b>	Records of personal data – Economy Division (Public Relations)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia

<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"> <li>▪ Contractual basis;</li> <li>▪ Statement on the consent to the processing of personal data.</li> </ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"> <li>▪ Business partners;</li> <li>▪ Energy companies and associations, local energy agencies, etc.;</li> <li>▪ Educational institutions;</li> <li>▪ Libraries;</li> <li>▪ General public (e-newsletter subscribers, invited guests and participants at the conferences, competitions, etc.).</li> </ul>
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number, e-mail address, name of the organisation, post, title (PhD, MA/MSc), postal address
<b>Purpose of processing personal data</b>	Personal data is processed for the purposes of internal (employees) and external (business partners, suppliers, service providers) communication as described in the table below.
<b>Storage period of personal data</b>	The data shall only be stored and used for as long as it is necessary to achieve the purpose for which the data were processed. After completing the purpose of processing, the controller shall ensure that personal data will be deleted and that the access to the collected personal data shall be blocked.
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the

	<p>alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database, which is located on the EIS computer system, is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for a subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database are locked in cabinets outside working hours.</p>
<b>Information on related personal data collections from official records and public registers</b>	Personal data do not relate to official records and public registers.
<b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b>	Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a> .

## List of personal data:

<b>Indication of personal data (PD)</b>	<b>Source of personal data (where PD is located)</b>	<b>Purpose of personal data (why and in relation to what PD is used)</b>	<b>Controller / Processor</b>
<i>Name and surname, e-mail address, telephone number, name of the company, postal address, job title</i>	E-mail client	Contacts for communication: sending out the Company's annual reports, ordering services and sending inquiries, external service providers	Controller
<i>Name and surname, telephone number, e-mail address, name of the organisation</i>	E-mail client, DMS (IO 351 project)	For information purposes regarding events, sending out news, promotional materials and information	Controller
<i>Name and surname, e-mail</i>	Website	E-newsletter subscribers	Controller

<i>address</i>			
<i>Name and surname, e-mail address, name of the organisation, telephone number, postal address</i>	DMS	Applicants of different calls	Controller

## 5. RECORDS OF PERSONAL DATA – GENERAL AFFAIRS (LEGAL DEPARTMENT)

<b>Name of the personal data collection</b>	Records of personal data – General Affairs (Legal Department)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"> <li>▪ General Administrative Procedure Act (Official Gazette of the Republic of Slovenia No. 24/06 - official consolidated text, 105/06 - Administrative Dispute Act, 126/07, 65/08, 8/10 and 82/13);</li> <li>▪ Contractual basis.</li> </ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"> <li>▪ Clients or counterparties in legal proceedings or in proceedings in which Borzen acts as a body of first instance;</li> <li>▪ Assignors or assignees of claims (contact information).</li> </ul>
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number, e-mail address, name of the production unit.
<b>Purpose of processing personal data</b>	Personal data is processed for the purposes of administering judicial/administrative procedures and processing of the assignment agreements as described in the table below.
<b>Storage period of personal data</b>	<ul style="list-style-type: none"> <li>▪ Legal proceedings: permanent storage or archival material;</li> <li>▪ Assignment agreements: 10 years after the end of validity;</li> <li>▪ Decisions - Public Information, decisions - Reduction of the reduced RES/CHP contribution: permanent storage.</li> </ul>
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.

<p><b>General description of personal data protection</b></p>	<p>The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database, which is located on the EIS computer system, is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for a subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database are locked in cabinets outside working hours.</p>
<p><b>Information on related personal data collections from official records and public registers</b></p>	<p>Personal data do not relate to official records and public registers.</p>
<p><b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b></p>	<p>Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a>.</p>

**List of personal data:**

Indication of personal data	Source of personal data	Purpose of personal data (why and in relation to	Controller /
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(PD)	(where PD is located)	what PD is used)	Processor
<i>Name and surname, telephone number, e-mail address</i>	MDM, e-mail client	Conclusion and implementation of the CP contract (contact information of the support beneficiaries)	Controller
<i>Name and surname, postal address, e-mail address</i>	DMS (Legal and human resources)	When Borzen acts as a party/counterparty/garnishee in court proceedings or acts as a body of first instance (decisions - Public Information, decisions - Reduction of the reduced RES/CHP contribution)	Controller
<i>Name and surname, telephone number, e-mail address, name of production plant, bank account number</i>	DMS (Finance and accounting – Assignment agreements)	Processing of assignment agreements	Controller

## 6. RECORDS OF PERSONAL DATA – GENERAL AFFAIRS (HR DEPARTMENT)

<b>Name of the personal data collection</b>	Records of personal data – General Affairs (HR Department)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"> <li>▪ Employment Relationship Act (Official Gazette of the Republic of Slovenia No. 21/13, 78/13 - corr., 47/15 - Employment and Work of Aliens Act, 33/16 - Act Amending the Maritime Code, 52/16 and 15/17 - decision of the Constitutional Court);</li> <li>▪ Labour and Social Security Registers Act (Official Gazette of the Republic of Slovenia No. 40/06).</li> </ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"> <li>▪ Employees;</li> <li>▪ Pupils and students.</li> </ul>
<b>Types of personal data in the personal data collection</b>	<p>A) Employee records:</p> <ul style="list-style-type: none"> <li>▪ Information about the employee (name and surname, date and place of birth, personal identification number, tax number, bank account number, permanent and temporary residence address, education, salary scale, family member's name and surname, family member's birth date, family member's permanent and temporary residence address);</li> <li>▪ Information about the pupil/student (name and surname, date of birth, permanent residence address, education);</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Information about the employment contract (date of conclusion, date of commencement of employment, type of the employment contract, reason for concluding the employment contract, reason for concluding the fixed-term employment contract, employee's occupation, professional qualifications, post title, number of hours per week of regular working hours, place where the employee performs his or her work, non-compete clause);</li> <li>▪ Information about the termination of the employment contract (date of termination of the employment contract, manner in which the employment contract was terminated);</li> </ul> <p>B) Records of labour costs:</p> <ul style="list-style-type: none"> <li>▪ Information about salaries and wage compensations;</li> <li>▪ Information about other labour costs;</li> <li>▪ Information about statutory social security contribution for an individual employee;</li> </ul> <p>C) Records of the employee's use of working ours (name and surname, personal identification number, information about working hours - arrival-departure, information about the overtime hours);</p> <p>D) Records of the employee's missions and education (name and surname, job title, permanent address, duration of the event, provider/partner, route, task, departure and arrival time, registration fee, type of transport – passenger car license number, names of the accompanying passengers, reimbursed costs);</p> <p>E) Records of the medical examinations (name and surname, date of birth, personal identification number, job title, permanent address, education, work equipment, subjects of the work, personal protective equipment, special health requirements, date of examination, information whether the employee meet the health requirements for the post);</p> <p>F) Records of occupational safety training (name and surname, date of birth, job title, date of passing the examination).</p>
<p><b>Purpose of processing personal data</b></p>	<p>Personal data is processed for the purposes of concluding the employment relationship, the data are then processed internally and externally (e.g. external training providers, medical examinations,</p>

	etc.).
<b>Storage period of personal data</b>	<ul style="list-style-type: none"> <li>▪ Employee records: archival material;</li> <li>▪ Documents related to the commencement and termination of the employment: 10 years after the end of validity;</li> <li>▪ Contracts and annexes: permanent storage and archival material;</li> <li>▪ Occupational safety: permanent storage;</li> <li>▪ Travel order: 10 years from the creation of the document;</li> <li>▪ Other HR documents: permanent storage.</li> </ul>
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	<p>The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database, which is located on the EIS, SAOP and KIS computer system, is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for a subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the</p>

	<p>individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database are locked in cabinets outside working hours.</p>
<b>Information on related personal data collections from official records and public registers</b>	Personal data do not relate to official records and public registers.
<b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b>	Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a> .

## List of personal data:

<b>Indication of personal data (PD)</b>	<b>Source of personal data (where PD is located)</b>	<b>Purpose of personal data (why and in relation to what PD is used)</b>	<b>Controller / Processor</b>
<i>Name and surname, date of birth, personal identification number, tax number, telephone number (work), e-mail address (work), address of permanent and temporary residence, education</i>	MDM, SAOP, KIS	Employment relationship (contract)	Controller
<i>Bank account number</i>	SAOP	Employment relationship (contract)	Controller
<i>Salary scale</i>	SAOP, KIS	Employment relationship (contract)	Controller
<i>Family member's name and surname, family member's birth date, family member's permanent and temporary residence address</i>	SAOP	Employment relationship (contract)	Controller
<i>Name and surname of the pupil/student, birth date, permanent address</i>	SAOP	Temporary work	Controller

## 7. RECORDS OF PERSONAL DATA – GENERAL AFFAIRS (FRONT OFFICE)

<b>Name of the personal data collection</b>	Records of personal data – General Affairs (Front Office)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"> <li>▪ Employment Relationship Act (Official Gazette of the Republic of Slovenia No. 21/13, 78/13 - corr., 47/15 - Employment and Work of Aliens Act, 33/16 - Act Amending the Maritime Code, 52/16 and 15/17 - decision of the Constitutional Court);</li> <li>▪ Statement on the consent to the processing of personal data;</li> <li>▪ Contractual basis.</li> </ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"> <li>▪ Employees;</li> <li>▪ Business partners.</li> </ul>
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number, e-mail address, job title.
<b>Purpose of processing personal data</b>	Personal data is processed for the purposes of internal (employees) and external (business partners, suppliers, service providers) communication as described in the table below.
<b>Storage period of personal data</b>	The data shall only be stored and used for as long as it is necessary to achieve the purpose for which the data were processed. After completing the purpose of processing, the controller shall ensure that personal data will be deleted and that the access to the collected personal data shall be blocked.
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the

	<p>employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database which is located on the EIS computer system is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for the subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database are locked in cabinets outside working hours.</p>
<p><b>Information on related personal data collections from official records and public registers</b></p>	<p>Personal data do not relate to official records and public registers.</p>
<p><b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b></p>	<p>Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a>.</p>

**List of personal data:**

Indication of personal data (PD)	Source of personal data (where PD is located)	Purpose of personal data (why and in relation to what PD is used)	Controller / Processor
<i>Name and surname, e-mail address, telephone number, name of the company</i>	DMS (Legal and human resources)	Information concerning the contact person of the contractor/external service provider	Controller
<i>Name and surname, e-mail</i>	E-mail client	Contacts for communication	Controller

<i>address, telephone number, name of the company</i>			
<i>Name and surname, telephone number, job title</i>	Front office	Contacts for communication	Controller
<i>Name and surname, telephone number, name of the company</i>	Front office	Contacts for communication and procurement of goods and services	Controller
<i>Name and surname, telephone number, name of the company/organisation</i>	DMS (Front office)	Contacts for communication (organisation of meetings, procurement of goods and services)	Controller
<i>Name and surname, telephone number, mobile telephone number</i>	DMS (Legal and human resources)	Telephone directory of the employees (communication, forwarding of the external calls)	Controller

## 8. RECORDS OF PERSONAL DATA – GENERAL AFFAIRS (IT DEPARTMENT)

<b>Name of the personal data collection</b>	Records of personal data – General Affairs (IT Department)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	Contractual basis.
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	<ul style="list-style-type: none"> <li>▪ Employees;</li> <li>▪ Business partners.</li> </ul>
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number (stationary and mobile), e-mail address, name of the company, IM, period of leave.
<b>Purpose of processing personal data</b>	Personal data is processed for communication purposes with business partners and the implementation of internal processes as described in the table below.
<b>Storage period of personal data</b>	<ul style="list-style-type: none"> <li>▪ List of software and hardware and other assets: archival material;</li> <li>▪ Contracts (external service providers): 10 years.</li> </ul>
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156,

<b>personal data collection</b>	1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	<p>The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database which is located on the EIS computer system is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for the subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database are locked in cabinets outside working hours.</p>
<b>Information on related personal data collections from official records and public registers</b>	Personal data do not relate to official records and public registers.
<b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b>	Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a> .

## List of personal data:

Indication of personal data (PD)	Source of personal data (where PD is located)	Purpose of personal data (why and in relation to what PD is used)	Controller / Processor
<i>Name and surname, e-mail address, telephone number (occasionally, not in all contracts)</i>	DMS (Legal and human resources – Contracts)	For the implementation of contractual obligations	Controller
<i>Name and surname, e-mail address, telephone number</i>	DMS (IT Department)	For the performance of maintenance	Controller
<i>Name and surname, assets</i>	DMS (IT Department)	List of loaned assets, list of laptops	Controller
<i>Name and surname, period of leave</i>	DMS (IT Department)	Period of absence and leave	Controller
<i>Name and surname, telephone number, e-mail address, name of the company, IM</i>	E-mail client	Contacts for communication	Controller

## 9. RECORDS OF PERSONAL DATA – MANAGEMENT (PROJECT OFFICE)

<b>Name of the personal data collection</b>	Records of personal data – Management (Project Office)
<b>Information about the personal data controller</b>	Borzen, operater trga z elektriko, d. o. o., Dunajska cesta 156, 1000 Ljubljana, Slovenia
<b>Legal basis for the processing of personal data</b>	<ul style="list-style-type: none"> <li>▪ Public Procurement Act (Official Gazette of the Republic of Slovenia No. 91/15);</li> <li>▪ Contractual basis.</li> </ul>
<b>Categories of individuals to whom the personal data, stored in the collection, refer</b>	Contractors.
<b>Types of personal data in the personal data collection</b>	Name and surname, telephone number (stationary and mobile), e-mail address.
<b>Purpose of processing personal data</b>	Personal data are processed for the purposes of public procurement and the implementation of contractual obligations.
<b>Storage period of personal data</b>	<ul style="list-style-type: none"> <li>▪ Tender documentation: 10 or 20 years;</li> <li>▪ Supply documentation: 10 or 20 years;</li> <li>▪ Contracts: 10 years;</li> <li>▪ Real estate contracts: 20 years;</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Public procurement records: archival material.</li> </ul>
<b>Restrictions on the rights of individuals with regard to personal data in the personal data collection and the legal basis of the restrictions</b>	There are no restrictions on individuals' rights.
<b>Users or categories of users of personal data contained in the personal data collection</b>	The user of personal data is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia.
<b>The fact whether personal data are transferred to a third country (where, to whom) and the legal basis of the transfer</b>	Personal data is not transferred to third countries.
<b>General description of personal data protection</b>	<p>The premises where the personal data carriers, connected with the personal data database and computer equipment used for the processing of personal data, are stored shall be locked outside working hours. They shall also be locked in the absence of the employees who work in these premises. In addition, the premises shall also be protected by the alarm system outside working hours. The entrance to the building and the corridors shall also be protected by a security guard and video surveillance system at all times. The system space in which the data is located shall be protected by the alarm system and the access shall be restricted to authorised persons only.</p> <p>The personal data database, which is located on the EIS computer system, is protected by the system of passwords for the authorisation and identification of programme and data users. The event recording system also allows for a subsequent assessment of when the individual data was used or entered in the database and who used it or entered it, for the period for which the individual data is stored.</p> <p>Personal data may only be processed by persons who have the right to access personal data in order to execute their work assignments.</p> <p>Paper carriers of personal data, which serve to enter personal data into a computerised database, outputs of data from a computer database, magnetic tapes and optical discs referring to a database</p>

	are locked in cabinets outside working hours.
<b>Information on related personal data collections from official records and public registers</b>	Personal data do not relate to official records and public registers.
<b>Information on the representative referred to in the third paragraph of Article 5 of the Personal Data Protection Act</b>	Data Protection Officer: Janko Recer; e-mail: <a href="mailto:jani.recer@borzen.si">jani.recer@borzen.si</a> .

**List of personal data:**

<b>Indication of personal data (PD)</b>	<b>Source of personal data (where PD is located)</b>	<b>Purpose of personal data (why and in relation to what PD is used)</b>	<b>Controller / Processor</b>
<i>Name and surname, e-mail address, telephone number (occasionally, not in all contracts)</i>	DMS (Legal and human resources – Contracts)	For the implementation of contractual obligations	Controller
<i>Name and surname, e-mail address, telephone number (occasionally, not in all contracts)</i>	DMS (Procurement)	For the implementation of contractual obligations	Controller

**STATEMENT ON THE PROTECTION OF PERSONAL DATA**

I, the undersigned, \_\_\_\_\_, hereby declare that I am aware of the Regulation (EU) 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 (General Data Protection Regulation), the law governing the protection of personal data and the sectoral legislation regulating the specific area of their work and the content of the Rules on the protection of personal data of \_\_\_\_\_. I am aware that the personal and other information that I entered into contact at the employer cannot be communicated to unauthorised third parties and that I am obliged to keep and protect them even after the termination of the employment relationship, and that in this regard it is irrelevant whether I have obtained the information due to the performance of work or accidentally. I understand that in the event that I leave the office or working space, I shall take care of the adequate security of computer equipment, media, documents and data, so that the access by unauthorised persons is prevented.

I am aware that the violation of the protection of personal and other data may constitute grounds for the termination of the employment contract, damage liability and criminal responsibility.

Ljubljana, \_\_\_\_\_  
Date

\_\_\_\_\_  
Name and surname

\_\_\_\_\_  
Signature

## STATEMENT ON THE CONSENT TO THE PROCESSING OF PERSONAL DATA

The data subject agrees that his or her personal information: name, surname, e-mail address, telephone number (other information - shall be added) are used for the following purposes:

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The data subject is aware that:

- the data shall only be stored and used for as long as it is necessary to achieve the purpose for which the data were processed; after completing the purpose of processing, the controller shall ensure that personal data will be deleted and that the access to the collected personal data shall be blocked;
- the controller and data user is Borzen, d.o.o., Dunajska cesta 156, 1000 Ljubljana, Slovenia, e-mail address: [info@borzen.si](mailto:info@borzen.si);
- personal data shall only be used for the abovementioned purposes and shall not be transmitted to third parties, third countries or international organisations;
- the Data Protection Officer is Janko Recer; e-mail: [jani.recer@borzen.si](mailto:jani.recer@borzen.si);
- in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter referred to as the General Data Protection Regulation) and the law governing the protection of personal data, the data subject has the following rights:
  - the right to have your personal data corrected if they are inaccurate;
  - the right to achieve permanent erasure of your personal data in certain situations provided by the regulations;
  - the right to receive information as to which of your personal data has the Company acquired and the right that the Company transmits those data to another controller at your request;
  - the right to restrict the processing of your personal data in the manner provided for by the measures of the General Data Protection Regulation;
  - the right that the Company informs you without undue delay of any violation of your rights;
  - the right to withdraw your consent at any time if you have entrusted the Company with your personal data with consent.

You can exercise the abovementioned rights by contacting the Company with a request for the protection of personal data. We shall provide information on action taken on your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

You have the right to file an appeal or a written notice against the decision on your rights to the Information Commissioner within fifteen (15) days of the receipt of the notice or decision by the controller. You also have the right to appeal due to the controller's implied refusal decision.

The rights and procedures for exercising the rights of the data subject are defined in the Rules on the protection of personal data, which are available on the Company's website [www.borzen.si](http://www.borzen.si).

**RECORDS OF THE PROCESSING OF PERSONAL DATA**

<b>Information about the person<sup>1</sup> and signature of the authorised person</b>	<b>Legal basis for obtaining the requested personal data</b>	<b>Purpose of processing personal data or reasons that demonstrate the need and suitability of personal data to achieve the purpose of consent</b>	<b>Subject and number or some other identification of the matter</b>	<b>Types of personal data to be transmitted</b>	<b>Form and method of obtaining personal data</b>

<sup>1</sup> For a natural person: personal name, business address or address of permanent or temporary residence;

For a sole trader: an individual performing self-employed activity;

For a legal person: name or business name, address or registered office, registration number.





Borzen, operater trga z elektriko, d. o. o.

The data controller is Borzen, d.o.o.

The Data Protection Officer is Janko Recer, e-mail address: [jani.recer@borzen.si](mailto:jani.recer@borzen.si).