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Datum: 17. 2. 2026

## Privacy Policy

The purpose of this Privacy Policy is to inform citizens, associates and employees, as well as other persons (hereinafter: the "individual") who cooperate with the Municipality of Solčava (hereinafter: the "Municipality"), about the purposes and legal bases, security measures, and the rights of individuals regarding the processing of personal data carried out by our Municipality.

**We value your privacy and therefore always handle your data with due care.**

We process personal data in accordance with European legislation (Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter: the "General Regulation")), applicable Slovenian personal data protection legislation, and other laws that provide us with a legal basis for processing personal data.

This Privacy Policy contains information on how our Municipality, as the controller, processes personal data received from individuals on the basis of legal grounds.

### 1) Controller

The controller of personal data is:

*Občina Solčava*  
*Solčava 29, 3335 Solčava*  
*email: [obcina@solcava.si](mailto:obcina@solcava.si)*  
*phone: 03 839 27 50*

### 2) Data Protection Officer

In accordance with Article 37 of the General Regulation, we have appointed the following company as our Data Protection Officer:

*DATAINFO.SI, d.o.o.*  
*Tržaška cesta 37c, SI-2000 Maribor*  
*[www.datainfo.si](http://www.datainfo.si)*  
*Email: [dpo@datainfo.si](mailto:dpo@datainfo.si)*  
*Phone: +386 (0) 2 620 4 300*

### 3) Personal Data

Personal data means any information relating to an identified or identifiable individual; an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, online



identifier, or by reference to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

#### **4) Purposes and Legal Bases for Data Processing**

The Municipality collects and processes your personal data on the following legal bases:

- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary for the performance of a contract to which the individual is a party, or in order to take steps at the request of the individual prior to entering into a contract;
- processing is necessary for the purposes of legitimate interests pursued by the controller or a third party;
- the individual has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary in order to protect the vital interests of the individual or another natural person.

##### **4.1) Compliance with a Legal Obligation**

The Municipality may process certain personal data on the basis of statutory provisions. The primary law governing various types of processing for the performance of public tasks is the Local Self-Government Act. Other laws under which your data are processed include, for example: the Housing Act, the Spatial Planning Act, the Exercise of Rights from Public Funds Act, the Minor Offences Act, the Health Care and Health Insurance Act, etc.

All applicable regulations in the field of local self-government are available on the website of the competent ministry:

<https://www.gov.si/drzavni-organi/ministrstva/ministrstvo-za-javno-upravo/zakonodaja/>.

Based on legal obligations, the Municipality mainly processes the following types of personal data: name and surname, gender, date and place of birth, personal identification number (EMŠO), permanent or temporary residence address, data on vehicles, data on real estate, etc., as prescribed by legislation. In limited cases, personal data may also be processed on the basis of public interest.

##### **4.2) Performance of a Contract**

When an individual enters into a contract with the Municipality, such contract constitutes the legal basis for the processing of personal data. Personal data must be processed for the conclusion and performance of the contract. If the individual does not provide personal data, the Municipality cannot conclude the contract, nor can it perform services or deliver goods or other products under the contract, as it would lack the necessary data. In accordance with the Electronic Communications Act, we may inform contractual partners about content, services, and products. The individual may at any time request termination of such communication and processing of personal data and unsubscribe via the link in the received message or by sending a request by email or regular mail to the Municipality.



#### **4.3) Legitimate Interest**

As a public authority, the Municipality may exceptionally rely on legitimate interest when performing tasks within its competence, particularly when carrying out activities of a market nature. This is not permitted where such interests are overridden by the interests or fundamental rights and freedoms of the individual. When relying on legitimate interest, the Municipality always carries out an assessment in accordance with the General Regulation.

We may occasionally inform individuals about events, training sessions, and other content via email, telephone, or regular mail. The individual may at any time request termination of such communication as described above.

#### **4.4) Processing Based on Consent**

If the Municipality does not have a legal basis under law, contract, or legitimate interest, it may request the individual's consent. With consent, the Municipality may process certain personal data for the following purposes:

- residence address and email address for notification and communication purposes;
- photographs, video recordings, and other content relating to the individual (e.g., publication of images on the Municipality's website) for documenting activities and informing the public;
- other purposes agreed to by the individual.
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The individual may withdraw consent at any time by email or regular mail. Withdrawal does not affect the lawfulness of processing based on consent prior to its withdrawal.

#### **4.5) Protection of Vital Interests**

The Municipality may process personal data where necessary to protect the vital interests of the individual or another person. In urgent cases, this may include verifying identity documents, checking internal databases, reviewing medical history, or contacting relatives, without the individual's consent if strictly necessary.

#### **5) Method of Obtaining Personal Data**

When an individual submits an application to the Municipality to obtain permits or exercise rights within the Municipality's competence, the Municipality obtains the personal data specified in the application in accordance with applicable legislation. If the individual is asked to provide additional data (e.g., telephone number or email address) for easier communication and notification, this is specifically indicated in the application.

In the performance of public tasks and on the basis of the submitted application, the Municipality may also obtain the individual's personal data from other sources, such as: the electronic records of the Ministry of the Interior – the Central Population Register (e-CRP), and the central records of the Ministry of Labour, Family and Social Affairs for the implementation of the Exercise of Rights from Public Funds Act.



The Municipality also obtains personal data through the video surveillance system when you visit the Municipality's premises. Likewise, data may be collected through an individual's visit to the Municipality's website, for example when submitting questions, opinions, or initiatives related to the Municipality via contact forms.

#### **6) Retention and Deletion of Personal Data**

The Municipality will retain personal data only for as long as necessary to fulfil the purpose for which the personal data were collected and processed. Where the Municipality processes data on the basis of law, it will retain them for the period prescribed by law. In this context, some data are retained for the duration of cooperation with the Municipality, while certain data must be retained permanently.

Personal data processed by the Municipality on the basis of a contractual relationship with an individual are retained for the period necessary to perform the contract and for an additional six (6) years after its termination, except where a dispute arises between the individual and the Municipality in connection with the contract. In such cases, the Municipality retains the data for ten (10) years after the final court judgment, arbitration decision, or judicial settlement, or, if no court proceedings took place, for five (5) years from the date of amicable settlement of the dispute.

Personal data processed on the basis of the individual's consent or legitimate interest will be retained until the consent is withdrawn or a request for deletion is submitted. Upon receipt of a withdrawal or deletion request, the data will be deleted no later than within fifteen (15) days. The Municipality may also delete such data prior to withdrawal where the purpose of processing has been achieved or where required by law.

Exceptionally, the Municipality may refuse a request for deletion on the grounds set out in the General Regulation, such as: the exercise of the right to freedom of expression and information; compliance with a legal obligation; reasons of public interest in the area of public health; archiving purposes in the public interest; scientific or historical research purposes or statistical purposes; or the establishment, exercise, or defence of legal claims.

After the expiry of the retention period, the Municipality must effectively and permanently delete or anonymize personal data so that they can no longer be associated with a specific individual.

#### **7) Contractual Processing and Data Transfers**

The Municipality may entrust certain processing operations to contractual processors on the basis of written agreements. Processors may process personal data exclusively on behalf of the controller and within the limits of its authorization.

Processors typically include:

- accounting service providers and legal/business advisors;
- infrastructure and security maintenance providers (e.g., video surveillance);
- IT system maintenance providers;



- email service providers and software/cloud service providers (e.g., Microsoft, Google);
- social media and online advertising providers (e.g., Google, Facebook, Instagram).

For the purpose of ensuring better oversight and control of contractual processors and proper regulation of contractual relationships, the organization maintains a register of contractual processors, listing all specific processors with whom the organization cooperates.

Under no circumstances will the Municipality disclose an individual's personal data to unauthorized third parties. Contractual processors may process personal data solely within the scope of the Municipality's instructions and may not use the personal data for any other purposes.

The Municipality, as the controller, and its employees do not transfer personal data to third countries (outside the member states of the European Economic Area – EU Member States as well as Iceland, Norway and Liechtenstein) or to international organizations, except to the United States. In such cases, relationships with contractual processors in the United States are governed by standard contractual clauses (template contracts adopted by the European Commission) and/or binding corporate rules (adopted by the organization and approved by supervisory authorities in the EU).

#### **8) Cookies**

The Municipality's website uses cookies. More information is available at: <https://www.solcava.si/Cookies>

#### **9) Data Security and Accuracy**

The Municipality ensures information security and the security of its infrastructure (premises and application/system software). Our information systems are protected, among other measures, by antivirus software and firewalls. We have implemented appropriate organizational and technical security measures designed to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access, and against other unlawful or unauthorized forms of processing. When transmitting special categories of personal data, they are sent in encrypted form and protected by a password.

Individuals are responsible for ensuring that they provide their personal data securely and that the data provided are accurate and reliable. The Municipality will strive to ensure that the personal data it processes are accurate and, where necessary, kept up to date, and may occasionally contact the individual to verify the accuracy of the personal data.

#### **10) Rights of Individuals**

In accordance with the General Regulation, individuals have the following rights regarding the protection of personal data:



- they may request information as to whether we process their personal data and, if so, which data we process, on what legal basis, and for what purposes;
- they may request access to their personal data, enabling them to receive a copy of the personal data held by the Municipality and to verify whether the Municipality processes them lawfully;
- they may request the rectification of personal data, such as the correction of incomplete or inaccurate personal data;
- they may request the deletion of their personal data where there is no reason for further processing or where they exercise their right to object to further processing;
- they may object to further processing of personal data where the Municipality relies on legitimate business interest (including the legitimate interest of a third party), where there are grounds relating to the individual's particular situation; the individual also has the right to object at any time where personal data are processed for direct marketing purposes;
- they may request the restriction of processing of their personal data, which means the suspension of processing, for example if they wish the Municipality to verify the accuracy of the data or the grounds for further processing;
- they may request the transfer of their personal data in a structured electronic format to another controller, where this is possible and technically feasible;
- they may withdraw the consent given for the collection, processing, and transfer of their personal data for a specific purpose; upon receiving notice of withdrawal, the Municipality will cease processing the personal data for the originally specified purposes, unless it has another lawful legal basis for doing so.

If an individual wishes to exercise any of the above rights, they may submit a request by email to the Municipality's official email address or by regular mail to the Municipality's address. The Municipality will respond to requests relating to individual rights without undue delay and, in any event, within one month of receiving the request. If, taking into account the complexity and number of requests, this period needs to be extended (by no more than two additional months), the individual will be informed accordingly.

Access to personal data and the exercise of rights are free of charge. However, the Municipality may charge a reasonable fee if a request is manifestly unfounded or excessive, particularly if it is repetitive. In such cases, the Municipality may also refuse the request.

When exercising these rights, the Municipality may request certain additional information from the individual to confirm their identity. This is a security measure to ensure that personal data are not disclosed to unauthorized persons.

When exercising these rights, or if the individual believes that their rights have been violated, they may seek protection or assistance from the supervisory authority, the Information Commissioner of the Republic of Slovenia, at: <https://www.ip-rs.si/>.



If an individual has any questions regarding the processing of their personal data, they may contact the Municipality at any time by email or by regular mail to the Municipality's address.

**11) Publication of Changes**

Any changes to this Privacy Policy will be published on the Municipality's website: [www.solcava.si](http://www.solcava.si). By using the website, the individual confirms acceptance of this Privacy Policy.

**MUNICIPALITY OF SOLČAVA**

Katarina Prelesnik, Mayor

