

TERMS AND CONDITIONS

1. GENERAL PROVISIONS

The owner of the websites and the domains “izo.si”, “sustainaware.net”, “odtis.si”, “okolje-zdravje.si”, “vplivnez.si” (hereinafter referred to as the Website) is the Inštitut za zdravje in okolje, Gregorčičeva ulica 7, 1000 Ljubljana; registration number: 7085184 (hereinafter referred to as the Institute).

The Ecological Footprint Calculator integrated to the website www.odtis.si, www.sustainaware.net and www.izo.si is a third-party website, owned and managed by the Global Footprint Network. The Institute is not the controller of the data the visitor submits while visiting and using the Ecological Footprint Calculator and by using the calculator the visitor agrees with the terms and conditions and privacy policy of the Global Footprint Network.

The use of the Website (browsing, opening links, reading content and the like) and the use of web applications on the Website (web browsing, use of forms, use, uploading and downloading of documents in web applications and the like) shall be considered as the consent of the website visitor that they agree with these Terms and Conditions. If you do not agree to these terms of use as a visitor to the Website, please do not use the Website.

We reserve the right to change these Terms and Conditions at any time without notice by posting a new version on the Website. The version of the Terms and Conditions is evident from the date of their last modification, which is recorded at the bottom of these Terms.

These General Terms and Conditions apply to the entire site and all of its individual parts, such as sections, sub-pages or applications integrated on the website, unless expressly provided otherwise for each part.

2. WEBSITE'S CONTENT AND APPLICATIONS

Articles, news, notifications, texts and other content published on the Website (hereinafter referred to as Content) and applications running on the Website have been designed to best serve non-governmental organizations (hereinafter NGOs) and other visitors to the Website to provide useful content to facilitate their work. In doing so, we make every effort to maintain the accuracy and correctness of this information and content and the proper functioning of the applications by maintaining the Website.

The website mainly publishes content from the fields of our activities as defined in the Institute's Founding Act, information on activities and events, initiatives and actions of NGOs, policies and measures concerning NGOs and other information relevant to NGOs and civil society.

We reserve the right to modify, add or remove content or applications on the Website without notice, and we accept no liability for any consequences of such changes.

Links to other organizations or people's websites are also posted on the website. The operation of these sites and their content cannot be influenced by the Institute and therefore we accept no responsibility for the accuracy of the information and content published there.

3. WEBSITE AND NEWSLETTER'S DESIGN

The content on the Institute's website (www.izo.si) and its projects (okolje-zdravje.si, odtis.si, sustainaware.net, vplivnez.si) and the newsletter (or electronic news) are transmitted via email and contain content from the fields of activities of the Institute, inform about activities and events, initiatives and actions of non-governmental organizations (NGOs) at national and international levels, on policies, programs and actions at national, EU and international level, on the opportunities for

individuals and NGOs to be involved in projects and other opportunities. They may also include invitations to participate in campaigns, events, surveys and other initiatives, as well as marketing content in terms of offers for various products or services. In doing so, we only publish content that is directly or indirectly related to our fields of work and the non-governmental sector.

On the website and in the newsletter (or electronic news), we also publish content that is submitted to the Institute by other NGOs, notably organizations we collaborate with. We review such news before posting or emailing and, where necessary, shortening, proofreading or otherwise editing to be consistent with the overall image of the Website, the manner in which the content is posted on the Website or in the Newsletter. Such content is the responsibility of the organization that provided the information.

In the event that information obtained from other sources is published on the website or in the electronic newsletter, the source must be indicated or we inform about this by posting a link to the source.

We reserve the right not to publish content obtained by other organizations or persons on the Website and not include it in the newsletter if we deem it irrelevant to the recipients of our newsletters. We also do not publish content that is offensive, encourages hate speech against any groups or individuals, or we believe that posting it could be in violation of the Constitution or law. We also do not post on our website or in the newsletter propaganda or other invitations to payable events organized by other entities, unless the event is intended for individuals and/or NGOs or we consider that the event may be of interest to individuals and/or NGOs despite its payability. The Institute is fully autonomous in assessing whether content is relevant or interesting to the aforementioned parties.

We reserve the right not to post information about paid services and products that are or may be in competition with the Institute's products or activities on the Website or newsletter.

4. LIMITATION OF LIABILITY IN USING THE WEBSITE AND APPLICATIONS

Website visitors use the website, its parts, content and applications that run on the website solely at their own risk.

The Institute assumes no responsibility in the event that any relevant information or other content posted on the World Wide Web or forwarded to the Institute for publication is overlooked.

The Institute assumes no liability whatsoever for the accuracy and correctness of the information and content posted on the Website, assumes no liability for modification of previously published information or content, and assumes no responsibility for any damage that may result from the use of the information or content posted there.

The Institute is not responsible for any damages resulting from the use of web applications on the site, nor does it guarantee the performance of the applications. In no event shall the Institute be liable for any damages arising from the use or inability to use the applications, including damages from lost revenue or expected profit, loss or impairment of reputation, loss of business or loss of information.

5. COOKIES

Our website uses cookies, which allow the visitor or user to view and use our website, tailored to their wishes. A cookie is a small text file that a web server stores on your computer's disk. The main purpose of the cookie is to store your settings and other data on your computer, so that you no longer have to enter them the next time you visit our website. The use of cookies is a standard procedure on most websites. The default browser settings allow the use of cookies. If you do not agree to their use, you can change your browser settings so that the acceptance of cookies is disabled, but this may limit the

ability of your communication with our website. Even if you accept cookies, you can still delete them later using your browser tools. We use cookies exclusively for the purpose of a better experience for an individual visitor or user.

Our website also collects information about your use of our website and online services. For example, our site analysis tool can get information from your browser about which site you came from, which search engine and keywords you used to find us, which pages you viewed on our site, also which add-ons and what width and height are used by your browser. In addition, we collect the usual information that the browser sends to each website you visit, such as your IP address, browser type and language, access time, and website addresses. All of this information is collected solely for the purpose of keeping statistics of visits to our website.

We use only necessary cookies

These types of cookies allow the use of essential components for the proper functioning of the website. Without these cookies, the services you want to use on this website would not work properly (e.g. security, login ...).

By using the website, you agree that this website sets cookies on your computer or mobile device. If you want to change the way cookies are used in your browser, including blocking or deleting them, you can do so by changing your browser settings accordingly. The process for managing and deleting cookies differs depending on the browser you are using.

6. STORAGE OF PERSONAL DATA

Personal data are processed in a manner that ensures adequate security of personal data, including protection against unauthorized access or unauthorized discovery, unauthorized or unlawful processing, and against unintentional loss, destruction or damage by appropriate ensuring appropriate technical and organizational measures.

The Institute keeps the obtained personal data in different forms: in a physical form in their archives, on electronic media (computer hard drives of authorized persons, external drives or USB keys), in the cloud (on the servers of Google LLC, The Rocket Science Group, LLC (owner of the Mailchimp platform), Freedcamp, Inc. and Facebook, Inc.) and on their own websites hosted on the servers of Pavarti, Mitja Kjuder s.p. (for sustainaware.net) and Agencija 101 (for www.izo.si, www.odtis.si)

7. GENERAL TERMS AND CONDITIONS OF PARTICIPATION AT INSTITUTE'S EVENTS

7.1. EVENTS WITH A REGISTRATION FEE

This chapter refers to educational events organized by the Institute, which provide participants with specific expertise or practical knowledge (such as workshops, seminars and similar events) and where participation is payable.

PARTICIPATION AT THE EVENT

Participation at such events is only possible provided that the organization or individual has paid the registration fee.

PAYMENT OF THE REGISTRATION FEE

The registration fee for participation in the event shall be paid in a lump sum at least two days prior to the event to which the organization or individual applies. By submitting the completed application form, we provide the registered organization or individual with a place at the event, and the organization or individual thereby assumes the obligation to pay the registration fee. An agreement on the implementation of the event is deemed to be concluded when we receive the completed application form. In the event that an individual or a representative of the organization, which has

applied to the event, does not attend the event and does not cancel the participation in accordance with these conditions, this does not affect the obligation to pay the registration fee and any fee already paid in this case will not be refunded.

DISCOUNTS

The Institute may grant a discount for its events to its partner organizations. The notice on the amount of the discount and the conditions for its assertion are published at each announcement of the paid event.

EVENT REALISATION

The conditions of realisation of the event are published at each event announcement. In the event of cancellation of the event, the Institute shall notify the organizations or individuals who have applied to it at least three working days before the event by email and shall refund the paid registration fee within a further 15 days. The Institute's events are generally held in Slovenian and/or English, of which we inform the participants in advance upon announcing the event and in the registration form.

It is mandatory to register all participants of the event, as we need this information to fulfil our obligations towards you or we require it for our own business (e.g. so that we can issue or send a certificate of attendance, so that we can issue an invoice and the like).

We reserve the right to change the date or location of the event, of which we will notify the organizations or individuals who have applied for it at least three days in advance. The materials used by the lecturers and trainers of the events are copyrighted works. The Institute does not organize and is not responsible for on-site parking.

We notify the organizations and individuals regarding the implementation of the event (such as possible changes, cancellations, etc.) by e-mail, to the address you give us when you submit your registration to the event.

CANCELLATION OF PARTICIPATION AND REFUND OF REGISTRATION FEE

An organization or individual who has registered for the event may cancel their application at least 10 (ten) business days before the scheduled event date by notifying us by email at info@izo.si. In such a case, the paid registration fee will be returned to the organization or individual within 15 days of receipt of the cancellation. The same applies if the organization or individual cancels the application less than 10 (ten) working days before the scheduled date of the event and upon cancellation they prove that they could not cancel their participation before due to unforeseen reasons that could not be influenced – “force majeure” (e.g. severe diseases, accidents, etc.).

If the organization or individual registers for the event less than 10 working days before the scheduled event date, no cancellation is possible.

Information on the processing of personal data of participants can be found in Sections 8.2 and 8.3 of these Terms and Conditions.

7.2. EVENTS WITHOUT A PARTICIPATION FEE

This chapter refers to educational events organized by the Institute, which provide participants with specific expertise or practical knowledge (such as workshops, seminars and similar events) and where attendance is free of charge or the participation is possible without a registration fee.

PARTICIPATION AT THE EVENT

The number of places in the event may be limited due to easier implementation of activities, which is written in the application form. In case the number of received applications exceeds the number of

vacancies, we will enable the participation to non-governmental organizations or individuals who will benefit most from the workshop and the gained knowledge will help them in their work. The selection process will be based on the information provided by the applicants themselves in the application form. Selected and non-selected applicants will be notified of the decision at least five business days before the event.

Registration for an event is considered as the expressed will of the organization or individual to attend the event. An agreement on the implementation of the event between the Institute and the organization or individual is deemed to be concluded when the Institute confirms the participation of the applicant at the event and, in the case of an international event, when the Institute receives a confirmation of travel arrangements (transportation receipts, airline tickets, train or bus reservations, etc.).

EVENT REALISATION

The conditions of realisation of the event are published at each event announcement. In the event of cancellation of the event, the Institute shall notify the organizations or individuals who have applied to it at least three working days before the event by email. The Institute's events are generally held in Slovenian and/or English, of which we inform the participants in advance upon announcing the event and in the registration form.

It is mandatory to register all participants of the event, as we need this information to fulfil our obligations towards you or we require it for our own business (e.g. so that we can issue or send a certificate of attendance, so that we can report the attendance to a potential event funder, etc.)

We reserve the right to change the date or location of the event, of which we will notify the organizations or individuals who have applied for it at least three days in advance. The materials used by the lecturers and trainers of the events are copyrighted works. The Institute does not organize and is not responsible for on-site parking.

We notify the organizations and individuals regarding the implementation of the event (such as possible changes, cancellations, etc.) by e-mail, to the address you give us when you submit your registration to the event.

CANCELLATION OF PARTICIPATION

An organization or individual who has registered for the event may cancel their application at least 10 (ten) business days before the scheduled event date by notifying us by email at info@izo.si. If an organization does not cancel its application within this deadline and in the described manner, and its representative does not attend the event (despite the space provided for them), such an organization will be charged a penalty by the Institute in the amount announced in the registration form. If an individual does not cancel their application within this deadline and in the described manner, the Institute will charge them a penalty in the amount announced in the registration form. This consequence does not apply if the organization or individual cancels their application less than 5 (five) business days before the scheduled event date and upon cancellation they prove that they could not cancel their participation before due to unforeseen reasons that could not be influenced – “force majeure” (e.g. severe illness, accidents, etc.).

Information on the processing of personal data of participants can be found in Sections 8.2 and 8.3 of these Terms and Conditions.

8. PROTECTION OF PERSONAL DATA

8.1. NEWSLETTER AND NOTIFICATIONS

Application process and retention of consent

The Institute sends electronic news (hereinafter referred to as the newsletter) through the Mailchimp platform to your email address based on your subscription to our newsletter. By submitting your newsletter request, you give the Institute (Inštitut za zdravje in okolje, Gregorčičeva ulica 7, 1000 Ljubljana) permission to process your first and last name and email address as personal information.

Your consent and preferences when subscribing to the Institute's newsletters are stored on Mailchimp's servers and include information provided to us by yourself and the date and time when you subscribed to the newsletters.

Sending of the newsletters and the use of your email

The email address, which you have subscribed or will subscribe to the newsletter, will be used solely for the purpose of sending this newsletter and will not be forwarded to third parties unless required by law (such as in the case of an inspection process in order to disclose to whom any email was sent). For sending the newsletters, we are using the Mailchimp online platform.

Unsubscribing from the newsletter and your rights

You can unsubscribe at any time by clicking the appropriate link located at the bottom of each newsletter or by emailing us at info@izo.si. If your email address is unsubscribed, we will no longer use it to send news.

In the event of your unsubscription, we will only keep a record of your newsletter subscription (which also includes your first name, last name and email address) for as long as we can still be required by law to submit it to the authorities. The current limitation period for such procedures is two years, so we will permanently delete a copy of your subscription and thus delete your information (name, surname, e-mail address) from our records no later than three years after we receive your unsubscription. Such a retention of a copy of your consent is justified by our "legitimate interests", because this is the only way we can provide proof that we have used your email address in a legal way for sending you the newsletter, until your opt-out.

8.2. PARTICIPATION AT PUBLIC EVENTS

As a "public event" in this chapter are considered our public events or events of a public nature that are accessible to anyone under the same conditions and do not take place in closed groups. These include mostly events, festivals, conferences, public announcements of awards, health promotion and similar events.

The application process and information on the use of the collected personal information

If prior registration is required to attend a public event, we will use your information submitted via the application form to organize the public event (to provide you with a place at the event, materials and other related services, such as a special diet, to give access to the venue, etc.). If the number of places at a public event is limited in advance, and we will choose who can attend the public event only after and based on the applications received, we will also use the information received for the selection process of the participants and to inform the applicants of the decision.

Your application to a public event represents the establishment of a contractual relationship with the Institute for Health and Environment – Inštitut za zdravje in okolje, Gregorčičeva ulica 7, 1000 Ljubljana, or a request for establishment of such a relationship, if the number of places is limited and participants are selected only based on their beforehand application. Therefore, the processing of personal data described in the previous paragraph is based on such a "contractual relationship" or "request" to enter into such a relationship.

If the application to a public event is not submitted by a person whose data is provided via an application form (e.g. an organization's representative registers another employee/member of the

organization), it is the obligation of the person who submits the application to have an adequate legal basis for the transmission of another person's personal information through the application form (e.g. to have the consent of such person) and also to inform this person of the processing of their personal data as set out in the application form and in these Terms.

Registration of participants at a public event

Some of our public events require participants' registration as we need this information to fulfil our obligations towards you or we require it for our own business (e.g. so that we can issue or send you a certificate of attendance, so that we can issue an invoice, to know who has attended the event at all, etc.). If a public event is financed from public funds, we also need a list of attendees for reporting purposes to funders, which is explained in more detail in the next section.

There are two ways to register at our public event:

- to sign a joint pre-filled attendance list that will circulate among all participants during the event, meaning that the information on the joint attendance list (name, organization, country, signature) can be disclosed to other attendees of the event, or
- to visit the registration desk at the venue before the start of the public event and confirm your presence by signing a special form.

We recommend that you use the first method, which makes our procedures easier and means less paperwork and less paper consumption. We can only do this with your consent when registering for a public event. The inclusion of your personal information in the common presence list and any other participants' potential knowledge of this information is thus based on your consent.

If this procedure is inappropriate for you, or if you do not give your consent for other reasons, it is your responsibility to report at the registration desk for the event at least 10 minutes before the start of the public event to confirm your presence by signing a special form there.

Taking photos

At a public event, you are more likely to be photographed or recorded and that such photographs or recordings will be made publicly available online or in the media or otherwise made available to the general public. With your participation at a public event, we consider that you allow this. The fact that you attend a public event and do not withdraw while taking a photo and therefore remain in the public event is considered as your consent to the processing of your personal information (photographs).

Retention period for personal data

If the public event is financed by public funds, we will keep your personal information you provided to us upon application and proof of your attendance at the public event (attendance list or signed special form) as long as we are obliged to keep that information by the funder. We will inform you about the retention period associated with the individual funder in the introduction of the application form for the event.

If the public event is not financed from public funds (and therefore the financier is not listed on the application form), or if it is a financier who is not specifically exposed above, we will store your personal information that you provided to us upon application and proof of your attendance of the public event (attendance list or signed special form) for five years from the public event and then delete them within one year.

We base the retention periods on our so called "Legitimate interests," because this is the only way we can fulfil our commitments to the funder of the public event, or we need this information in case of your or our legal claims regarding your participation at a public event, which expire within five years of the event.

If we have issued you an invoice for a participation fee or reimburse you for costs (such as expenses of travel, accommodation, subsistence or visa), we are obliged to keep these financial documents for 10 years after the end of the calendar year in which the document was created.

Transfer of your personal data

In carrying out some of our public events, for which we receive direct funding from the funders, we are also contractually obliged to report on the participants at these events. In this case, we register attendees at a public event, either through a shared attendance list or with another confirmation of attendance, some of your personal information on these documents (first and last name, organization and/or country from which you come and signature; in some cases (Movit and EACEA) also date of birth and e-mail address) are sent to the financier.

For events funded by the Ministry of Health (which is listed as a funder on the event registration form), we will transfer the personal information mentioned above to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

For events funded by Movit - the Institute for the Development of Youth Mobility (which is listed as a funder on the event registration form), we will transfer the personal information mentioned above to Movit, Dunajska 5, 1000 Ljubljana.

For EACEA-funded events (which is listed on the event registration form as a funder), we will provide the aforementioned personal information to EACEA, European Commission, B-1049 Brussels, Belgium.

For events funded by CHAFEA (which is listed on the event registration form as a funder), we will provide the aforementioned personal information to CHAFEA, DRB A3 / 042, L-2920 Luxembourg.

For events funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) within the European Climate Initiative – EUKI, we will provide the aforementioned personal information to Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Dag-Hammarskjöld-Weg 1-5, 65726 Eschborn, Germany.

In all the above cases, other national or European bodies exercising control over the use of public funds also have access to a common attendance list or other proofs of attendance: the Ministry of Finance, the Office of the Republic of Slovenia for Budgetary Control, the Court of Auditors of the Republic of Slovenia, the European Commission and the European Court of Auditors or their designees.

In case of a more detailed control over the use of public funds related to the organization of a public event, the financier or the authorities referred to in the previous paragraph may also be acquainted with all other personal data which you have entered in the application form for a public event and which we keep.

If the event is carried out within a project where the Institute is not the lead partner, the participant's details (first and last name, organization from which you come, country and signature; in some cases, also date of birth and email) will also be transferred to the project lead partner for reporting purposes. In these cases, the Lead Partner will be listed on the Event Registration Form.

We justify the transfer of personal data to the funders or the bodies conducting the control by our so-called "Legitimate interests", as this is the only way to fulfil our commitments to the public event funder and to give them a credible report on the number of participants, which is a prerequisite for obtaining the funds necessary for the public event to take place. In other words, without such a transfer of data we cannot carry out the event.

The Institute has the right to share the personal data of event participants, in addition to the above, to other contracted data processors who process it within the limits of the authorization or statutory regulation. The contractors that the organization is involved with are accounting service, legal consulting providers, data processing and analytics providers, IT systems maintainers, email-messaging providers. The organization or its contractual data processors will not share personal information with unauthorised third parties.

Additional information

If you have additional questions regarding the protection of personal data at our public events, or if you exercise the right to object to the processing of your personal data based on our so-called "Legitimate interest", contact us at info@izo.si.

8.3. PARTICIPATION AT INSTITUTE'S EVENTS

Institute's events in this chapter include educational events organized by the Institute that provide participants with specific expertise or practical knowledge (such as conferences, workshops, seminars and similar training, focus groups, workshops for smaller and closed groups that are not public in nature, meetings aimed at preparing joint projects and joint activities, finding project partners, etc.). The event can be paid (participation is possible only by paying a registration fee) or free (without registration fee).

The application process and information on the use of the collected personal information

Information submitted through the Institute's event application form (name, surname, organization sending the participant, contact email, contact telephone number, country of birth, date of birth, past knowledge, expectations, description of how the acquired knowledge would be useful at work, any special nutritional requirements or other customization needs) will be used to organize the event (for example, to provide you with a place at the event, to customize the content of the workshop to participants). If the number of applicants is greater than the number of available places, we will also use the description of how the knowledge gained at the event would benefit the organization or individual in their work, in order to select organizations or individuals who may attend the event.

Registration for a paid event represents the establishment of a contractual relationship with the Institute – Inštitut za zdravje in okolje, Gregorčičeva ulica 7, 1000 Ljubljana, or a request for establishment of such relationship, if the number of places is limited and participants are selected only based on their beforehand application. Therefore, the processing of personal data described in the previous paragraph is based on such a "contractual relationship" or "request" to enter into such a relationship.

Registration for a free event represents a request to establish a contractual relationship with the Institute, which is established when the Institute confirms the participation at the event. The processing of personal data described in the first paragraph is based on such a "contractual relationship" or "request" to enter into such a relationship.

If the application to the event is not submitted by a person whose data is provided via an application form (e.g. an organization's representative registers another employee/member of the organization), it is the obligation of the person who submits the application to have an adequate legal basis for the transmission of another person's personal information through the application form (e.g. (to have the consent of such person) and also to inform such person of the processing of their personal data as set out in the application form and in these Terms.

Registration of participants at Institute's events

At the event we need to register all participants as we need this information to fulfil our obligations towards you or we require it for our own business (e.g. so that we can issue or send you a certificate of attendance, so that we can issue an invoice, for reporting purposes to funders, etc.).

There are two ways to register at our events:

- To sign a joint pre-filled attendance list that will circulate among all participants during the event or will be available at the registration desk, meaning that the information on the joint attendance list (name, organization, country, signature) can be disclosed to other attendees of the event, or
- to visit the registration desk at the venue before the start of the event and confirm your presence by signing a special form.

We recommend that you use the first method, which makes our procedures easier and means less paperwork and less paper consumption. The inclusion of your personal information in the common presence list and any other participants' potential knowledge of this information is thus based on your consent.

If this procedure is inappropriate for you, or if you do not give your consent for other reasons, it is your responsibility to report at the registration desk for the event at least 10 minutes before the start of the public event to confirm your presence by signing a special form there.

Taking photos

At our events, you are likely to be photographed or recorded and that such photographs or recordings will be made publicly available online or in the media or otherwise made available to the general public for the purposes of dissemination and promotion. In the application form to an Institute's event we ask that you allow us to take photos and/or recordings of you. In this way, you provide us with your consent to the processing of your personal information (photographs).

Retention period for personal data

Personal data collected through the application form, the joint attendance list and individual forms of attendance are retained for five years from the event and then deleted within one year.

We justify such retention with our so-called "Legitimate interests," since we need the information in the case of your or our legal claims regarding your participation in the event, which expire within five years of the event.

If we have issued you an invoice for a participation fee or reimburse you for costs (such as expenses of travel, accommodation, subsistence or visa), we are obliged to keep these financial documents for 10 years after the end of the calendar year in which the document was created.

Transfer of your personal data

In carrying out some of our events, for which we receive direct funding from the funders, we are also contractually obliged to report on the participants at these events. In this case, we register attendees at our event, either through a shared attendance list or with another confirmation of attendance, some of your personal information on these documents (first and last name, organization and/or country from which you come and signature; in some cases (Movit and EACEA) also date of birth and e-mail address) are sent to the financier.

For events funded by the Ministry of Health (which is listed as a funder on the event registration form), we will transfer the personal information mentioned above to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

For events funded by Movit - the Institute for the Development of Youth Mobility (which is listed as a funder on the event registration form), we will transfer the personal information mentioned above to Movit, Dunajska 5, 1000 Ljubljana.

For EACEA-funded events (which is listed on the event registration form as a funder), we will provide the aforementioned personal information to EACEA, European Commission, B-1049 Brussels, Belgium.

For events funded by CHAFEA (which is listed on the event registration form as a funder), we will provide the aforementioned personal information to CHAFEA, DRB A3 / 042, L-2920 Luxembourg.

For events funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) within the European Climate Initiative – EUKI, we will provide the aforementioned personal information to Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Dag-Hammarskjöld-Weg 1-5, 65726 Eschborn, Germany.

In all the above cases, other national or European bodies exercising control over the use of public funds also have access to a common attendance list or other proofs of attendance: the Ministry of Finance, the Office of the Republic of Slovenia for Budgetary Control, the Court of Auditors of the Republic of Slovenia, the European Commission and the European Court of Auditors or their designees.

In case of a more detailed control over the use of public funds related to the organization of an event, the financier or the authorities referred to in the previous paragraph may also be acquainted with all other personal data which you have entered in the application form for an event and which we keep.

If the event is carried out within a project where the Institute is not the lead partner, the participant's details (first and last name, organization from which you come, country and signature; in some cases, also date of birth and email) will also be transferred to the project lead partner for reporting purposes. In these cases, the Lead Partner will be listed on the Event Registration Form.

We justify the transfer of personal data to the funders or the bodies conducting the control by our so-called "Legitimate interests", as this is the only way to fulfil our commitments to the event funder and to give them a credible report on the number of participants, which is a prerequisite for obtaining the funds necessary for the event to take place. In other words, without such a transfer of data we cannot carry out the event.

The Institute has the right to share the personal data of event participants, in addition to the above, to other contracted data processors who process it within the limits of the authorization or statutory regulation. The contractors that the organization is involved with are accounting service, legal consulting providers, data processing and analytics providers, IT systems maintainers, email-messaging providers. The organization or its contractual data processors will not share personal information with unauthorised third parties.

Additional information

If you have additional questions regarding the protection of personal data at our events, or if you exercise the right to object to the processing of your personal data based on our so-called "Legitimate interest", contact us at info@izo.si.

8.4. EXPLANATION OF YOUR RIGHTS REGARDING PERSONAL DATA PROTECTION

Every individual whose personal data is processed has the right to be acquainted with their personal data, to correct them, and in the case of conditions as stipulated by the applicable regulations, the right to erasure, to limit the processing of such data and to their transferability.

If the processing of personal data is based on a "legitimate interest" and you believe that your interest, taking into account your particular situation, outweighs our interest, please let us know at info@izo.si.

If you believe that your personal information (e.g. name, email address, photo) is published on our site of social media and there is no proper basis for this, please let us know at info@izo.si.

Each individual is also entitled to file a complaint about the processing of their personal data with the Information Commissioner, Dunajska cesta 22, 1000 Ljubljana, Slovenia (website: www.ip-rs.si).

9. AUTHORS RIGHTS

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These Terms and Conditions were updated on 26 February 2021.