

## PRIVACY NOTICE

in relation to the Data Controller's TALENTECH recruitment system

The purpose of this notice is to provide information to applicants and registrants (Data Subjects) applying for the GLS Slovenia recruitment system (Data Subject) about the Data Controller's data management activities.

### 1. DATA CONTROLLER AND ITS CONTACT INFORMATION

Name: General Logistics Systems d.o.o.  
Principal office: Cesta v Prod 84, 1129 Ljubljana  
Email address: [info@gls-slovenia.com](mailto:info@gls-slovenia.com)

Data Protection Officer: Unija ETL Consulting d.o.o.  
Email address: [dataprotection@gls-slovenia.com](mailto:dataprotection@gls-slovenia.com)

### 2. PURPOSE OF DATA PROCESSING

The purpose of the data processing is to collect and process the data of applicants for advertised vacancies in order to fill the positions. Providing personal data is mandatory for the fulfilment of the stated purpose.

### 3. LEGAL BASIS OF DATA PROCESSING

Consent of the Data Subject (based on Point (1) a) Article 6 of GDPR)

### 4. SCOPE OF PERSONAL DATA PROCESSED AND POTENTIAL PROCESSORS

For the Data Subject: name, place of birth, date, address, email address, phone number, social media account, education, previous employers, hobbies, language skills (language exam certificate number, licenses (driving, ECDL, etc.), marital status, job title, current employer, salary requirements, references, expected starting date.

The Data Controller does not profile applicants/registrants on the basis of their behaviour, interests or other data they provide, nor does it use automated offer generation, classification or decision making.

For the purpose of providing technical support, personal data may be processed by expressly designated employees of the GLS Group, in accordance with their responsibilities: [Privacy Policy | GLS Parcel Service](#)

### 5. DURATION OF THE DATA STORAGE

We retain the personal data of candidates who are not selected in the recruitment process for up to 5 years after the conclusion of the selection procedure for the purpose of potential legal claims. If a candidate provides their explicit consent, we may also retain their application for the purpose of informing them about and potentially including them in future recruitment processes.

In case of registration, without submission of an application, until the withdrawal of the Data Subject's consent.

The Data Subject is entitled to withdraw his/her consent to data processing and to request the cancellation of his/her registration at any time. The period of deletion may not exceed 30 days.

The data is not transferred to third countries.

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

### **6.1. RIGHT OF ACCESS BY THE DATA SUBJECT (RIGHT TO BE INFORMED)**

Data Subjects have a right to receive information from the Data Controller whether their personal data is being processed. If data is being processed, the Data Subject may request information from the Controller about the following:

- a) purposes of the data processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular recipients in third countries or international organisations;
- d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with a supervisory authority;
- g) where the personal data is not collected from the data subject, any available information as to their source;
- h) information about the existence of automated decision-making, including profiling, and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

The Controller shall provide a copy of the personal data undergoing processing free of charge. If the data subject has submitted the request electronically, the controller shall provide this data – unless otherwise instructed by the Data Subject – in electronic form to the Data Subject.

### **6.2. 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.

### **6.3. RIGHT TO ERASURE, RIGHT TO BE FORGOTTEN**

The Data Subject may request the Controller to erase his or her personal data in the following cases:

- a) the personal data is no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) if the processing is based on the Data Subject's consent, the Data Subject withdraws this consent, provided that the data processing has no other legal basis;
- c) the data subject objects to the data processing, if the rules of erasure exist in respect of this objection;
- d) the personal data has been unlawfully processed;

- e) the personal data has to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- f) the personal data has been collected in relation to the offer of information society services referred to in Article 8(1) of the Decree.

The Controller is not obliged to erase the personal data if the data processing is required:

- a) for exercising the right of freedom of expression and information;
- b) for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- c) on the basis of public interest concerning public health;
- d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes insofar as the right referred to in paragraph (1) is likely to render impossible or seriously impair the achievement of the objectives of that processing; or e) for the establishment, exercise or defence of legal claims.

#### **6.4. RIGHT TO RESTRICTION OF PROCESSING**

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- d) the data subject has objected to processing; in this case, the restriction applies pending the verification whether the legitimate grounds of the controller override those of the data subject.

#### **6.5. RIGHT TO WITHDRAWAL OF CONSENT**

Where processing is based on consent of the Data Subject, the Data Subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of any processing that was conducted based on the consent prior to its withdrawal. The withdrawal must be sent to the Controller's e-mail address indicated in point 1.

#### **6.6. SUBMITTING A COMPLAINT**

Request for information, rectification, restriction of processing, erasure related to the personal data to processing may be filed any time using the following contact information:

- in writing: GLS d.o.o., Cesta v Prod 84, 1129 Ljubljana, Compliance Department
- by e-mail: to the e-mail address [dataprotection@gl-slovenia.com](mailto:dataprotection@gl-slovenia.com)

Filing a complaint If the Data Subject considers that the processing of personal data relating to him or her infringes this Privacy Notice or the regulation of GDPR, the Data Subject shall have the right to lodge a complaint.

Complaints shall be filled to the following addresses of the Controller:

- in writing: GLS d.o.o., Cesta v Prod 84, 1129 Ljubljana, Compliance Department

- by e-mail: to the e-mail address [dataprotection@gl-slovenia.com](mailto:dataprotection@gl-slovenia.com)

Controller starts the investigation of the complaint when the complaint is filled to the abovementioned addresses.

**Complaints can be also filled to the following addresses of the Supervisory Authority:**

Information Commissioner of the Republic of Slovenia

Address: Dunajska cesta 22, 1000 Ljubljana

E-mail: [gp.ip@ip-rs.si](mailto:gp.ip@ip-rs.si)

Website: <https://www.ip-rs.si/>