

NOTICE TO AUTHORS OF ARTICLES PURSUANT TO ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION (GDPR) REGARDING THE PROCESSING OF PERSONAL DATA IN THE AUTHORS' INFORMATION RECORD

- **Personal data filing system controller:**
National Education Institute of the Republic of Slovenia, Poljanska cesta 28, 1000 Ljubljana, Slovenia, info@zrss.si.
- **Contact information of the data protection officer (DPO),** if one has been appointed: dpo@zrss.si.
- **Purpose of personal data processing:**
Information on the first and last name of the article's author, their email address, their scientific or professional title, the institution where the person is employed, and their permanent residence is used to manage the (moral and economic) copyrights, to manage the copyright relations, and to furnish the published article.
Information on the email address and telephone number is used by the journal to communicate with the article's author.
- **Lawful basis for personal data processing:**
The lawful basis for personal data processing is Article 6 (1) of the General Data Protection Regulation, point (b) – processing is necessary for the performance of a contract; the Code of Obligations (Ur. l. RS No. 83/01, 32/04, 40/07); the Copyright and Related Rights Act (Ur. l. RS No. 139/06, 68/08).
- **Users or categories of users of personal data if such exist:**
Personal data shall not be transferred to third parties.
- **Information on the transfer of personal data to a third country or international organization:**
Personal data shall not be transferred to a third country or international organization.
- **The retention period for personal data or, where this is not possible, the criteria used to determine said period:**
If the article is published, the personal data will be retained permanently, except for the telephone number and email address which will be deleted permanently two months after publishing the article, or until consent is withdrawn.
If the article is not published, the personal data will be deleted permanently within two months after deciding against publication.
- **Information on the existence of a person's right to demand access to personal data, to a correction or deletion of personal data or to restrictions, or the existence of a right to object to data processing, and the right to data portability:**
A registered person may demand access to personal data and a correction or deletion of personal data at any time. The registered person must send the request to the address of the personal data filing system controller: National Education Institute of the Republic of Slovenia, Poljanska cesta 28, 1000 Ljubljana, Slovenia, info@zrss.si

- **Information on the right to lodge a complaint with a supervisory authority:**

A registered person may lodge a complaint with the Information Commissioner (address: Dunajska 22, 1000 Ljubljana, Slovenia, e-mail address: gp.ip@ip-rs.si, telephone: +386(0)12309730, website: www.ip-rs.si).

- **Information about:**

- Whether the provision of personal data is a **legal or contractual obligation**:

The provision of personal data is a contractual obligation.

- Whether **a person must provide personal data** and about the possible **consequences of failure to provide such data**:

Yes. The author must provide all the above-mentioned personal data if they want their article to be published in the journal *Geography in School*.

- **Information on the existence of automated decision-making, including profiling**, and, at least in such cases, meaningful information on the **reasons** for it, as well as the **importance** and **envisaged consequences** of such processing for the person to whom the personal data relates:

There is no automated decision-making nor profiling.

National Education Institute of the Republic of Slovenia, Ljubljana, 20 November 2020