

**Politika varovanja zasebnosti za
Zaposlitveno platformo**

Zbrane informacije vam nudijo vpogled v obdelavo vaših osebnih podatkov, ko uporabljate našo Zaposlitveno platformo:

1. Kdo je zadolžen za obdelavo podatkov in kako vzpostavite stik z nami?

Preko Zaposlitvene platforme se lahko prijavite na prosta delovna mesta naslednjih družb BMW v naslednjih državah (s skupnim poimenovanjem »BMW« ali »mi«):

- **BMW Slovenia, distribucija motornih vozil, d.o.o.**, Ameriška ulica 8.

Za vprašanja glede vaše prijave na delovno mesto je upravljevalec podatkov tista družba BMW, pri kateri se prijavljate oziroma kadrovska služba druge družbe BMW (če družba BMW, pri kateri se prijavljate, nima svoje kadrovske službe). Spodnji seznam navaja, katera kadrovska služba katere družbe je zadolžena za obravnavo vaše prijave na delovno mesto:

- **Ime družbe Skupine BMW Group**
BMW Slovenia, distribucija motornih vozil, d.o.o.
- **Zadolžena kadrovska služba**
BMW Vertriebs GmbH, Siegfried-Marcus-Straße 24, 5020 Salzburg, Austria
- **Kontaktne podatke**
Monika Jessner
+43 662 8383 7702
recruiting-cs@bmwgroup.com

2. Katere vire uporablja BMW in katere kategorije podatkov obdelujemo?

Osebnih podatki so katera koli informacija v zvezi z določenim ali določljivim posameznikom v smislu člena 4(1) Splošne uredbe o varstvu podatkov (GDPR).

V sklopu zaposlitvenih aktivnosti obdelujemo osebne podatke, ki jih prejmemo ali pridobimo od vas in drugih posameznikov, na katere se nanašajo osebni podatki (npr. pretekli delodajalci, katerih imena in kontaktne podatke ste nam posredovali).

Poleg tega obdelujemo osebne podatke, ki so bili zakonito pridobljeni s prosto dostopnih virov (kot so mediji, splet) ali so nam bili zakonito

Privacy Policy for the Recruitment Platform

With the following information, we would like to give you an overview on the processing of your personal data when using our Recruitment Platform:

1. Who is responsible for data processing and whom can I contact?

Through the Recruitment Platform, you may apply for job vacancies of the following BMW Group entity (collectively referred to "BMW" or "we"):

- **BMW Slovenia, distribucija motornih vozil, d.o.o.**, Ameriška ulica 8.

As regards questions concerning your job application, the data controller is the BMW Group entity for which you are applying or the responsible HR-department of another BMW Group entity (if the BMW Group entity for which you are applying does not have its own HR-department). You are provided with a list showing which HR-department of which entity is responsible for handling your job application:

- **Name of the BMW Group company**
BMW Slovenia, distribucija motornih vozil, d.o.o.
- **Responsible HR Department**
BMW Vertriebs GmbH, Siegfried-Marcus-Straße 24, 5020 Salzburg, Austria
- **Contact details**
Monika Jessner
+43 662 8383 7702
recruiting-cs@bmwgroup.com

2. Which sources does BMW use and what kind of data categories do we process?

Personal data means any information relating to an identified or identifiable natural person in the sense of Art 4(1) GDPR.

We process personal data which we receive or procure from you and other data subjects in connection with our recruitment activities (e.g., former employers of you whose name and contact details you have disclosed to us).

Moreover, we process personal data legitimately obtained from publicly accessible sources (such as press, Internet) or which have been legitimately

posredovani s strani drugih družb Skupine BMW (če ste, na primer, v prijavi navedli, da ste že delali pri podjetju BMW, vas bomo prosili za ime družbe BMW, da jo lahko kontaktiramo) do mere, ki je potrebna za naše zaposlitvene aktivnosti.

Nadalje, če se prijavljate na vodstvena mesta, v tolikšnem obsegu kot to dovoljuje veljavna zakonodaja, obdelujemo poročilo preverjanja preteklosti (informacije o kaznivih dejavnostih v zvezi s korupcijo ali drugim finančnim kriminalom).

Za začetek postopka prijave boste morali posredovati naslednje osebne podatke: ime in priimek; e-mail naslov; datum rojstva; naslov; telefonska številka; podatki o izobrazbi; strokovne kompetence; motivacijsko pismo; CV; dodatne informacije, ki jih posreduje iskalec zaposlitve (npr. priporočilno pismo; potrdilo o znanju tujega jezika ali obvladanju drugih spretnosti itn.), kot tudi osebni podatki, ki nam jih posredujete skupaj s posodobitvami ali popravki.

3. V kakšen namen obdelujemo vaše podatke in na kakšni pravni podlagi?

Vaši osebni podatki iz 2. točke se obdelujejo v skladu z GDPR za naslednje namene:

- za ravnanje v skladu s pogodbenimi obveznostmi (člen 6(1)(b) GDPR v povezavi s členom 88 GDPR)
Osebne podatke obdelujemo, da vzpostavimo razmerje med delodajalcem in delavcem ali za izvajanje predpogodbenih ukrepov, ki so posledica povpraševanj.
- v povezavi z zakonitim interesom BMW (člen 6(1)(f) GDPR v povezavi s členom 88 GDPR)

Pobuda in posredovanje podatkov pride s strani iskalca zaposlitve, ki se prijavi preko spletne strani <https://www.bmw.si/sl/footer/bmw-explore/career.html> na določena prosta delovna mesta pri BMW, da bi posledično sklenil pogodbo o zaposlitvi. Uporaba podatkov je predvsem v zakonitemu interesu BMW, da sklepa pogodbe o zaposlitvi s primerno usposobljenimi iskanci zaposlitve in zapolni prosta delovna mesta, kot tudi v interesu iskalcev zaposlitve, ki imajo možnost prijaviti se na prosta delovna mesta, jih zapolniti in jih opravljati v skladu s svojimi kvalifikacijami.

transmitted to us from other companies of the BMW Group (for example, if you have stated in your application that you have already worked with BMW, then we will ask you of the name of the BMW Group entity and in order to contact this BMW Group entity) to the extent necessary for our recruitment activities.

Also, if you are applying to managing positions, to the extent permitted by applicable law, we process the outcome of a background check (information on criminal activities relating to corruption or other financial crimes).

In order to run an application process, you will be required to provide the following personal data: name; surname, email address; telephone number; address; date of birth; information on academic background; professional data; letter of motivation; CV; further information provided by the job applicant him-/herself (e.g., letter of recommendation; proof of language or further skills, etc.) as well as personal data, you provide us with in conjunction with updates and corrections.

3. What is the purpose of processing your data and on which legal basis does this take place?

Your personal data defined under point no. 2 is processed in accordance with the GDPR for the following purposes:

- in order to comply with contractual obligations (Art 6(1)(b) GDPR in conjunction with Art 88 GDPR)
Personal data are processed for the purpose of establishing the employer/employee relationship or for performing pre-contractual measures conducted as a result of queries.
- in connection with BMW's legitimate interest (Art 6(1)(f) GDPR in conjunction with Art 88 GDPR)

The initiative and transmission of the information comes from the job applicants who apply via the website <https://www.bmw.si/sl/footer/bmw-explore/career.html> for certain vacancies offered at BMW in order to subsequently conclude an employment contract. The use of data is primarily in the legitimate interest of BMW to conclude contracts with suitably qualified job applicants and subsequently to fulfil them, as well as in the interest of applicants who are offered the opportunity to apply for, maintain and fulfil positions corresponding to their qualifications.

Interesi iskalca zaposlitve, katerega podatki se varujejo, niso kršeni, saj so podatki iskalca zaposlitve obdelani in posredovani izključno za mesta, ki ustrezajo kvalifikacijam in interesom, ki jih iskalec zaposlitve samoiniciativno in prostovoljno poda.

Za zagotavljanje skladnosti in obvladovanje tveganja BMW, v tolikšnem obsegu kot to dovoljuje veljavna zakonodaja, preverja preteklost za delovna mesta direktorjev, vodij, in za druge delavce, ki bodo zaposleni na vodstvenih položajih. V ta namen se obdelujejo poročila preverjanja preteklosti (informacije o kaznivih dejavnostih v zvezi s korupcijo ali drugim finančnim kriminalom) v skladu z zakonitim interesom BMW, da ravna skladno s svojimi notranjimi politikami in zahtevami.

- na podlagi zakonskih predpisov (6(1)(c) člen GDPR) ali javnega interesa (6(1)(e) člen GDPR)
Pridržujemo si pravico obdelovati, uporabiti in razkriti (vključno s prenosom) osebne podatke, do mere, ki je potrebna za skladnost z veljavno zakonodajo, predpisi, pravnimi postopki in poizvedbami organov pregona, zahtevki pravnih postopkov in ukrepanje za primer odgovornosti in za zagotavljanje varnosti ter celovitosti naše Zaposlitvene platforme ter varnosti njenih uporabnikov.

4. Ali moram predložiti svoje osebne podatke?

Vsekakor ne želimo zbirati tistih vaših osebnih podatkov, za katere ne želite, da se zbirajo. V ta namen na vseh aktivnih zbiralnih točkah označujemo, ali so osebni podatki obvezni ali neobvezni. V nekaterih primerih ste lahko zaradi zavrnitve posredovanja osebnih podatkov v slabšem položaju: npr. podatki o delovnem dovoljenju in dovoljenju za bivanje (za iskalce zaposlitve iz držav zunaj EU) so ključna informacija za ugotovitev, ali je iskalec zaposlitve upravičen do dela v EU/EGP.

Če ne posredujete zahtevanih informacij in dokumentov, nam ni dovoljeno skleniti zelenega razmerja med delavcem in delodajalcem.

5. Kdo bo prejel moje osebne podatke?

BMW je strukturirana kot koncern, kar pomeni, da mora občasno deliti vaše podatke z drugimi družbami znotraj Skupine BMW. Znotraj BMW bo dostop do vaših osebnih podatkov omogočen

The interests of job applicants worthy of data protection are not violated, in particular because the job applicant's data is processed and transferred exclusively for positions that correspond to the qualification and the interest expressly and proactively expressed by the job applicant.

For compliance and risk reasons, to the extent permitted by applicable laws, BMW performs background checks for managers, executive officers and other employees who are to be employed in leading positions. For this reason, the outcome of the background checks (information on criminal activities relating to corruption or other financial crimes) are processed in accordance with the legitimate interest of BMW to comply with its internal policies and requirements.

- on the basis of statutory regulations (Art 6(1)(c) GDPR) or in the public interest (Art 6(1)(e) GDPR)

We reserve the right to process, use and disclose (including transfer) personal data as necessary to comply with applicable laws, regulations, legal process, and law enforcement inquiries, as required by litigation, to take precautions against liability, and protect the security and integrity of our Recruitment Platform and the safety of its users.

4. Am I obliged to provide my personal data?

We do not seek to collect personal data from you that you do not want to be collected. To that end, we indicate at all active collection points whether requested personal data is required or optional. In some cases, you may suffer disadvantages as a result of the failure to provide personal data, e.g. information on work and residence permit (for Non-EU job applicants) is a necessary information in order to evaluate whether the job applicant is entitled to work in the EU/EEA.

If you should fail to provide the relevant information and documents, we are not permitted to enter into the desired employer/employee relationship.

5. Who will receive my personal data?

BMW is structured as a corporate group and this means that it occasionally needs to share your data with other companies within the BMW Group. Within BMW, those units will be granted access to your personal data that need them in order to

tistim oddelkom, ki jih potrebujejo za obdelavo vaše prijave, npr. kadrovska služba in nadzorniki.

IT podporo za Zaposlitveno platformo nudi naš obdelovalec podatkov, ki ima sedež na Poljskem. Vaše osebne podatke lahko posredujemo tudi nadzornim organom, sodiščem ali pristojnim službam v skladu s pravnimi predpisi, pravnimi ali zakonskimi zahtevami in uradnimi odredbami.

BMW prenaša vaše osebne podatke v zvezi s prijavo na prosto delovno mesto po naslednjih načelih:

5.1. Prijava na določeno prosto delovno mesto
Nekatere družbe BMW nimajo lastne kadrovske službe. V tem primeru vašo prijavo obravnava zadolžena kadrovska služba druge družbe BMW. Po prvotni oceni vaše prijave zadolžena kadrovska služba pošlje vaše osebne podatke zaključeni skupini ljudi (npr. nadzornikom) družbe BMW, pri kateri se prijavljate. Seznam, katera družba BMW in katera kadrovska služba sta zadolženi za obdelavo vaše prijave, je naveden v 1. točki.

Če se prijavljate na prosto delovno mesto pri družbi BMW, ki ima kadrovsko službo, se vaši osebni podatki ne pošiljajo nobeni drugi družbi BMW.

5.2. Ponudba za delo v določeni družbi BMW

Če nam pošljete ponudbo za delo za določeno družbo BMW, bo do vaših osebnih podatkov dostopala le kadrovska služba te družbe ali, v primeru, da ta družba nima lastne kadrovske službe, le zadolžena kadrovska služba.

6. Ali se bodo moji osebni podatki prenašali v tretje države ali kakšno mednarodno organizacijo?

Prenosi podatkov organom zunaj Evropske unije (v tako imenovane tretje države) ne bodo potekali. Vaši osebni podatki so shranjeni znotraj EU/EGP.

7. Kako dolgo bodo hranjeni moji osebni podatki?

BMW hrani vaše osebne podatke le tako dolgo, kot je potrebno za dosego namena obdelave (procesiranje iskalca zaposlitve, vodenje razgovora

manage your application, e.g. HR department and supervisors.

IT support concerning the Recruitment Platform is provided by our data processor having its corporate seat in Poland. We also might transfer your personal data to supervisory authorities, courts and authorities in order to comply with legal regulations, legal or regulatory requirements and official orders.

BMW transfers your personal data in connection with your job application according to the following principles:

5.1. Application for a certain position

Some of the BMW Group entities do not have their own HR-department. In this case, your application is handled by the responsible HR-department of another BMW Group entity. After a pre-evaluation of your application, the responsible HR-department will send your personal data to a limited group of people (e.g., supervisors) of the BMW Group entity for which you are applying. The list of which BMW Group entity and which HR-department is responsible for handling your job application is laid out under Section 1.

If you are applying for a job at a BMW Group entity with an HR-department your personal data will be not transferred to other BMW Group entities.

5.2. Unsolicited job application for a certain BMW Group entity

If you provide us with an unsolicited job application for a certain BMW Group entity, your personal data will be only accessed by the HR-department of this certain BMW Group entity or, in case this BMW Group entity does not have its own HR-department, only by the responsible HR-department.

6. Will my personal data be transferred to a third country or an international organization?

Data transfer to bodies in states outside the European Union (so-called third countries) will not take place. Your personal data is stored within the EU/EEA.

7. For how long will my personal data be stored?

BMW stores your personal data as long as the purpose of the processing (management of the job applicant, concluding the interview, etc.)

itn.). Vaši osebni podatki se hranijo še 5 let po zaključnem postopku prijave, pri čemer vam bodo dokumenti, ki ste jih posredovali v dokazilo o izpolnjevanju pogojev za zasedbo delovnega mesta, vrnjeni na vašo zahtevo ali pa bodo po treh mesecih uničeni.

8. Kakšne so moje pravice glede varstva podatkov?

Pravico imate:

- Da od nas zahtevate, da vam zagotovimo nadaljnje podrobnosti o tem, kako uporabljamo vaše podatke
- Da od nas zahtevate, da vam zagotovimo dvojniki vaših podatkov
- Da od nas zahtevate, da posodobimo vse netočnosti v podatkih, ki jih hranimo
- Da od nas zahtevate, da izbrišemo vse podatke, za uporabo katerih nimamo več zakonite podlage
- Da od nas zahtevate, da vas odstranimo iz kakršnih koli seznamov za neposredno trženje, ko ugovarjate ali prekličete privolitev
- Da od nas zahtevate, da vam predamo vaše osebne podatke v strojno berljivi obliki, ki jih lahko posredujete tretji stranki (pravica do prenosljivosti podatkov)
- Da od nas zahtevate, da omejimo uporabo vaših osebnih podatkov
- Da ugovarjate obdelavi, vključno z oblikovanjem profilov, na podlagi zakonitega interesa zaradi vaše specifične situacije, razen če naši razlogi za takšno obdelavo prevladajo nad vašimi pravicami glede varstva podatkov.

Poleg tega imate pravico do pritožbe pri pristojnem nadzornem organu za varstvo podatkov. V Sloveniji je pristojen nadzorni organ za varstvo podatkov: Informacijski pooblaščenec, Dunajska cesta 22, 1000 Ljubljana, Slovenija, telefonska številka: 003861 230 97 30, e-mail naslov gp.ip@ip-rs.si, spletna stran: <https://www.ip-rs.si/>.

requires to do so. Your personal data will be kept for 5 years after conclusion of the application process, whereas any documents that you have submitted as proof on eligibility for the job position will be returned to you upon your request or will be destroyed after three months.

8. What are my rights with regard to data protection?

You have the right to require us to:

- Provide you with further detail on the use we make of your information
- Provide you with a copy of your information
- Update any inaccuracies in the information we hold about you
- Delete any information about you that we no longer have a lawful ground to use
- Remove you from any direct marketing lists when you object or withdraw your consent
- Provide you with your personal information in a usable electronic format and transmit it to a third party (right to data portability)
- Restrict our use of your personal information
- Object to any processing, including profiling, based on the legitimate interests ground due to your particular situation, unless our reasons for undertaking that processing outweigh any prejudice to your data protection rights.

Moreover, there is a right to appeal to a competent data protection supervisory authority. In Slovenia, the competent data protection supervisory authority is: Informacijski pooblaščenec, Dunajska cesta 22, 1000 Ljubljana, Slovenia, telephone number: 003861 230 97 30, email address gp.ip@ip-rs.si, website address: <https://www.ip-rs.si/>.