

## Instruction for fill the Data gathering agreement (form Consent)

### 1) General information about data processing based on consent

The Financial Administration collects and processes data in the performance of the tasks assigned to them by the laws and for the needs of online services. Besides these the Financial Administration collects and processes data based on consent.

The consent for the processing of data for a particular purpose is given on a voluntary basis and may be revoked at any time.

### 2) Consent to collect and use the telephone number and e-mail address

**The purpose of data processing:** for the purpose of informing the taxable person the Financial Administration is processing personal data (tax number, phone number, e-mail address).

The phone number and / or e-mail address with the consent for their processing for the purpose of informing, can be communicate electronically or by paper form.

#### a) Electronic procedure for Data gathering agreement

Taxable person or his/her authorised person communicate the phone number and / or e-mail address electronically via portal eDavki, tab »Data gathering agreement«.

Taxable person (or his/her authorised representative with at least one EDP right) via portal eDavki easy and fast communicate the phone number and / or e-mail address with the consent for their processing for the purpose of informing. The consequences occur immediately after the electronic submission of the application.

1. [Login](#) in portal eDavki.
2. Select »Representation of oneself as natural person« or select the business entity through which you have issued a digital certificate (in case you enter with the digital certificate for employees and you are also legal representatives) or select »Representation of a taxable person«, if you want to edit the consent of your principal.
3. On the top at the right side click on tab »Data gathering agreement«.
4. Mark the check mark at the age and the consent. Click on »Submit«.
5. Click on »Enter, modify or remove the telephone number and / or e-mail address.«
6. A new page opens when you add ("Dodaj") it and confirm ("Potrdi") the phone number and / or e-mail address.
7. At the phone number, click on »Send code« ("Pošlji kodo"). You will receive a confirmation code to the entered phone number, which you overwrite in the code box and click on "Confirm" ("Potrdi").
8. If you enter an e-mail address, you will receive a link to this e-mail address to validate the e-mail address
9. The process is complete. You can also check the data in the tab »About taxable person, Information for Notification ("Podatki za obveščanje")«.

#### a) Paper procedure

The form Consent is available. The form is filled in legibly, in capital letters. To be completed:

- data about taxable person,
- click »I consent« when giving consent or »I do not consent« when removing consent,
- fill the phone number and / or e-mail address.

**Date and signature:** Form Consent as any other form, in accordance with Article 63 of the General Administrative Procedure Act, it should be signed in person and physically submitted (by post) to the competent financial office.