

Clearing House KIBS AD SKOPJE

Personal Data Protection Principles and Rules

Clearing House KIBS AD Skopje (hereafter: KIBS) in the role of controller and processor of personal data provides secrecy and privacy for collections of personal data, KIBS services and employees and individuals. Personal data obtained through any collecting channel are subject to full or partial automated processing.

- KIBS processes personal data in accordance with existing legislation and bylaws governing the personal data protection, KIBS's rules for the technical and organizational measures for ensuring secrecy and protection of personal data processing and KIBS's Information System Security Policy.
- KIBS undertake measures for secrecy and protection of processed personal data by using technical and organizational provisions that ensure:

Confidentiality - protecting information from unauthorized access and disclosure;

Integrity - ensuring accuracy and integrity of information and methods of processing;

Availability - ensuring access to information and information systems to authorized users when needed.

- KIBS collects personal data for specific, clear and legally defined purposes and the data are being processed in a manner that is consistent with those goals.
- KIBS processes personal data in accordance with the law or with the consent of the personal data subject.
- In personal data processing KIBS takes care that Personal ID number would not be unduly visible, printed or downloaded from the personal data collection.
- The holder of personal data has the right to review and correct his personal data that are processed in KIBS's services, according to legal regulations.
- KIBS provides accuracy, integrity and update of personal data being processed and will update or correct the incorrect data in accordance with the objectives for which they have been processed.
- KIBS will provide personal data for use within the competencies determined by law.