

PRIVACY POLICY

As a personal data controller, ORKA HOLDING AD SKOPJE totally deserves your trust since it pays great attention to respecting privacy and personal data protection.

Personal data protection is our priority, so please read this Privacy Policy carefully. Providing this Privacy Policy, we would like to inform you about the nature, scope and purpose we collect, use and process your personal data, the way we protect your personal data, as well as your rights arising from the Law on Personal Data Protection "Official Gazette of the Republic of North Macedonia" No. 42/20.

As a personal data controller, ORKA HOLDING AD SKOPJE applies technical and organizational measures to ensure complete personal data protection processed through this website.

1. IMPORTANT DEFINITIONS

The Privacy Policy of ORKA HOLDING AD SKOPJE is based on the terms used within the Law on Personal Data Protection (hereinafter: LPDP). It should be understandable for all interested parties, i.e. personal data subjects. To make sure it is the case indeed, first we will explain the terms we use.

This Privacy Policy, inter alia, use the following terms/definitions:

- Personal data

Personal data means any information that refers to an identified physical entity or an identifiable physical entity (personal data subject), and an identifiable physical entity is a person whose identity can be determined directly or indirectly, particularly on a basis of an identifier such as their first and last name, personal identification number, location data, online identifier, or on the basis of one or more characteristics specific to their physical, physiological, genetic, mental, economic, cultural or social identity.

- Personal data subject

Personal data subject is an identified or identifiable physical entity, whose personal data is processed by the controller responsible for personal data processing.

- Personal data processing

Personal data processing is any operation or set of operations performed automatically or otherwise to personal data, or a group of personal data, such as: collecting, keeping records, organizing, structuring, storing, adapting or changing, withdrawing, consultation, inspection, usage, disclosure by transfer, publication or otherwise making available, matching or combining, restriction, deletion or destruction.

- Data processing restriction

Restriction to personal data processing means marking the personal data kept with a purpose of restricting their processing in the future.

- Profiling

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Profiling is any form of automatic personal data processing that consists of using personal data to evaluate certain personal aspects related to the physical entity, and in particular to analyse or predict aspects related to performing professional obligations of that physical entity, their economic state, health, personal preferences, interests, confidentiality, behavior, location or movement.

- Controller

A controller is a physical or legal entity, a state authority or a legal person established by the state for the exercise of public powers, an agency or other body that independently or jointly with others decides on the purposes and method of personal data processing, and when the purposes and method of personal data processing are determined by the Law, the same Law regulates the controller or the special criteria for their determination.

- Processor

Processor is a physical or legal person, state authority or legal person established by the state for the exercise of public powers, agency or other body that processes personal data on behalf of the controller.

- User

A user is a physical or legal person, a state authority or a legal person established by the state for the exercise of public powers, an agency or other body to which personal data is disclosed, regardless of whether it is a third party or not. However, state government bodies and state bodies to which personal data are disclosed within the framework of a special investigation pursuant to the Law are not considered users, and processing this data by these bodies must be in accordance with the applicable rules for personal data protection in line with the purposes of that processing.

- Third party

A third party is any physical or legal person, state authority or legal entity established by the state for the exercise of public powers, agency or other body that is not a subject, controller, processor or person, but under the direct authority of the controller or the processor is authorized to process the data.

- Consent

Consent of the subject is any freely given, specific, informed and unequivocal statement of will, via statement or a clearly confirmed action that presents consent for processing their personal data.

2. CONTROLLER'S NAME AND ADDRESS

ORKA HOLDING AD SKOPJE
Address: ul. Skupi 3a, 1000 Skopje
+389 2 3099 509
<https://www.orka.mk/>

3. PERSONAL DATA PROTECTION OFFICER

You can contact the Personal Data Protection Officer - IRENA BLAZHEVSKA, e-mail address: privacy@orka.mk or irena.blazevska@orka.mk. Any visitor on this website or another personal data subject may directly contact our data protection officer at any time about any questions and suggestions regarding personal data protection.

4. HOW DO WE APPLY PRINCIPLES OF PERSONAL DATA PROTECTION?

- Legal, fair and transparent method of processing personal data

We collect and process your personal data exclusively on the basis of your consent, on the basis of legal obligation, contractual obligation or for our legitimate interests.

- Restricting the purpose of personal data processing

Your personal data are collected and processed through the communication channels to answer your questions and comments when you contact us. Your personal data are not subject to further processing for purposes other than those originally defined.

- Restricting the personal data volume

Personal data processing is limited only to the data necessary to meet the purposes of processing. The personal data scope is adequate to the necessity of meeting the purposes, defined below in this Privacy Policy. If additional processing of your personal data is needed we will inform you and request your consent for that additional processing.

- Personal data accuracy

We implement reasonable measures to confirm the accuracy, to correct and/or delete inaccurate personal data that we process. In addition to these measures, we enable you to exercise your right to request correction, addition or deletion of personal data in an easy and simple manner using forms for exercising the subject rights, as provided in this Policy.

- Restricting the terms of personal data processing

ORKA HOLDING AD SKOPJE takes care to keep your personal data within the terms provided by the Law defining it or by internal procedures, while the terms are specified in this Privacy Policy and in the catalogue of personal data collections. After the deadline expiration or after meeting the processing purpose, your personal data will be deleted/destroyed as per our internal procedures.

- Personal data integrity and confidentiality

ORKA HOLDING AD SKOPJE takes appropriate technical and organizational measures to protect personal data collected by various means, from unauthorized access, illegal disclosure and data destruction. Access to personal data is limited only to persons who are specifically authorized.

5. WHAT IS THE LEGAL BASIS AND PURPOSE OF PROCESSING YOUR PERSONAL DATA, AND WHAT CATEGORIES OF PERSONAL DATA DO WE COLLECT? HOW LONG DO WE KEEP YOUR PERSONAL DATA?

5.1 As for the necessity to realize the employment and conclude the contract pursuant to the Law on Labor Relations, we collect and process the necessary personal data of our employees - name and surname, telephone number, residential address, personal identification number, transaction account, nationality and other data, with an aim to open the employee's personal file and conclude an employment contract. These personal data are processed and kept within the terms defined by the Law and may be transferred to other processors and institutions.

5.2 As for the necessity to realize a certain service, we may hire external collaborators under a service contract and therefore we collect and process the necessary personal data of the subject - name and surname, telephone number, residential address, personal identification number, transaction account. These personal data are processed and kept within the terms defined by the Law and may be transferred to other processors and institutions.

5.3 When you decide to submit your resume for the purpose of applying to a job announcement advertised by our side, you voluntarily submit to us your personal data specified in the resume. These data are processed to select a candidate and afterwards the candidate's employment procedure will begin. We may ask for your consent if you want us to keep your data in our database, for the purpose of selection in future job announcements. If you do not provide us with a written notice of consent, we will keep your personal data no longer than 6 months, after which they will be deleted from our records.

5.4 When visiting our website the server creates logs for each visitor including the data as follows:

- Your Internet Protocol (IP) address;
- Type and model of the device you access to;
- Your operating system;
- Type of browser, plugins and version;
- The pages you visit on our website and the time you spend on each page;
- Country and city (determined by the IP address).

When using this general data and information, we do not draw any conclusions about the user. Instead, we need this information to properly deliver our website content, to optimize our website content, to ensure long-term viability of our information system and website technology, and to provide the law enforcement authorities with information needed to prosecute in the event of a cyber-attack. Currently, our website does not use cookies, so there is no option to accept or reject cookies.

In case you want to contact us on our e-mail, you voluntarily decide which personal data you want to entrust to us (for example, first and last name, contact telephone number, e-mail). The controller will further process your e-mail in accordance with the request content, and they will be kept until the purpose for which they were requested is met; afterwards, according to our internal acts, they are subject to deletion.

At the time of announcing this Policy, the ORKA HOLDING AD SKOPJE website has been in the process of updating and has not used cookies.

5.5 As for the necessity to realize services by departments of accounting, legal affairs, human resources, IT services or archiving services, preparation and delivery of an offer to a client, and further concluding of a contract to implement the service, we collect and process personal and other data - name and surname, residential address, telephone number, e-mail address, personal identification number, etc. These personal data are processed and kept within terms defined as per the internal procedures and legal terms defined in agreement with the client/controller, and they may be transferred to other processors and institutions.

6. DO WE TRANSFER PERSONAL DATA?

Servers of the ORKA HOLDING AD SKOPJE website are located in the United States of America, implying personal data transfer beyond the EU and the European Economic Area (EEA).

7. PERSONAL DATA PROCESSORS

We may use third party service providers to process your personal data. These service providers may be located in Macedonia, within and beyond the European Union (EU), the European Economic Area (EEA) or third countries. We confirm that these processors process personal data in accordance with the European legislation on personal data protection to guarantee an adequate level of personal data protection, even if the personal data is transferred to a country beyond EEA without any adequacy decision by the Agency for Personal Data Protection. The controller, ORKA HOLDING AD SKOPJE has concluded cooperation agreements with the processors, including precisely defined purposes for processing, minimum volume of necessary personal data, processing and storage periods, as well as rules for mandatory compliance and application of the Law, with an aim of demonstrating a high level of personal data protection. Transfer of personal data to other processors is not done except in case when we are obliged by the Law and by using the website.

8. WILL WE DISCLOSE YOUR PERSONAL INFORMATION BY THE LAW AND TO WHOM?

We will disclose your personal data to competent state authorities for the purposes of conducting procedures pursuant to the Law. For any disclosure of your personal data we will keep a written record and notify you in an appropriate manner. In case of any need in the future to disclose data to a third party that is not provided for in this Policy, we will ask for your consent where necessary and we will amend the Privacy Policy before processing even begins.

9. WHAT ARE YOUR RIGHTS AS PERSONAL DATA SUBJECTS?

1) Right of confirmation

As a personal data subject, you are entitled the right to obtain confirmation from ORKA HOLDING AD SKOPJE whether we are processing your personal data.

2) Right of access (Article 19 of LPDP)

You are entitled the right to obtain information from ORKA HOLDING AD SKOPJE about your personal data at any time, as well as a copy of this data, free of charge. LPDP guarantees you access to the following information:

- Purpose of the processing;
- Personal data categories;
- Users or categories of users to whom personal data has been disclosed or will be disclosed;
- If possible, time of keeping personal data or if it is not possible, criteria used to determine the time of keeping;
- Right to request correction or deletion of personal data or restriction of personal data processing;
- Right to submit a request to the Agency for Personal Data Protection;
- When personal data is not collected from you, all available information about the source of personal data;
- Automated decision-making, including profiling, and in those cases, relevant information about the logic involved, as well as the meaning and projected consequences of such processing for the subject.

In addition, you are entitled the right to obtain information whether personal data has been transferred to a third country, as well as about the appropriate safety measures related to the transfer.

3) Right to correction (Article 20 of LPDP)

You are entitled the right to obtain correction of your inaccurate personal data without unnecessary delay. Taking into account the processing purposes, you are entitled the right to supplement incomplete personal data.

4) Right to data deletion or "Right to be forgotten" (Article 21 of LPDP)

You are entitled the right to request deletion of your personal data without unnecessary delay. We are obliged to act on such a request if one of the following conditions is met:

- Personal data are no longer needed for the purposes for which they are collected or for which they are processed;
- You have withdrawn the consent the processing is based on, and there is no other legal basis for the processing;
- You have objected to the processing;
- Personal data processing is illegal.

5) Right on processing restrictions (Article 22 of LPDP)

You are entitled the right to restrict your personal data processing, if one of the following conditions is met:

- You dispute the personal data accuracy, for a period that will allow us to check their accuracy;
- The processing is unlawful, but you object to personal data deletion, and instead you request restriction of their processing;
- ORKA HOLDING AD SKOPJE no longer needs to process your personal data, but you need them to establish, exercise or defend your legal claims;
- You object to the processing, pending verification whether our legal interests prevail over your interests.

6) Right to data transfer (Article 24 of LPDP)

You are entitled the right to obtain your personal data, in a readable format, in order to transfer them to another controller, if the processing is based on prior consent, and if it is automatic. Personal data may be provided directly to the new controller (if possible).

7) Right to object (Article 25 of LPDP)

You are entitled the right to object the processing of your personal data based on a specific situation.

8) Do we make decisions based on automatic data processing? (Article 26 of LPDP)

ORKA HOLDING AD SKOPJE does not make individual decisions based on automatic data processing, including profiling.

9) Right to withdraw consent for data processing

You are entitled the right to withdraw your consent for processing your personal data at any time. The personal data protection officer will act on your request to exercise your rights without delay. For any questions regarding the personal data protection, you can contact the personal data protection officer at any time.

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At your request, the forms of exercising your rights specified in this Policy will be submitted to you by the responsible person.

10) Right to submit a request to the Personal Data Protection Agency

If you believe that personal data processing is not in accordance with LPDP, you can contact:

Personal Data Protection Agency

Blvd. "Goce Delchev" No. 18, Skopje

<https://www.dzlp.mk/>

e-mail: info@privacy.mk

10. NOTICE ABOUT AMENDMENTS TO THIS POLICY

ORKA HOLDING AD SKOPJE is entitled the right to update this personal data Privacy Policy at any time. In such a case we will provide a notice on the website, or the Policy may be displayed internally within the controller, and we will revise the update date at the bottom of this page. The personal data subject /user is informed, accepts and agrees that it is their responsibility to check the Privacy Policy periodically and that they are aware of amendments.