

Based on Article 33-b from the Law on Personal data Protection (“Official Gazette of the Republic of Macedonia” No. 7/05, 103/08 and 124/10), the Director of the Directorate for Personal Data Protection adopted a

RULEBOOK

ABOUT THE FORM AND CONTENT OF THE FORMS FOR RECORDING THE TRANSFER OF PERSONAL DATA TO OTHER COUNTRIES AND MANNER OF KEEPING THE RECORDS

I. General provision

Article 1

This Rulebook determines the form and content of the Form for recording the transfer of personal data to other countries and manner of keeping the records.

II. Form and content of the Form for keeping the record for transfer made of personal data to other countries

Article 2

(1) The Form for recording the transfer of personal data to other countries includes the following data:

1. Ordinal number;
2. Data about the controller that makes the transfer:
 - Name and address/name, surname and address of stay;
 - Contact number;
 - E-mail;
 - Name and surname of the person authorized to transfer personal data.
3. Country where the data shall be transferred;
4. Data about the receiver of personal data in the other country:
 - Name and address/name, surname and address;
 - Contact Number;
 - E-mail;
 - Name and surname of the person authorized for the transferred personal data.
5. Categories of the subjects of personal data whose personal data shall be the the issue of transfer;
6. Purpose or purposes of the transfer of personal data;
7. Categories of personal data that shall be transferred;
8. Special categories of personal data that shall be transferred;
9. Deadline for keeping the transferred personal data;
10. Legal basis for transferring the personal data;
11. Number and date of the Resolution for approval of the transfer of personal data;
12. Basic description about the technical and organizational measures undertaken for personal data protection while transfer;
13. Period of conducting the transfer;

14. Other information about the transfer;
15. Note.
- (2) The Form for keeping the record of the transfer of personal data to other countries from paragraph (1) of this Article is an integral part of this Rulebook (Form 1).

III. Manner of keeping the records

1. Manner of delivering the Application for Transfer of Personal Data to Other Countries

Article 3

(1) In the Application for Transfer of Personal Data to Other Countries, the controller is obliged to enter the data listed in Article 2 Paragraph (1) from this Rulebook.

(2) The controller shall deliver the Application for Transfer of Personal Data to Other Countries in electronic and hard copy version to the Directorate for Personal Data Protection (hereinafter: the Directorate) within 15 days since the initiation of the transfer of personal data to other countries.

(3) The application that is delivered in hard copy shall be signed by the controller that performs transfer personal data in other countries.

(4) The Form of the Application for Transfer of Personal Data to Other Countries paragraph (1) of this article is an integral part of this Rulebook (Form 2).

2. Keeping the records

Article 4

(1) Records of the transfer made of personal data to other countries are kept in an electronic form in the Directorate.

(2) In the records from paragraph (1) of this Article are added the data from Article 2 paragraph (1) of this Rulebook and any changes that occur after registering shall be entered.

3. Reporting the changes in the records of transfer made of personal data to other countries

Article 5

(1) The controller shall notify the Directorate about every change of data of the transfer made, included in the transfer for application and in a written form shall inform the Directorate within 15 days of the occurred change.

(2) Upon receiving the notification from paragraph (1) of this Article, the Directorate immediately updates the data included in the records of the transfer made of personal data to other countries.

Article 6

In case of termination of duty being controller in accordance with the provisions of personal data protection, the controller shall notify the Directorate in written within 15 days from the day of the controller's duty was terminated.

IV. Transitional and final provisions

Article 7

When this Rulebook shall enter into force, the Rulebook about the Form, Content and Manner of Keeping Record of Transfers of Personal Data to Other Countries ("Official Gazette of the Republic of Macedonia" No. 111/05) and the Rulebook for Operations of Processing of Personal Data that represent a special risk of the rights and freedoms of the subject of personal data ("Official Gazette of the Republic of Macedonia" No. 111/05) shall cease to be valid.

Article 8

This Rulebook shall enter into force on the day of its publication in the "Official Gazette of the Republic of Macedonia".

Director,
Dimitar Gjeorgjievski

Form 1

FORM FOR RECORDING THE TRANSFER OF PERSONAL DATA TO OTHER COUNTRIES

	Ordinal number	
	Data about the controller that conducts the transfer	
1	Name and address/name, surname and address of stay	
2	Contact number	
3	E-mail	
4	Name and surname of the authorized person for transfer of personal data	
	Country where the data shall be transferred	
	Data about the receiver of personal data in the other country	
1	Name and address/name, surname and address of stay	
2	Contact number	
3	E-mail	
4	Name and surname of the person authorized for the transfer of personal data	
	Categories of subjects of personal data whose data shall be issue of transfer	
	Purpose or purposes of the transfer of personal data	
	Categories of personal data that shall be transferred	
	Special categories of personal data that shall be transferred	
	Deadline for keeping the transferred personal data	
0	Legal basis for transferring personal data	
1	Number and date of the Resolution that approves the transfer of personal data	
2	General description of the technical an organizational measures undertaken to protect personal data during the transfer	
3	Period of conducting the transfer	
4	Other information about the transfer	
5	Note	

Form 2

APPLICATION FOR TRANSFER OF PERSONAL DATA TO OTHER COUNTRIES

	Data about the controller that conducts the transfer	
1	Name and address/name, surname and address of stay	
2	Contact Number	
3	E-mail	
4	Name and surname of the person authorized for the transfer of personal data	
	Country where the data shall be transferred	
	Data about the receiver of personal data in another country	
1	Name and address/name, surname and address of stay	
2	Contact number	
3	E-mail	
4	Name and surname of the person authorized for the transferred personal data	
	Categories of subjects of personal data whose data shall be transferred	
	Purpose or purposes of the transfer of personal data	
	Categories of personal data that shall be transferred	
	Special categories of personal data that shall be transferred	
	Deadline for keeping the transferred personal data	
	Legal basis for the transfer of personal data	
0	Number and date of the Resolution that approves the transfer of personal data	
1	General description of the technical and organizational measures undertaken for protection of personal data during transfer	
2	Period of conducting the transfer	
3	Other information about the transfer	

_____, _____, 20__ year
 (place) (date)

(Stamped and verified) _____

(signature of the responsible person)