



Basic checklist for processing of personal data

1. DATA ABOUT THE CONTROLLER/PROCESSOR

1.1. Date of filling the checklist	_____
1.2. Type of sector	<input type="checkbox"/> Public sector <input type="checkbox"/> Private sector
1.3. Controller/ Processor/Physical entity/Third party/Name and address	_____
1.4. Have you appointed an officer for personal data protection? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name and surname _____ Contact _____ Act that appointed the officer for personal data protection (number and date) _____
1.5. Has the officer for personal data protection and the people that process personal data attended trainings in the personal data protection field? Yes <input type="checkbox"/> No <input type="checkbox"/>	If the answer is yes , state which one, where and when? _____

2. DATA ABOUT COLLECTIONS OF PERSONAL DATA

2.1. Name of the collection/s of personal data:	_____
2.2. State the purpose for processing personal data:	_____
2.3. State the legal basis for	_____



processing personal data:	
2.4. Do you process special categories of personal data? Yes <input type="checkbox"/> No <input type="checkbox"/>	If the answer is yes , state which special categories of personal data you process _____
2.5. Is the identification number of the citizen processed? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> after previous explicit approval from the subject of personal data; <input type="checkbox"/> for realization of rights determined by law or the obligations of the subject of personal data or the controller and <input type="checkbox"/> in other cases determined by law. Describe _____
2.6. How is the right to access of the subject of personal data accomplished?	Describe _____
2.7. Do you process personal data for direct marketing purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>	Form of agreement _____
2.8. Users that can be given personal data to use? Way and basis? 2.8.1. Written request Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason _____ Legal basis _____ Categories of personal data _____
2.9. Have the people that process personal data been authorized by the controller or processor?	Yes <input type="checkbox"/> No <input type="checkbox"/>



<p>2.9.1. Have your employees signed a statement for confidentiality and personal data protection before they started working?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2.9.2. Do you keep records of people authorized to process personal data?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2.10. Have you signed an agreement with the processor(s)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Do you have a list of processors _____</p> <p>Agreement that regulates the rights and obligations of the controller and processor (number and date) _____</p> <p>Instructions received by the controller Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Describe _____</p> <p>Technical and organizational measures undertaken Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Describe _____</p>
<p>2.10.1. Does the agreement include the way of checking the actions of the processor(s) while processing personal data? 2.10.2. How often do you check the actions of the processor(s), once or multiple times a year?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Describe _____</p>
<p>2.11. Do you transfer personal data to other countries?</p>	<p>EU Member State _____</p>



<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Third countries _____</p> <p>Have you asked and received approval for transfer of personal data from the Directorate for Personal Data Protection _____</p>
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<p>2.12. Have you adopted documents with a description of the technical and organizational measures to ensure confidentiality and personal data protection?</p>	<p>Plan to create a system of technical and organizational measures to ensure confidentiality and protection of the processing of personal data; Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Act about the technical and organizational measures for ensuring confidentiality and protection of the processing of personal data; Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Rules for determining the obligations and responsibilities of the administrator of the information system and authorized persons while using the documents and the information and communication equipment; Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Rules about reporting, reaction and incident recovery; Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Rules about the way of making a security copy (backup), archiving and storage and the return of stored data; Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Rules about the destruction of documents and the manner of destruction, deleting and cleaning media; Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other acts List _____</p>
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<p>2.13. Are the deadlines for storing personal data determined by law?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If the answer is yes, which law? _____</p> <p>If the answer is no, have you adopted an act with deadlines according to the regulations for office and archive work? _____</p>
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2.14. How is the personal data processed?	Automatically Yes <input type="checkbox"/> No <input type="checkbox"/> Manually Yes <input type="checkbox"/> No <input type="checkbox"/> Other Yes <input type="checkbox"/> No <input type="checkbox"/> Describe _____
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2.15. How is the personal data transferred?	<input type="checkbox"/> post/delivery _____ <input type="checkbox"/> e-mail _____ <input type="checkbox"/> portable media _____ <input type="checkbox"/> automatic loading _____ <input type="checkbox"/> other way _____
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2.16. Which system software do you use?	_____
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2.17. Which application software do you use?	_____
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2.18. Has there been: 2.18.1. Internal control of the information system and information infrastructure? 2.18.2. External control of the	Yes <input type="checkbox"/> No <input type="checkbox"/> Number and date of the report _____
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information system and information infrastructure?	Yes <input type="checkbox"/> No <input type="checkbox"/> Number and date of the report _____
2.19. What technical measures do you undertake?	Describe _____
2.20. What organizational measures do you undertake?	Describe _____
2.21. What physical measures do you undertake?	Describe _____
2.22. Have you notified the Directorate about the processing of personal data? (www.dzlp.mk/cr Central Register for Collections of Personal Data)	Yes <input type="checkbox"/> No <input type="checkbox"/> Date of registration _____ Name of the collections of personal data and date when those were reported? _____
2.23. Do you conduct video surveillance? Yes <input type="checkbox"/> No <input type="checkbox"/>	If the answer is yes , describe: _____