



REPUBLIC OF MACEDONIA

**DIRECTORATE FOR PERSONAL DATA PROTECTION**  
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**2012 ANNUAL WORKING PROGRAM  
of the DIRECTORATE FOR PERSONAL DATA  
PROTECTION**

**No. 01-2146/1  
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## I. INTRODUCTION

The Directorate for Personal Data Protection (The Directorate) is established as an independent state authority with status as legal entity for supervising the legality of actions taken in the processing of personal data and their protection on the territory of the Republic of Macedonia and in accordance with the Law on Personal Data Protection ("Official Gazette of the Republic of Macedonia " No.7/05, 103/08, 124/10 and 135/11). The Law on protection of personal data that guarantees the data protection and privacy rights in 2005 and completed amendments in 2008 and 2010 is fully in compliance with the European Union acquires, international treaties and documents of the Council of Europe.

In 2011 a Strategy for the development of data protection in the Republic of Macedonia for the period 2012-2016 with an Action Plan as medium term document for the development of the Directorate.

The Department prepares an Annual Work Program and publishes it on the website [www.dzlp.mk](http://www.dzlp.mk)

The content of the Program for the Directorate for Personal Data Protection for 2013 (the Program) includes basic functions and organization of the Directorate established by law.

The functions that the Directorate shall perform in 2013 are systematized in areas such as:

1. Inspection;
2. Normative and analytical work;
3. Central register of collections of personal data;
4. Trainings;
5. Projects;
6. Collaboration and consultation with the public, private and NGO sector;
7. International cooperation.

## II. INSPECTION

### 1. Inspection

Regular inspection is performed over the enforcement of the Law on Personal Data Protection ("Official Gazette" no. 7/05, 103/08, 124/10 and 135/11) and regulations adopted pursuant to the Law on protection of personal data. In 2013 according to the Annual Inspection Program for the Protection of personal data is envisaged to carry out inspection of the controllers or processors in the following areas:

- Health;
- Tourism and catering industry;
- Banking;
- Judiciary;
- Education;
- Public authorities and authorities of public administration.

**Deadline: Continuous in accordance with the monthly plans for inspection**

1.2. Ad-hoc inspections are made on an initiative submitted by the state authorities, natural or legal person, as in the case of doubt of the inspector for possible violation of this law. Ad-hoc inspections are performed also upon a submitted request pursuant to Article 18 of the Law on Personal Data Protection ("Official Gazette", No. 7/05, 103/08, 124/10 and 135/11).

**Deadline: continuously during the calendar year**

1.3. Control inspection is done after the deadline specified in the Decision issued from the regular inspection in order to determine if solutions ordering removal of deficiencies identified during regular inspections are respected.

**Deadline: during the calendar year**

2. Education to controllers/processors in the cases stipulated by the Law on the protection of personal data.

**Deadline: during the calendar year**

3. Preparation and adoption of monthly plans for inspecting and amending them with an ad-hoc inspections.

**Deadline: 15<sup>th</sup> in the current month - for the next month**

4. Report of the executed inspections for 2012.

**Deadline: February 2013**

5. Current and periodic reports (quarterly, monthly and other for the needs of the Directorate)

### **III.CENTRAL REGISTRY OF PERSONAL DATA COLLECTIONS**

The Directorate pursuant to the provisions of Article 30 of the Law on Protection of Personal Data keeps electronic Central Registry of collections of personal data (the Central Registry). Into the Central Registry in 2012 specifically shall be intensified the following activities:

1. Recording of personal data collections in the Central Registry upon application of controllers

**Deadline: during the calendar year**

2. Notifications for effective implementation of the regulations on the protection of personal data in the following areas:

- Education;
- Health;
- Media;
- Labor, Employment, employment mediation;
- Telecommunications;
- Pension funds;
- Social Security;
- Economy;
- Judiciary;
- Insurance;
- State Administration;
- Banking, mutual funds and stock markets;
- Public Administration;
- Tourism and Restaurants and
- Gaming and lottery.

**Deadline: during the calendar year**

3. Redesign and commissioning of a new web-application solution for keeping the registry.  
Deadline: July 2012

#### **IV. NORMATIVE AND ANALYTICAL ACTIVITIES**

1. The Directorate on the basis of completed inspections, implemented projects and ongoing activities during 2012 shall adopt:

1. Annual Report of the Directorate for Personal Data Protection for 2011.

**Deadline: March 2012**

2. Preparation of annual/semi-annual and other reports related to other regulations:  
• Annual Report on Free Access to Public Information for 2011;

**Deadline: 10.01.2012**

• Report in accordance with the Law on Administrative Procedure;

**Deadline: January / July 2012**

• Report in accordance with the Law on Complaints and suggestions;

**Deadline: January / July 2012**

• Semi-annual report for training undertaken pursuant training program for civil servants of the Directorate.

**Deadline: January / July 2012**

3. Information to the Assembly of the Republic and the Government of the RM for the situation and the need to strengthen human resources in the Directorate, as well as the need to align the work of controllers and processors with personal data protection regulations.

**Deadline: June / December 2012**

4. Working Programme of the Directorate for Personal Data Protection for 2013.

**Deadline: December 2012**

5. Training program for controllers and processors in 2013 .

**Deadline: December 2012**

6. Training program for staff of the Directorate for Personal Data Protection for 2013.

**Deadline: December 2012**

2. Issuance of permits for processing of special categories of personal data in accordance with Article 9 from the Law on protection of personal data.

**Deadline: during the calendar year**

3. Issuance of permits for the transfer of personal data to other countries under the regulations for data protection.

**Deadline: during the calendar year**

4. Preparation of opinions at the request of ministries, other state administration authorities in terms of materials, by-laws, laws and other draft regulations concerning the protection of personal data, and submission to the Government for consideration or adoption.

**Deadline: during the calendar year**

5. Preparation of opinions on issues of protection of personal data at the request of other state authorities and institutions, organizations established by law, the municipalities, the City of municipalities in Skopje.

**Deadline: during the calendar year**

6. Acting upon petitions and proposals submitted to the Directorate by natural and legal persons.

**Deadline: during the calendar year**

7. Handling inquiries from citizens to protect their right to privacy on the Internet (social networks).

**Deadline: during the calendar year**

8. Contribute towards the preparation of documents for approximation of domestic legislation with the European Union acquires:

a. Preparation of the NPAA Program -2013 -2015 and participation in the working group on political criteria for monitoring the situation with the implementation of the obligations of the Republic of Macedonia in the field - fundamental rights.

**Deadline: Continuously during the calendar year**

b. Update and preparation of reports on the implementation of the objectives and activities of the Directorate;

**Deadline: Continuously during the calendar year**

c. Prepare periodic reports on the progress of the Republic of Macedonia;

**Deadline: May / August 2012**

## **V. TRAININGS**

1. During 2012 the Directorate will hold training for controllers and processors within the established timeframes and areas designated in the annual training program for controllers and processors for 2012 No.02 - 2052/1 of 15.12.2011 .

**Deadline: during the calendar year**

2. Continuous training of staff in the Directorate under established dynamics defined in the Annual Program for training of civil servants in the Directorate for Protection of Personal Data in 2012, No.02 - 1823/1 of 01.11.2011.

**Deadline: during the calendar year**

## **VI. PROJECTS**

1. Within the project "IPA 2008 Support to the Directorate for Personal Data Protection" in 2012, the Directorate will continue to realize the planned activities, in particular:

d. Analysis of the sector - oriented laws and bylaws to comply with existing Law on protection of personal data and descriptions of problems in those documents; Setting benchmarks / Study of European best practices associated with selected sectors with rules to protect personal data:

- i. Health Department ;
- ii. Police Department ;
- iii. Banking sector.
- iv. Develop a list as a tool for regular updates which will determine those laws that are already aligned and those laws that should be harmonized. The form of this tool will be previously discussed and agreed with the customer. A brief evaluation of those laws which should be harmonized and possible support in the compliance phase;
- v. In the absence of specific regulations, the Department will participate in the preparation of manuals for proper processing of personal data in certain areas of public administration and private business as well as guidelines for the appropriate use of new technology in the processing of personal data by electronic cards , biometrics , RFID tags , video surveillance , Internet , electronic communication etc.

**Deadline: June 2012**

2. Within the Program of the European Union for pre-accession assistance IPA 2012 will continue with actions to finalize the programming submitted by Project Fiche for building network capacity and exercise of rights to privacy and free access to public information.

**Deadline: during the calendar year**

3. In cooperation with the operators of public electronic communication services, the Organization of consumers of Macedonia and the Agency for Electronic Communications will implement projects in collaboration to mark the "Day of the consumer" in terms of ensuring their right to protection of personal data by the operators of electronic communications services.

**Deadline: February / March 2012**

4. Celebrating the January 28 - European Day for the protection of personal data by organizing an exhibition of selected works best on the competition " Click Safe " and conference for inclusion of the right to protection of personal data in formal education.

**Deadline: 28/01/2012 Year**

## **VII. Cooperation and consultation with the public, private and NGO sectors**

1. Preparation of opinions on compliance documentation for technical and organizational measures to ensure confidentiality and protection of personal data controllers and processors with regulations to protect personal data.

**Deadline: continuously during the calendar year**

2. Preparation of suggestions for harmonization of the work of controllers and processors with regulations for personal data protection.

**Deadline: continuously during the calendar year**

3. Maintain consultation with controllers and processors for more efficient implementation of the regulations on the protection of personal data.

**Deadline: Continuously during the calendar year**

4th Active participation of the Directorate Subcommittee on Security and Human Rights .

**Deadline: during the calendar year**

## **VIII. INTERNATIONAL COOPERATION AND PUBLIC RELATIONS**

### 1. International cooperation

During 2012 representatives from the Directorate actively shall participate in relevant events in the field of protection of personal data by the Council of Europe, European Union, and other national institutions - institutions for the protection of personal data in the European Union in order to strengthen international cooperation and exchange of experiences to promote the culture of protection of personal data, including:

- Regular participation in working meetings within 29 Working Party of the European Commission;
- Participation in meetings and plenary session of the Consultative Committee for the Protection of Personal Data of the Council of Europe (T-PD);
- Participation in the Spring Conference of the European authorities for the protection of personal data;
- Participation in the Conference on the protection of personal data of the authorities of South Eastern Europe;
- Participation in the International Conference on the Protection of Personal Data;
- Participation in workshops on the practical application of the regulations on the protection of personal data – Case Handling Workshop;
- Participation in the International Working Group on Data Protection in Telecommunications;
- Participation in meetings of the Working Party on Police and Justice.

Directorate in 2012 will continue to submit applications for the use of instruments for technical assistance TAIEX through which shall seek professional help in many different areas of the Directorate and through expert missions, study visits and workshops .

Under the IPA 2008 project "Support to the Protection of Personal Data" , Directorate will organize the International Conference on modernization and changes of the Convention 108 of Council of Europe on the protection of individuals with regard to automatic processing of data and Directive 95/46/EC of the European Commission and the Council on the protection of individuals with regard to the processing of personal data and free movement of such data .

### 2. Public relations

1. Develop a strategy for communicating with the public.

**Deadline: First half of 2012**

2. Raising public awareness and informing the citizens of the right to protection of personal data and privacy through direct collaboration with:

- Web portal of daily newspaper "Nova Makedonija", where citizens have the opportunity to ask questions to which the Directorate gives answer, and answers are published every Monday;

- Macedonian Radio Television – Participation in the morning program "Good Morning Macedonia" where every Tuesday is processed one current topic in the field of data protection;
- Collaboration with other media on projects to promote the right to protection of personal data and raising public awareness.

**Deadline: during the calendar year**

3. As a tool for communicating with the public, the Directorate uses the group - social networking portal Facebook, through which corresponds to the current issues that are the focus of public interest.

**Deadline: during the calendar year**

4. E-Newsletter of the Directorate.

**Deadline: December 2012**

5. Cooperation with the School for Public Relations.

Deadline: Continuous, determined by previous activities under the Memorandum of Understanding

In 2012 it is envisaged to prepare Recommendations for the protection of personal data by the media that will be designed for media professionals, but will also serve as recommendations for the Directorate in conducting the procedures for determining a violation of the right to privacy against the media.

## **IX.FINAL PROVISION**

This program is published on the website of the Directorate for Personal Data Protection.

**DIRECTOR,  
Dimitar Gjeorgjievski**