



REPUBLIC OF MACEDONIA



Directorate for
Personal Data
Protection

DIRECTORATE FOR PERSONAL DATA PROTECTION

Blvd. "Goce Delchev" 18, 1000 Skopje
Tel: +389 2 3230 635; fax: +389 2 3230 635;
www.dzlp.mk

GUIDELINES

**ON THE ORGANIZATION AND IMPLEMENTATION OF TRAININGS FOR
DATA CONTROLLERS AND PROCESSORS**
(consolidated text)

No. 02-2863/1
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The consolidated text of the Guidelines on the organization and implementation of trainings for data controllers and processors includes: the Guidelines on the organization and implementation of trainings for data controllers and processors No. 02-283/1 from 8.2.2012, the Guidelines amending the Guidelines on the organization and implementation of trainings for data controllers and processors No. 02/283/2 from 7.3.2012, the Guidelines for amending the Guidelines on the of organization and implementation of trainings for data controllers and processors No. 02-2852/1 from 20.12.2013.

GUIDELINES ON THE ORGANIZATION AND IMPLEMENTATION OF TRAININGS FOR DATA CONTROLLERS AND PROCESSORS (Consolidated text)

I. GENERAL PROVISION

1. This Guideline stipulates the organization and implementation of trainings for the interested data controllers and processors by the Directorate for Personal Data Protection (in the further text: the Directorate), as well as the way of record keeping for the implemented trainings.

I – a GLOSSARY

1-a. Types of trainings with regard to this Guideline are:

A **seminar** is a form of learning for a specific field, without practical work and hands-on experience, with the purpose of gaining additional knowledge,

A **workshop** is a form of learning with usage of interactive methods with the purpose of gaining certain skills through solving specific problems,

A **study visit** is a form of learning through familiarization with the experiences of other countries in an immediate way, for the purpose of its usage in the particular work environment.

A **training at the work position** is a form of learning for gaining and improvement of the skills for conducting the work assignments for a specific work position, with the help of mentor(s),

A **course** is a form of learning for gaining or improvement of the knowledge and skills through organized learning in a specific time period,

LDL (Long Distance Learning) is a form of learning through the use of materials which are created in a special electronic form, available through the Internet, with the help of a lecturer (mentor).

1-6. Level of training:

B - Basic – provides basic knowledge on the specific field and serves as a basis for further improvement,

A - Advanced – provides extended and deepened knowledge for development of special competences for the specific field,

T – Training of trainers – form of learning with the use of different approaches appropriate of the contents, which allows building of the capacities of the individuals, through acquisition of knowledge and training skills, as well as forming personal views with the purpose of their enabling to conduct trainings.

II. ORGANIZATION AND IMPLEMENTATION OF TRAININGS

I. Commission for implementation of the trainings

2. The trainings which are planned according to the Annual training program for data controllers and processors (in the further text: the Annual program) are organized and implemented by the Commission for implementation of trainings (in the further text: the Commission), which is formed by the director of the Directorate.

3. For its work, the Commission adopts a Rule of procedure (Rule book).

4. The Commission submits an annual report for its work for the previous calendar year no later than the end of February in the current year to the director of the Directorate.

2. Application

5. The request for a training in the field of the data protection by the data controllers and processors can be submitted as follows:

- through the website of the Directorate www.dzlp.mk,
- written and sent by mail,
- through fax at the number 02 3230 635 or
- at the archive of the Directorate.

6. The request for a training in the field of data protection should contain the following information:

- name and address, or name, surname and address of the controller;
- the number of participants which apply for the training;
- name and surname of the participants who apply for the training, and their work position;
- the types of training and the modules of the training for which the participants apply;
- the date of the requested training;
- name and surname of the contact person;
- contact number and
- e- mail.

By exception of paragraph 1 of this Article, the data controller, i.e. the processor can deliver the information for the participants additionally, but no later than the day of the beginning of the training.

7. If the controller, i.e. the data processor wants to participate in different trainings according to the requested program, they should write the themes, i.e. the questions which are to be covered in the training in the request for a training from the field of the data protection.

8. Each request for a training in the field of data protection received in the Directorate is post up as an entry into the archive and is distributed to the Commission.

The Form for a request for a training in the field of data protection is a composite part of this Guideline (Form No. 1).

3. Determination of the date of the training and reporting

9. The Directorate records all data controllers and processors that apply and follows the number of the participants who have applied for each of the modules of the trainings which are listed in the Annual program.

10. If the controller, i.e. the processor wants to participate in a special training in accordance with the requested program, the date for the training is additionally determined on mutual consent.

11. The controller, i.e. the processor who has applied for a training, no later than three days before the start of the training, is informed for the following:

- the date(s) of the training;
- the final date for costs payment, and
- the modules which will be subject to the training.

The report from the provision 1 of this item is delivered by e-mail to the controller, i.e. the processor who has registered the participants for a training.

4. Preparation of materials and implementation of trainings

12. The Directorate provides presentation in electronic form (on a CD), as well as office materials for participation in the training (provisions on data protection, binder, paper, pen, etc.) for each of the modules, which are distributed to the participants before the beginning of the training.

5. Provision of materials and technical conditions for implementation of the training

13. The Directorate provides the materials and technical conditions for the implementation of the training (hall, electronic equipment for presentations, projector, writing board, beverages, water, juices, etc.)

14. If the training is held in the premises of the Directorate in Skopje, the transport costs for the training are not covered by the Directorate.

15. If the training is not held in Skopje, the Directorate provides the materials from item 13 in this Guideline and the technical conditions from item 14 of this Guideline, but the transport and the daily costs of the participants in the training are to be covered by the controllers, i.e. the processors of the data.

6. Payment of the training costs

16. The payment of the costs of the trainings is made exclusively on the Treasury Account of the Directorate. Properly filled form of PP-50 for the payment of the training costs is published on the website of the Directorate - www.dzlp.mk.

17. The data controllers and processors shall make the payment of the training costs before the start of the training of the registered participants, but no later than the day of the training.

18. If the participant is not able to be present at the training because of any reason and/or delays the training twice, the Commission defines a new date for the training.

In the cases described in provision 1 of this item, if the participant is not present at the additionally defined dates for the training, the costs paid are not to be refunded to the data controller, i.e. processor.

7. Conclusion of agreement

19. The Directorate concludes an agreement for the training with the data controllers and processors who have delivered a request for a training implementation, in accordance with the Annual program.

The Form of the Agreement for training is a composite part of this Guideline (Form No. 2).

8. Training implementation, evaluation and certification

8.1. Training implementation

20. The training is conducted by the Commission, upon previous consent of the director of the Directorate.

21. If the training is not defined with the Annual program or if the same training is held more than once, the time and the venue are defined by the Commission, upon previous consent of the director of the Directorate.

22. Only the registered participants who have the training costs covered and the registered participants from the civil service who are discharged from payment can register and follow the training.

23. If the registered participant is not present at the date and time defined, he/she is included in the following trainings for the same modules.

24. Before the beginning of the training, each participant in the training writes his/hers personal data on the registry list, and leaves his/hers manual signature.

The registry list for the presence from the paragraph 1 of this item contains the following parts: ordinal number, controller/processor, name and surname, telephone number, e mail and manual signature. The date and the venue of the training are written at the registry list.

The form of the registry list is a composite part of this Guideline (Form No. 3)

8.2. Evaluation

25. After the completion of the training, each of the participants anonymously fulfills the Questionnaire for evaluation.

26. The data given in the Questionnaire for evaluation are used exclusively for analyses, reports, as well as for the improvement of the process of trainings in the Directorate.

The Form of the Questionnaire for evaluation is a composite part of this Guideline (Form No. 4).

8.3. Certification

27. On request on the controller/processor or on request of the participant in the training, the director of the Directorate or authorized managing clerk on his behalf, issues Certificate for participation in a training in the field of data protection.

28. In the Certificate for participation in a training the following set of information are included: the name and surname of the participant in the training, name of the training, venue, date, duration and on whose behalf the certificate is issued, as well as who issues the Certificate.

The Form of the Certificate for participation in a training in the field of data protection is a composite part of this Guideline (Form No. 5).

8.4 Certificate issuance

29. Every participant receives a certificate for participation in a training (in the further text Certificate) by the director of the Directorate after the completion of the training.

30. The Certificate is issued if the participant attended a generic training and/or specialized training.

31. The Certificate is also issued for the participants of the special trainings, implemented according to the Annual program.

The Form of the Certificate from paragraph 1 of this item is a composite part of this Guideline (Form No. 6).

III. RECORD OF THE IMPLEMENTED TRAININGS

32. The record of the implemented trainings contains the following information:

- Ordinal number;
- Name and surname of the participant in the training;
- Name and registered office address, i.e. name and surname and address of the data controller/processor;
- Field;
- Type of training;
- Venue of the training implementation;

- Date of the training;
- Name and surname of the trainers from the Directorate, who held the training
- Comment.

The Form for the Record of the implemented trainings is a composite part of this Guideline (Form No. 7).

33. The record for the implemented trainings is conducted by a civil servant, on behalf of the director of the Directorate.

III – a SPECIAL PROVISION

33-a. The Members of the Commission may use as many free hours, i.e. days as they were engaged during the weekend for the implementation of the trainings, in accordance with the provisions on civil servants and the provisions on labor relations.

IV. TRANSITIONAL AND FINAL PROVISIONS

34. On the day of entry into force of this Guideline, the Guideline on organizing and implementation of trainings for data controllers and processors No. 02-1414/1 from 11.11.2010 and the Guideline on registry of the participants in trainings in the field of personal data protection No. 02-1333/1 from 1.11.2010 are revoked.

**Director,
Dimitar Gjeorgievski**

Made by: Manuela Stanoevska Stoilkovska
Approved by: Valentin Fetadzokoski