



VIDEO SURVEILLANCE PRIVACY STATEMENT

This privacy statement explains the type of personal data that the Development Bank of North Macedonia AD Skopje (hereinafter: the controller) collects during a visit to the office/business premises and the manner of their exploitation.

1. Why does the controller collect (process) personal data?

The controller collects personal data through a video surveillance system in order to:

- control the access to the facility (building, entrance, premises, etc.) and ensure the security of the controller's facility, the safety of employees and visitors as well as the property and the information located or stored on the premises,
- prevent, deter and if necessary investigate unauthorized physical access, including unauthorized access to security and protected premises, IT infrastructure, or operational information, and,
- prevent, detect, and investigate theft of equipment or assets owned by the controller, visitors, or staff, or threats to the safety of staff working on the premises (for example: fire, physical assault, etc.).

The video surveillance system is not used for other purposes, such as monitoring the work of employees or their presence. The video cameras are positioned so that they do not cover the surrounding public space. The cameras aim to give a general overview of what is happening in certain places, but not to recognize faces.

The video surveillance system is not used as an investigative tool or to obtain evidence in internal investigations or disciplinary proceedings, unless it is a security incident that caused the video surveillance to be installed in the first place, in accordance with the Law on Personal Data Protection. (In exceptional circumstances, the data may be passed on to the investigating authorities as part of a formal disciplinary or criminal investigation).

Video surveillance cameras are installed on video recorders and are positioned and focused to record only persons entering the office/business premises (facilities).

The video surveillance system covers the area of internal entrances and exits to the Development Bank facilities.

2. What data does the controller collect?

The controller only collects video records from the cameras, and no audio recording is performed.

3. Who is responsible for data processing?

The controller is the one who processes personal data and determines the purposes of processing, only in accordance with the Law on Personal Data Protection. The Director of Legal and General Affairs Division is the contact person responsible for video surveillance.

4. What is the legal basis for processing personal data through the video surveillance system?

The controller uses video surveillance equipment for:

- Protection of human life or health;
- Protection of property;
- Protection of the life and health of employees due to the nature of their work;
- Ensuring control over entering and leaving the office or business premises.



Therefore, the processing is legal according to Article 90 of the Law on Personal Data Protection.

Besides, there is a visible and clearly displayed video surveillance notice at the entrance of the facility, informing personal data subjects about the video surveillance, the name of the controller performing video surveillance, and the manner of obtaining information on where and how long the video surveillance system recordings are stored.

5. Who can access my personal data?

Only persons authorized for video surveillance or video surveillance system administrators can access the video records. Access to digital devices or the disc on which videos are stored is restricted and protected by the application of technical data security measures (such as password, record of every event or action by an authorized person, or administrator). The data i.e. the video records cannot be accessed without prior authorization by the Managing Board of the Development Bank of North Macedonia.

6. How can I control my data?

You can send a request by e-mail: info@mbdp.com.mk, or addressed to Development Bank of North Macedonia, 26 “Dimitrie Chupovski” Str., Skopje.

7. Can I access my data?

You have the right to access your data at any time free of charge, by sending a request by e-mail: info@mbdp.com.mk, or addressed to Development Bank of North Macedonia, 26 “Dimitrie Chupovski” Str., Skopje.

8. Can I change my data?

No editing of the video records is allowed.

9. Can I request a restriction on the processing of my data?

You have the right to restrict the processing of your personal data at any time by sending a request by e-mail: info@mbdp.com.mk, or addressed to Development Bank of North Macedonia, 26 “Dimitrie Chupovski” Str., Skopje, when you dispute the accuracy of your personal data, or when the controller no longer needs your data to perform its tasks. You can also block processing when the operation is illegal and you object to deleting the data. However, blocking is not possible in every case of an official investigation.

10. Can I delete my data?

You have the right to request your data to be deleted at any time by sending a request by e-mail: info@mbdp.com.mk, or addressed to Development Bank of North Macedonia, 26 “Dimitrie Chupovski” Str., Skopje when the processing is illegal.

11. Is my personal information shared with other people?

Your data is kept with the controller unless you request it from the controller or give consent for it to be shared. In case of sharing your data with third parties, you will be notified to whom it was disclosed, for what purpose, and on what legal basis.

12. Do I have the right to object?

Yes, you have the right to object and oppose the processing at any time by sending a request by e-mail: info@mbdp.com.mk, or addressed to Development Bank of North Macedonia, 26



“Dimitrie Chupovski” Str., Skopje, when you have legitimate reasons. The controller will act upon your request within 15 days from the day of submitting the request.

13. What can I do if a problem arises?

- a) The first step is to inform the controller by sending an e-mail to info@mbdp.com.mk and require to take action.
- b) If you do not receive an answer from us or if you are not satisfied with it, the second step would be to contact our personal data protection officer at dpo@mbdp.com.mk.
- c) You can submit a request to the Personal Data Protection Agency www.azlp.mk at any time, which will act according to your request and take the necessary measures.

14. When does the processing of my personal data through the video surveillance system begin?

Processing begins the moment you visit the controller's premises.

15. Personal data security

The controller is committed to protecting your personal data. It therefore uses security technologies and procedures that protect your personal data primarily from unauthorized access, use, or disclosure. We store your data on a restricted access computer system and in a controlled environment.

16. How long do you keep my data?

The controller stores your personal data for 30 calendar days after your visit to our premises, after which all recorded videos are automatically deleted.