



PRIVACY NOTICE

TO SUPPLIERS AND SERVICE PROVIDERS OF DBNM JSC SKOPJE

(that is, natural persons or persons in the capacity of founders, signatories, authorized persons, related persons, real owners, or other, of the legal persons – **suppliers, service providers necessary for the operation of DBNM**)

The Law on Personal Data Protection regulates the protection of personal data as the basic rights and freedoms of citizens, and especially the right to privacy in connection with the personal data processing, personal data processing confidentiality and protection, the transfer of personal data to other countries and disclosing personal data to third parties.

This Privacy Notice refers to the processing of your personal data by the Development Bank of North Macedonia AD Skopje, as well as to your rights.

Development Bank of North Macedonia JSC Skopje devotes considerable attention to personal data protection in all its business processes, implementing the standards set by the regulations for personal data protection in the Republic of North Macedonia and the established internal documentation in the bank.

BASIC INFORMATION

Data Controller: Development Bank of North Macedonia JSC Skopje (DBNM)

Headquarters: 26 Dimitrie Chupovski Str., 1000 Skopje

VAT Nr.: 4030998350604

Registered ID number: 5240425

Phone number: 02/3115-844

www.mbdp.com.mk

e-mail: info@mbdp.com.mk

Personal data on natural persons or persons in the capacity of founders, signatories, authorized persons, related persons, real owners, or other, of the legal entities - suppliers, and service providers necessary for the operation of DBNM, are processed in order to identify the above-mentioned persons, as well as for the purpose of management and administration of the procurement procedures.

COLLECTION OF PERSONAL DATA BY THE CONTROLLER

The personal data collected by DBNM as Controller, which are further subject to processing, are processed in accordance with the regulations governing the area of personal data protection.

We collect your personal data from you when:

- you are selected through the most favorable offer of a public call,
- you sign a contract with DBNM as a supplier of a specific service provided for in the public call,
- you process personal data in the name and on behalf of the bank, and in that case, you enter into agreements for personal data protection and processing in accordance with the contractual standard clauses,
- and in other cases for the performance of business obligations.

PURPOSE OF PERSONAL DATA PROCESSING

We process your personal data for the purpose of realizing the contractually defined services for DBNM and for no other purpose, nor are personal data used for our own purposes or for the purposes of third parties. That is, personal data processing is carried out when one of the following conditions for the legality of the processing is met:

- The processing is necessary to fulfill the legal obligations of DBNM or other purposes specified by law
- The processing is necessary for the performance of the contract in which the subject is a contracting party or for undertaking activities at the request of the subject prior to the conclusion of the contract
- The subject has consented to the processing of his or her personal data for one or more specific purposes.

CATEGORIES OF PERSONAL DATA WE PROCESS

- Name and surname

When concluding a contract with the supplier, the bank uses only the personal data specified in the Current status/Registration Certificate of the legal entity.

TRANSFER OF PERSONAL DATA

DBNM does not transfer your personal data, except in cases specified by law.

PERSONS AUTHORIZED FOR THE PERSONAL DATA PROCESSING

DBNM issues special authorizations - decisions to employees for the processing of personal data of representatives of legal entities that have a contractual business relationship with the bank. These authorized persons, before starting their work, and also through the organization of continuous training, learn about the protection of personal data processing.

Data sub-processors

DBNM may engage various contracting parties acting as sub-processors of personal data. They perform part of the services in the name and on behalf of the bank. DBNM concludes agreements for the protection and processing of personal data with such contractual sub-processors in accordance with contractual standard clauses. The sub-processors process the data only for the realization of the contractually defined services for DBNM and for no other purpose, nor may they use it for their own purposes or for the purposes of third parties.

MEASURES FOR THE PROTECTION OF PERSONAL DATA

The operation and actions of DBNM in relation to the protection of personal data of our clients and potential clients (founders, signatories, authorized persons, related persons, real owners, or other, of the legal entities - users and potential users of the financial products and services of DBNM ((lending and commission work, credit insurance and factoring, guarantees, finance, etc.)) are fully compliant with the regulations for the protection of personal data in the RNM. This implies a fully implemented system of technical and organizational measures for confidentiality and protection of personal data processing, such as:

- strict security procedures are applied to reduce the risk of breaching the security of personal data such as unauthorized disclosure, unauthorized access to the personal data of natural persons, and other security incidents;
- the equipment/premises where personal data is stored is located in a secure environment with limited physical access;

- firewalls, strong passwords, anti-virus programs, and other measures to protect personal data (eg encryption and pseudonymization) are used;
- only authorized persons have access to personal data within the DBNM, and the authorizations are regulated in accordance with the work processes in the bank;
- DBNM employees are committed to ensuring confidentiality;
- DBNM conducts regular training about the protection of personal data for employees, which ensures a satisfactory level of awareness within the organization.

STORAGE TIME OF PERSONAL DATA

The personal data we collect is stored in accordance with the law and the period necessary to achieve the purpose of the processing. They are determined in the List of documentary material with terms for keeping personal data of DBNM, and amount to 5 and 10 years respectively.

RIGHTS OF PERSONAL DATA SUBJECTS

- Right to be informed and have access to personal data,
- Right to rectification,
- Right to erasure (“right to be forgotten”),
- Right to restriction of processing,
- Right to data portability,
- Right to object and automated individual decision-making, including profiling,
- Right to withdraw consent.

The subject of personal data may, at his/her request, receive information about:

- whether personal data are collected from the data subject;
- which categories of personal data are processed;
- the purposes of the processing for which the personal data are intended as well as the legal basis for the processing;
- recipients or categories of recipients of the personal data;
- sources of personal data;
- the period for which the personal data will be stored;
- whether personal data is transferred to a third country or international organization.

To exercise your rights, you can submit a request in person or through a proxy. The form is available at the following link:

- [Request to exercise the subject's rights to personal data](#)
- [Power of attorney](#)

OTHER INFORMATION

If you have any questions, remarks, or comments regarding this Privacy Notice, you can direct them to the [Personal Data Protection Officer](#) of DBNM.