

Policy

Privacy Policy

Identification number	POL 008
Version no.	3
Proposed by (responsible Organizational unit)	Legal and Corporate Affairs Department

Executive Summary

Version	Date	Short description of the changes
3	December, 2015	Aligning of the Policy with the Binding Corporate Rules Privacy.

Estimation of time to market impact:

	Filled by Submitter	Filled by TQM
No impact	✓	✓
Small impact for the purpose of simplification of internal processes		
Significant impact		

History*

Version	Date	Prepared by :	Short description of the changes
1	09.01.2013	Marijana Marusic Kos	Privacy Policy
2	13.09.2013	Marijana Marusic Kos	Annex to the Privacy Policy added. It is designed for the customers and will be published to our web page.

*Put maximum 3 last versions of the relevant internal regulation

1. Introduction

The right to privacy and protection of personal data of the customers is a priority for the Deutsche Telekom Group. The principles for personal data protection that are elaborated in more details in the Binding Corporate Rules Privacy of Deutsche Telekom are implemented in the companies that belong to the Group.

2. Main part

Makedonski Telekom, as a member of the Deutsche Telekom Group, pays big attention to the personal data protection in all business processes, implementing the standards set out in the regulations for personal data protection in the Republic of Macedonia and in the existing standards within the Group.

In order to promote the established concept of protection of privacy in Makedonski Telekom and to clarify the manner in which we process the personal data of the visitors during their visit or registration on our internet sites, we have prepared this Privacy

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Policy.

This Privacy Policy does not apply to your visit to other internet sites to which you obtain access via our internet sites.

Collection and processing of your personal data

Which personal data we process?

For the purposes of system protection, whenever you visit our internet sites, our web server temporarily registers your domain and IP address of the work station, together with several other technical data regarding the session, i.e. the visit to the internet sites. Furthermore, in certain cases we write information in the form of "Cookies" on your PC in order to customize the visit of the internet sites to your needs and habits. "Cookies" are small data files that are entered in the PC of the visitor by the web server. Any information that is memorized within the "Cookies" can be used only for the purposes of the web service in a manner that your privacy will not be endangered.

We process your data only if you provide it voluntarily by registering on our internet sites for the purposes of using our products and services (for example, payment of e-bill, e-orders, surveys, prize winning games) in accordance with the regulations for personal data protection of the Republic of Macedonia.

We emphasise that in case of electronic bill collection, the data related to your payment card or bank account are sent directly to the bank via encoded connection. Makedonski Telekom neither collects nor have access to this data.

For what purpose?

We process your personal data in order to provide you with online use of our products and services.

In doing so, your personal data will not be processed for any other purpose, except for the purpose for which they were collected. Processing of your personal data for other purpose can be performed only based on your prior consent.

Can we share your personal data with other natural persons or legal entities, authorities or bodies?

All employees in our companies are obliged to keep your personal data and they are trained to provide secrecy and protection when handling and processing the data.

Your personal data will not be shared with other natural persons or legal entities, state government authorities or other bodies, except in cases defined by law.

What are your rights?

If you are registered on our internet sites, based on your written request, you are entitled to the following:

- To be informed which personal data will be processed for you and what are the purposes and the legal basis for processing of personal data and/or
- To access your personal data and
- To supplement, amend, erase or request stoppage of their further processing.

Security and protection

Makedonski Telekom undertakes all prescribed technical and organizational measures for providing secrecy and protection when processing personal data that are available to them, for the purposes of prevention of unauthorized access, unauthorized disclosure or probable misuse. Our security procedures are subject to regular controls and reflect the latest technological achievements in this field.

Amendments to this Privacy Policy

Makedonski Telekom reserves the right to amend or supplement this Privacy Policy at any time. For each amendment or supplement, a visible notification will be published on this internet site.

Contact

If you want your data to be corrected or deleted or if you have any question or suggestion in the field of personal data protection, you can contact us on the following e-mails:

- data_protection@telekom.mk

We point out that the address via which you will contact us and other personal data, the content of your requests or suggestions, will not be used for any other purpose except to reply to your request, question or suggestion directed for us.

3. Closing part

This Policy shall enter into force on the day of its adoption, and shall begin to apply after its posting on the MKT portal. Thereby POL 008 Privacy Policy and Manual for data protection dated 11.09.2013 shall cease to be valid.

3.1. References

3.2 Definitions and abbreviations

Abbreviations / terms	Description
/	/

3.3. Appendices

	Code	Name of the document	Storing Place/Method	Storing Time
1	POL 008/A1	Manual for Personal Data Protection at MKT	Master list	According to the validity of this Policy

Approved by:
Chief Executive Officer
Andreas Maeirhofer

Chief Operating Officer
Zarko Lukovski