

## **PRIVACY POLICY**

This Privacy Policy provides general information on processing personal data when visiting the Controller's website and/or using one of its services. The Controller collects only the data necessary for the realization of its rights and obligations.

### **1. Controller of personal data collections**

1) A personal data controller is construction, trades and services company LIMAK DOO Skopje (hereinafter Controller), with headquarters in Skopje on ul.Zeleznicka no.3, Republic of North Macedonia, with Business ID number 6859127, TIN MK4080013535831.

2) The Controller is a limited liability company registered to perform activities in the area of construction, trade and services, founded in accordance with the provisions of the Law on Trade Companies, and registered in the single trade register kept at the Central Registry of the Republic of North Macedonia.

3) Personal data is processed in accordance with the provisions of the Law on Personal Data Protection, the by-laws of the Personal Data Protection Agency, and the Controller's acts on technical and organizational measures for personal data processing. In addition, the Controller strives to apply the acts which arise from the regulatory bodies of the European Union, those which pertain to personal data processing protection.

### **2. Users and categories of personal data users:**

1) The Controller collects data related to the following category of persons:

- visitors of the Controller's website - [www.diamondmall.mk](http://www.diamondmall.mk). Usually, the Controller collects navigation data (see below) used in analyzing the data from visits to the website, as well as maintaining its data security. Read more on the cookie usage policy in the Controller usage policy.
- persons who submit notices and requests to the Controller, on various grounds defined in the positive regulations which assess the issue of personal data processing protection.
- personal data pertaining to (or related to) human resources recruitment processes which are carried out or may be carried out by the controller.

### **3. Categories of processed data**

#### **3.1 Navigation data**

1) Upon visiting the Controller's website, logs are created for each visitor with the following data

- internet protocol (IP) address;
- the device from which the website is accessed, type and model;
- operating system;
- type of search engine, plugins and version;
- pages visited on the website and time spent at each;
- the URL of the website which sent you to the Controller's website and in some cases the terms you have used in your attempt to find the Controller's website;
- search engine language;
- country (determined based on the IP address).

2) Server logs are automatically deleted after 15 days, unless circumstances require longer retention (for example, in order to inspect a virus or malicious attack).

3) The Controller maintains the servers independently. All website activity is conducted internally or externally (depending on the case), including the logs created, and the analysis of the data transmitted by visits to the Controller's website.

#### **3.2 Data which users voluntarily submit**

1) Personal data collected from visits to the Controller's website is that which visitors voluntarily submit for specific purposes, so as to enable the Controller to exercise its rights and obligations.

2) Some of the following categories of personal data may be collected: (1) first and last name, (2) address, (3) contact information, (4) fax number, (5) email address and (6) signature.

### **4. How personal data is collected**

Personal data is collected via various channels, including:

- through website usage, including the forms uploaded for using the website;
- through the Controller's email address: [diamond@diomondofskopje.com](mailto:diamond@diomondofskopje.com)
- by mail
- by fax
- verbally.

2) For verbal requests, a record is prepared which is signed by the person submitting the verbal request, and by the person employed by the Controller who compiled and recorded the record in the Controller's archive.

## **5. Categories of personal data users**

Personal data processing activity related to on-line services available through the Controller's website is carried out by the employees responsible for these services, or persons in charge of carrying out the subject activities.

Personal data on natural persons obtained by Controller website visits is not shared, except in the following circumstances:

- in the event of hiring data processors who would be obligated to act in accordance with the Controller's instructions and the positive regulations in the field of personal data, as well as provide protection of the personal data processed while providing those services.
- at the request of a court, police, or other authorities and bodies for the purpose of carrying out their competencies, and only if a legal basis to do so exists.

## **6. Storage time of collected data**

Collected data is stored in accordance with the positive regulations and the period necessary to achieve the purpose of data processing, which are determined in the deadline guidelines on personal data storage of the Controller.

## **7. What are the rights of natural persons?**

1) The rights of natural persons, in terms of processing of their personal data, are:

- the right to be informed of the processing of their personal data,
- the right to access of their personal data,
- the right to correct and delete their personal data,
- the right to limit their personal data processing,

- the right to dispute

2) For further information or exercising your right to personal data protection you may contact the Personal Data Protection Officer - \_\_\_\_\_ at the following email: [diamond@diamondofskopje.com](mailto:diamond@diamondofskopje.com), or via the following telephone numbers \_\_\_\_\_

### **8. Right to submit a request to the Personal Data Protection Agency**

If there are grounds to doubt that the manner in which the Controller processes personal data violates the regulations of the Law on Personal Data Protection, persons may submit a request to the Personal Data Protection Agency as the supervisory body, which will act in the same manner as with any other submitted request, according to the regulations in the Law on Personal Data Protection and the by-laws of the Insurance Supervision Agency.

### **9. Changes to the Privacy Policy**

The Privacy Policy will be updated and supplemented regularly according to the occurring changes and activities of the Controller.

### **10. Posting the Privacy Policy**

This Privacy Policy will be posted to the Controller's official website.

LIMAK DOO SKOPJE

**BOARD OF DIRECTORS**

President of the Board of Directors