

PRIVACY STATEMENT ON VIDEO SURVEILLANCE

This Privacy Statement explains the type of personal data that OKTA AD-Skopje (hereinafter: the Controller) collects from you when visiting its official/business premises and how the Controller uses this data.

1. Why do we collect (process) personal data?

The Controller collects personal data through the video surveillance system for the following purposes:

- To control access to the facility (building, entrance, premises, etc.) and ensure the security of the facility, the safety of employees and visitors, as well as the protection of property and information located or stored on the premises;
- To prevent, deter, and, if necessary, investigate unauthorized physical access, including access to secure and protected areas, IT infrastructure, or operational information;
- To prevent, detect, and investigate theft of equipment or assets owned by the Controller, visitors, or employees, or threats to the safety of personnel working on the premises (e.g., fire, physical assault).

The video surveillance system is not used for any other purpose, such as monitoring employee performance or attendance. Cameras are positioned so as not to cover surrounding public areas. Their purpose is to provide a general overview of activities in specific areas, not to identify individuals.

The system is also not used as an investigative tool or to obtain evidence in internal investigations or disciplinary procedures, unless a security incident occurs that justifies surveillance in accordance with the Law on Personal Data Protection. (In exceptional cases, data may be transferred to investigative authorities as part of a formal disciplinary or criminal investigation.)

Cameras are installed on OKTA's premises and surrounding areas, positioned and focused to record only individuals accessing the official/business premises, including property.

The surveillance system covers the perimeter fence area, the OKTA compound, and the entrance and interior of the Administrative Building, focusing on entry points and the lobby, in accordance with the Graphic Plan of Camera Locations.

2. What data does the Controller collect?

The Controller collects only images captured by the cameras. No audio recording is performed.

3. Who is responsible for data processing?

The Controller is the entity that processes personal data and determines the purposes of processing, solely in accordance with the Law on Personal Data Protection.

Additionally, the Authorized Security Officer – Coordinator for Administrative Security Tasks and Reports 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 life or health of individuals;
- Protection of property;
- Protection of employees' life and health due to the nature of their work;
- Ensuring control over entry and exit from official or business premises.

Therefore, the processing is lawful under Article 90 of the Law on Personal Data Protection.

At the entrance of the main gate and the administrative building, there is a clearly visible notice about the video surveillance, informing data subjects about the surveillance, the name of the Controller, and how to obtain information about where and how long the recordings are stored.

5. Who can access my personal data?

Only authorized personnel have access to video recordings. Access to the digital device or disk where the recordings are stored is restricted and protected by technical security measures (passwords, event logs, etc.).

No one can access the data without authorization from the Controller.

6. How can you control your data?

You may send a request to OKTA by mail to: str. 1 no. 25 nm. Miladinovci, Ilinden Municipality or via email to the Data Protection Officer: MPeshevskaStanishikj@helpe.gr

7. Can I access my data?

Yes, you have the right to access your data at any time and free of charge by sending a request to OKTA by mail to: str. 1 no. 25 nm. Miladinovci, Ilinden Municipality or via email to the Data Protection Officer: MPeshevskaStanishikj@helpe.gr

8. Can I modify my data?

No, video surveillance recordings cannot be altered.

9. Can I request restriction of processing?

Yes, you have the right to restrict the processing of your personal data at any time by sending a request to OKTA by mail to: str. 1 no. 25 nm. Miladinovci, Ilinden Municipality or via email to the Data Protection Officer: MPeshevskaStanishikj@helpe.gr, especially if you contest the accuracy of your data or the Controller no longer needs the data. You may also block the processing when the operation is unlawful and you object to the deletion of the data. However, blocking is not possible in every case of an official investigation.

10. Can I request deletion of my data?

Yes, you may request deletion of your data at any time if the processing is unlawful, by contacting OKTA by mail to: str. 1 no. 25 nm. Miladinovci, Ilinden Municipality or via email to the Data Protection Officer: MPeshevskaStanishikj@helpe.gr.

11. Are my personal data shared with third parties?

Your data is retained by the Controller unless you request or consent to sharing. If shared, you will be informed about the recipient, purpose, and legal basis.

12. Do I have the right to object?

Yes, you may object to the processing at any time by submitting a request to OKTA by mail to: str. 1 no. 25 nm. Miladinovci, Ilinden Municipality or via email to the Data Protection Officer: MPeshevskaStanishikj@helpe.gr, especially if you have legitimate reasons related to your specific situation. The Controller will respond within 15 days.

13. What can I do in case of a problem?

- a) First, notify the Controller by sending a request to OKTA by mail to: str. 1 no. 25 nm. Miladinovci, Ilinden Municipality or via email to the Data Protection Officer: MPeshevskaStanishikj@helpe.gr
- b) If you receive no response or are unsatisfied, contact the Data Protection Officer at: MPeshevskaStanishikj@helpe.gr

You may also file a complaint with the Personal Data Protection Agency at www.azlp.mk, which will take appropriate action.

14. When does the processing of my personal data begin?

Processing begins the moment you enter the Controller's premises.

15. Security of personal data

The Controller is committed to protecting your personal data. It uses security technologies and procedures to prevent unauthorized access, use, or disclosure. Your data is stored on computer systems with restricted access in a controlled environment.

16. How long do we retain your data?

The Controller will retain your personal data until the purposes are fulfilled, but no longer than 30 calendar days after your visit to our premises, after which all recorded video footage is automatically deleted.