

PRIVACY POLICY

HOW WE USE YOUR INFORMATION PERSONS WHO SUBMIT A COMPLAINT TO NCSA VISITORS TO OUR WEBSITE

SUBJECTS WHICH "NOTIFY" UNDER THE LAW ON THE PROTECTION OF PERSONAL DATA JOB APPLICANTS, CURRENT AND FORMER EMPLOYEES OF NCSA DISCLOSURE OF PERSONAL DATA

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PRIVACY POLICY OF INFORMATION

HOW WE USE YOUR INFORMATION

This privacy notice tells you what to expect when the National Cyber Security Authority collects your personal data. This applies to information collected in relation to:

Complainants who submit complaints regarding their claims of personal data violations during processing by the controllers.

Other individuals who submit various requests for obtaining information, providing consultancy, etc. Visitors to our site.

Controllers who notify under the Personal Data Protection Law. Job candidates and our current and former employees.

PERSONS WHO SUBMIT A COMPLAINT TO NACS

When a complaint is submitted by a person, it is recorded in a special register by a relevant employee who has previously signed the declaration of confidentiality and is familiar with the content of the ethical code of the institution approved by the holder as well as with the regulation on the right of information, this act approved by the General Director.

We use the personal data we collect only for the complaint review process and to control the level of services we provide. We compile and publish statistics showing information such as the number of complaints we receive, but not in a form that identifies any of them.

We hold personal data contained in complaint files in accordance with the law and our personal data retention policy. They are kept in a secure environment and access to it is limited based on the "need to know" principle.

VISITS TO OUR WEBSITE

AKSK has the institution's official website www.aks.gov.al. Through the official website, AKSK transmits information.

Through the official website, AKSK helps the public by presenting the legal and bylaw basis of the institution.

AKSK does not use (and does not allow any third party) statistical analytical tools to track or collect personal information that makes identifiable visitors to our official website. We do not link any data collected from this site to any personal data that makes the visitor identifiable from any incoming source as part of our use.

The search engine on our website is designed to be powerful and easy to use. Search is made possible by a piece of hardware (a search 'app') which is locked on our server and continuously indexes the content on our site. All search requests are handled by the app and the information is not passed to any third party.

If we want to collect personally identifiable information through our website, we will make it clear to you when we collect personal information and explain what we intend to do with it.

JOB APPLICANTS, CURRENT AND FORMER EMPLOYEES OF THE COMMISSIONER'S AUTHORITY

When people apply to be employed by AKSK, we use the information for their application process and to monitor recruitment statistics. When we want to spread the data to a third party, for example, when we want them to receive a reference, or to receive some data from other relevant institutions (eg the Judiciary Authority), we do not do this, without informing the subjects beforehand, only if this information is required by law.

When an employee is no longer employed by AKSK, we prepare a file for him regarding the period during which he was employed. The data contained therein is kept secure and used only for purposes directly relevant to the employment of the person. When their employment with AKSK ends, we keep the file in accordance with the law on the status of civil servants, the law on archives and our internal rules.

ACCESS TO PERSONAL DATA

AKSK tries to be as open as possible to give individuals access to their personal data. Individuals can find out whether we hold any personal data by sending us a 'personal data access request' under the Personal Data Protection Act. If we hold your personal data, we will:

We give a description of them;

Tell us why we keep them;

We indicate to which recipient we can spread this data;

Provide a copy of the information in an understandable form;

We inform you whether the provision of personal data is mandatory or voluntary.

To make a request to AKSK, for any personal data that we may hold, it is necessary to make a request in writing to the institution, or send it to us at the address info@aksk.gov.al.

If you agree, we will try to deal with your request informally, for example by giving you specific information over the phone.

If we hold information about you, you can ask us to correct the errors in it by once again contacting the relevant department.

DISSEMINATION OF PERSONAL DATA

In most circumstances, we do not share personal data without your consent.
You can get more information on:

Circumstances where we may disseminate personal data without obtaining consent, for example to prevent and detect a crime and to produce anonymous statistics;

Our instructions to staff on how personal data should be collected, used and deleted; How we check that the data we hold is accurate and up to date.

CONNECTIONS TO OTHER SITES

This notice on maintaining privacy to achieve the protection of personal data does not include links between this site and other sites. We encourage you to read the privacy statements on other websites you visit.

CHANGES TO THIS PRIVACY NOTICE

We update this notice regularly, evaluating this privacy policy as one of the most important in the work activity of AKSK.

COMPLAINS OR QUESTIONS

AKSK to meet the highest standards when collecting and using personal data. For this reason, we take complaints about this topic very seriously. We also welcome any suggestions for improving our procedures.

This notice on the protection of personal data was designed to be clear and concise. Full details of all aspects of the collection and use of personal data by AKSK are not provided. However, we are ready to provide you with any additional information or explanation needed. Any request for this should be sent to the email address info@aksk.gov.al.

HOW TO CONTACT US

Requests for information about our privacy policy can be sent by e-mail to the address info@aksk.gov.al.

PRIVACY POLICY OF INFORMATION

AKSK processes information in order to perform its statutory duties. This may include confidential information.

Information is a valuable asset, therefore, steps must be taken to protect information from unauthorized use, alteration, disclosure or destruction, whether accidental or intentional.

AKSK is committed to ensuring the use of information and information technology systems in order to maintain the integrity and confidentiality of information under its control.

AKSK takes into account developments in technology and implementation costs to achieve a level of security appropriate for the nature of the information and the damage that may result from a security breach.

The staff of AKSK is subject to the obligation to maintain the confidentiality of the information which is given to the latter in order to exercise its functions based on the Law, and can disseminate it only to the legal authorities.