People's Democratic Republic of Algeria
Ministry of Internal Trade and National Market Regulation

Privacy Policy and Personal Data Protection

The protection of personal data is a priority

The Ministry of Internal Trade and National Market Regulation, in accordance with Law N° 18-07, amended and complemented, relating to the protection of individuals in the field of personal data, is committed to ensure confidentiality and safeguarding personal data in its operations with the concerned individuals.

Objective of this post:

The objective from this post is to define the principles and guidelines adopted by "the Ministry of Internal Trade and National Market Regulation" in the processing of personal data.
This policy also aims to define the conditions for processing personal data and highlight the commitments governing the "Ministry of Internal Trade and National Market Regulation" regarding the respect of the rights of the concerned individuals (civil servants, interns, importers, economic operators, visitors, and any persons linked to the Ministry).

Targeted population:

This policy is applied, in the field of personal data processing, to all users if of the services of our ministerial department: civil servant, economic operators, visitors, professional associations, service providers, and operational agents, as well as anyone connected to the work of the Ministry.

The personal data collected:

Data classification	Collected of the data collected
Identity data	Full name & first name, gender, date of birth, nationality, father's name, mother's name and first name, national identity number (NIN, copy of the identity card, copy of the passport, copy of the driver's license, photo, signature, biometrics for employees).
Contact data	Address, head office address, email address, phone number.
Civil status data	Civil status, children number and their ages, individuals under guardianship, nature of the owned property.
Financial and tax data	Tax Identification Number, National Identification Number Social Security Number, tax and parafiscal status, bank and/or postal account, country of residence, salary and other income.
Professional data	Level of education, position, roles, recruitment date, curriculum vitae, professional experience, performance record.
Surveillance system data	Recording of video, sound, and image.
Navigation data	Contact and geolocation data such as cookies, trackers on the Ministry's page and its applications, as well as IP addresses.

Data collection sources:

The Ministry collects personal data through:

- Forms and personal documents,
- Curriculums vitae,
- Paper applications,
- Control and investigation operations,
- Exchanges with officials and users,
- Use of the Ministry's digital services,
- Ministry's websites and applications,
- Reliable external sources, • Personal visits.

Use of personal data:

The personal data collected is processed in accordance with the applicable legislation, for specific, legitimate, clear, and explicit purposes. These purposes fall within the framework of:

- The application of legal and regulatory obligations related to consumer protection,
- The fight against commercial fraud,
- The management of digital accounts on websites and applications,
- The processing of files in the field of public service,
- The improvement of services,
- The management of human resources,
- Internal security,
- The handling of complaints,
- External communication,
- Statistic objectives.

The Ministry of Internal Trade and National Market Regulation, if necessity, requests your approval.

Duration of the retention of personal data:

The Ministry retains your personal data for a limited period, in order to achieve the objectives for which the data was collected.
The duration may vary, depending on the nature of the data and the expected objectives of the said processing, but also in accordance with the legislation in force.

At the end of the legal retention period, your data will be deleted or transformed into anonymous data to ensure the confidentiality of your information, and this may continue after the end of the relationship to compile lists or defend the interests of the Ministry.

The protection of personal data:

The Ministry has adopted adequate security, technical, and regulatory measures to protect personal data from unauthorised access, use, disclosure, modification, or destruction. Additionally, personal data is used for the purposes for which the data was collected.

The sharing of collected data:
The Ministry of Internal Trade and National Market Regulation does not share your personal data with third parties, except when necessary for services, while fully respecting its regulatory and contractual commitments.
It is possible to share the collected personal data with the following entities:

- Central and external services and organisations under the Ministry's supervision,
- Authorised officials at the Ministry, committed to the confidentiality and non-disclosure charter,
- Bidders and service providers within the Ministry and those linked to contracts protecting personal data,
- Competent authorities and public administrations within the framework of the interconnection and digitisation of public service.
- Judicial authorities, within the framework of legal procedures, as provided by consumer protection laws.

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The Ministry cannot transfer personal data to a foreign country unless the country guarantees a sufficient level of confidentiality, freedom, and fundamental rights of individuals, including with regard to the processing of such data.

The rights guaranteed by law:

In accordance with Law N° 18-07 on the protection of individuals with regard to the processing of personal data, the person concerned by the processing of their personal data has the following rights:

Right to information: in accordance with Article 32 of Law 18-07, the Ministry commits to providing you with clear, complete, and understandable information regarding the processing of your personal data.
Right of access: in accordance with Article 34 of Law 18-07, the Ministry commits to provide you access to your processed personal data, in order to verify its accuracy, legitimacy, and use in full transparency.
Right to rectification: in accordance with Article 35 of Law 18-07, you have the right to object, for legitimate purpose, to the processing of your personal data. This right can be applied in the case of the use of your data for commercial purposes or unwanted calls; this right does not apply if the processing is based on a legal or contractual obligation belonging to the Ministry.
You can exercise any of these rights by contacting the personal data protection officer through the contact channels below. Your request must be accompanied by a copy of your ID card in order to be processed.

To contact the Ministry:

In case of conflicts or questions regarding your personal data, we invite you to contact the Ministry of Internal Trade and National Market Regulation, through:
Address: El-Mohammadia. (Formerly Les Bannaniers) – Algiers.
Phone No:
Fax:
Email:
You can contact the National Authority for the Protection of Personal Data, located at: 15, Omar Cherif Street, Hydra, Algiers.
Phone number: +213 (23) 003477.