



**MEMORANDUM OF COOPERATION  
BETWEEN  
CIVIL REGISTRATION AGENCY  
AND  
HEALTH INSURANCE FUND  
ON THE  
EXCHANGE OF DATA**

Civil Registration Agency (hereinafter: CRA)

and

Health Insurance Fund (hereinafter: HIF) have agreed as follows:

## **Article I**

### **Purpose and scope**

1. The purpose of the memorandum of cooperation is the exchange of data between the CRA and HIF.
2. The exchange of this data enables the accurate identification of the relevant data and facilitates the work processes of these institutions.

## **Article II**

### **Use of data**

1. Use of the data will be read-only and will only be accessible to authorized users.
2. The CRA and the HIF will develop the Standard Operating Procedure (SOP) document as a guide for the exchange of data through which the data that will be exchanged between these two institutions will be defined.

## **Article III**

### **Responsibilities of CRA**

1. CRA ensures that the data it exchanges is up-to-date and accessible in the method of its exchange.
2. CRA maintains evidence regarding the data being exchanged.
3. CRA agrees that the data it uses are confidential and as such will only be used for the purposes of this memorandum and will not be disclosed to other unauthorized parties.
4. CRA is required to maintain confidentiality and keep the data exchanged secure.

## **Article IV**

### **Responsibilities of HIF**

1. HIF ensures that the exchanged data is up-to-date and accessible in the method of exchange of such data.
2. HIF maintains evidence regarding the data being exchanged.
3. HIF agrees that the data it uses are confidential and as such will only be used for the purposes of this memorandum and will not be disclosed to other unauthorized parties.
4. HIF is required to maintain confidentiality and keep the data exchanged secure.

**Article V**  
**Personal data protection**

The data exchanged between the CRA and the HIF should not exceed the purposes for which they were collected and/or processed. The processing and use of personal data by this Agreement shall be done in accordance with the legislation in force for the protection of personal data.

**Article VI**

**Final and transitional provisions**

1. This Memorandum shall be concluded for an indefinite period of time.
2. All eventual disputes shall be settled through consultation and understanding between the parties.
3. This Memorandum may be terminated at any time by either Contracting Party in case of non-fulfillment or breach of its designated responsibilities.
4. The Memorandum may be terminated at any time by written notice at least one month before its termination date.

**Article VI**

**Entry into force**

1. The signatory parties agree that this Memorandum of Cooperation shall enter into force on the day of its signature by both parties.
2. Upon signature of this Memorandum, the Parties undertake to fully implement the provisions of this Memorandum.

**The signatory parties**

**Bekim Hoxha**

/signed/

**Director General of CRA**

28.06.2019

Date of signature (CRA)

**Fatmir Plaqiqi**

/signed/

**HIF Director**

28.06.2019

Date of signature (HIF)