

Decree on the form for keeping records and the manner of keeping records on the processing of personal data ("Official Gazette of RS" , No. 50/2009)

AND BASIC PROVISIONS

Article 1

This decree prescribes the form for keeping records on processing and the manner keeping records on the processing of personal data.  
The form referred to in paragraph 1 of this Article is printed together with this Decree and forms its integral part a part of.

Article 2

Entering personal data in records and other tasks related to the records are kept by the personal data controller (hereinafter: the controller), in accordance with the law.

Article 3

Records of personal data can be kept manually or by means of automatic data processing, unless otherwise provided by a special law.

Article 4

The records of personal data also contain data on the date of the previous one notices of the establishment of a collection of personal data, the date of the first reporting the records and the date of the amendment of the records.

II CONTENTS OF RECORDS

Article 5

Records on the processing of personal data, in accordance with the law, contain data on: the types of personal data on which records are kept and the name of the data collection on personalities (hereinafter: data collection); types of processing operations; name, name, the seat and address of the operator; the date of commencement of processing, ie establishment databases; processing purposes; the legal basis of processing or establishment databases; the category of persons to whom the personal data relate; types and the degree of secrecy of personal data; how to collect and store data on personalities; period of storage and use of personal data; name, name, seat and addresses of users of personal data (hereinafter: users); mark entering, ie exporting personal data from the Republic of Serbia with the name states, ie international organizations and foreign users; legal basis and the purpose of entering or exporting personal data; measures taken protection of personal data and request regarding processing.  
In addition to the data referred to in paragraph 1 of this Article, records on the processing of personal data it also contains an ordinal number and a note.

Type of personal data and name of the data collection

Article 6

Data on the type of personal data contains a list of all types of personal data contained in the processing records.  
List of types of special categories of personal data contained in the records of processing is stated separately.  
If the name of the database is not determined by a special law, the name determines handler of a special decision which determines the manner and purpose of data processing on personalities.

Name, name, registered office and address of the operator

Article 7

The name, registered office and address of the operator who is a legal entity must match the registered name, registered office and address of that person entered in the register.  
If the operator is a natural person, the name and address must match the personal name and addresses of residence of that person.  
If the controller is a public authority, in terms of the Law on Personal Data Protection, the name and registered office must correspond to the name determined by law or other regulations and the seat of that body.

Purpose of processing

Article 8

Data on the purpose of processing contain a description of the purpose for which personal data are collected into a specific database, indicating whether the purpose of the processing is determined by law or is determined by the controller with the consent of the person to whom the data relates, that is, another authorized person.

Legal basis for processing, ie establishing a data collection

Article 9

Data on the legal basis of processing, ie the establishment of a data collection, which are collect and process with the consent of the person to whom the personal data relate, that is, the authorized person, contain a mark on the manner of giving consent.  
For collecting and processing personal data, in cases determined by law or another regulation, the provision of the law or regulation determining it shall also be stated data collection.

Category of persons to whom personal data refer

Article 10

Data on the categories of persons to whom the personal data refer contain a label groups or groups of persons to whom the data relate.

Type and degree of data secrecy

Article 11

Data on the type and degree of secrecy of personal data contain the designation of type i degree of data secrecy, in accordance with the regulations governing the determination of and protection of classified information.

Method of data collection and storage

Article 12

Data on the manner of collecting personal data are indicated by citation sources of obtaining data (directly from the person to whom it refers, by taking over from other data collections, by collecting from another person or from other sources that are must be specified in the records).  
The notification on processing contains data on notifying the persons to whom the data on persons relate, ie another person, about the processing of data, which were given before their collection.  
The method of storing personal data contains an indication of the form in which the data is expressed, as well as the designation of the information carrier on which the data is stored.

Data retention and use period

Article 13

Data on the retention period and use of personal data contain the date establishing a data collection and deadlines for storing and using data on persons determined by law or other regulation.

If the time of use of personal data is not determined by law or others by regulation, the deadline necessary for achieving the purpose is entered in the records the processing for which the personal data were collected.

Records from para. 1 and 2 of this Article also contain a mark on deleting data on persons after the expiration of the period for storage and use of data.

Name, name, registered office and address of the user

Article 14

It applies accordingly to the name, name, registered office and address of the user provision of Article 5 of this Decree.

Indication of entering or exporting personal data from republic of Serbia

Article 15

Mark of entering or exporting personal data from the Republic of Serbia contains data on the fact of entering, ie presenting personal data, with the name of the state, ie international organization and foreign data user on the person, as well as the purposes of entering or exporting personal data with legal basis, ie an indication of the consent of the person to whom the personal data are transferred relations or an authorized person.

Personal data protection measures taken

Article 16

The label of the measures taken to protect personal data contains information on which ones organizational, personnel and technical protection measures have been taken.

Request regarding processing

Article 17

The processing request code contains information on the name, name, registered office and address of the applicant, the date of submission of the request and the type of request (request for notice, insight or copy).

Obligation of the record keeping manager

Article 18

The operator who educates and keeps the records referred to in Article 5 of this Decree is obliged to, in accordance with the law, keeps up-to-date records and checks whether the situation is according to the book agrees with the actual situation.

In case of change of the basic data from Article 5 of this Decree about which it is kept records, the operator is obliged to update the records within 15 days from the day the occurrence of the change, in accordance with the law.

Regulations apply accordingly to keeping records on the processing of personal data on office operations in state administration bodies.

III FINAL PROVISION

the entry into force

Article 19

This Regulation shall enter into force on the eighth day following that of its publication in the Official Journal of the European Union Gazette of the Republic of Serbia ".

Form for keeping records on data processing on personalities

The terms used in this form have the meaning determined by the Law on protection of personal data ("Official Gazette of RS", No. 97/08) and this regulation.  
This record refers to:

- 1) prior notification of the intended establishment of data records on personalities. Date of submission of prior notice \_\_\_\_\_.
- 2) first reporting of records on personal data - record number: \_\_\_\_\_.
- 3) amendment, ie supplement to the record number \_\_\_\_\_.

Date of submission of changes, ie additions to the records \_\_\_\_\_.

1	Serial number
2	Type of personal data and name of personal data collection
3	Type of processing operation
4	Name, name, registered office and address of the operator
5	Date of commencement of processing, ie establishment of records on processing
6	Purpose of processing (state whether the purpose is determined by law or determined by the controller, with the consent of the person to whom the personal data are transferred relations)
7	Legal basis for processing, ie establishing data records (with the name and provisions of the law)
8	Category of persons to whom personal data refer
9	Type and degree of secrecy of personal data
10	The way of collecting and storing personal data (with indication of the designation of origin of the data and the data on informing the person on which data relate)
1	Shelf life and use of personal data
1	
1	Name, name, registered office and address of the user
2	
1	Mark of data entry, ie export from the Republic of Serbia with
3	the name of the state, ie international organization and foreign user, legal basis and purpose of data entry or export
1	Personal data protection measures taken (organizational, personnel and technical)
4	
1	Request regarding processing
5	(with the name, name, seat and address of the applicant, date submission of requests and types of requests

Record handler: \_\_\_\_\_  
1  
6  
Note