

GOVERNMENT OF THE RUSSIAN FEDERATION

P O S T A N O V L E N I E

dated September 15, 2008 N 687  
Moscow

On the approval of the Regulation on the specifics of processing personal data carried out without the use of automation tools

In order to implement the Federal Law "[On Personal data](#)" Government of the Russian Federation

postage:

1. To approve the attached Regulation on processing features personal data carried out without the use of funds automation.

2. To federal executive bodies within a month bring your acts on the processing of personal data, carried out without the use of automation tools, in compliance with this regulation.

3. This regulation comes into force upon expiry one month from the date of its official publication.

Prime Minister

Russian Federation

V. Putin

APPROVED BY  
government decree

Russian Federation  
of September 15, 2008

N 687

P O L O L E N I E

about the peculiarities of processing personal data, carried out without the use of automation

I. General Provisions

1. Processing of personal data contained in information system of personal data or extracted from such a system (hereinafter - personal data) is considered carried out without the use of automation (non-automated), if such actions with personal data, such as use, refinement, dissemination, destruction of personal data in relation to each of the subjects personal data are carried out with the direct participation person.

2. The processing of personal data cannot be recognized carried out using automation tools only on the grounds that personal data is contained in the information

personal data system or have been extracted from it.

3. Rules for the processing of personal data carried out without use of automation tools established by regulatory legal acts of federal executive bodies, executive authorities of the constituent entities of the Russian Federation, and also by the local legal acts of the organization, must be applied taking into account the requirements of these Regulations.

II. Features of the organization of the processing of personal data, carried out without the use of automation

4. Personal data during their processing, carried out without use of automation tools should be separated from other information, in particular by fixing them on separate material carriers of personal data (hereinafter - material carriers), in special sections or in the fields of forms (forms).

5. When fixing personal data on tangible media fixation on one material medium is not allowed personal data, the purposes of which are obviously not compatible. To process various categories of personal data, carried out without the use of automation tools, for each category of personal data, a separate material medium.

6. Persons who process personal data without use of automation tools (including employees the operator organizations or persons carrying out such processing on contract with the operator) must be informed of the fact their processing of personal data, the processing of which

carried out by the operator without the use of automation tools, categories of processed personal data, as well as about the peculiarities and rules for the implementation of such processing, established by regulatory legal acts of federal bodies executive power, executive bodies of the constituent entities Of the Russian Federation, as well as local legal acts organizations (if any).

7. When using standard forms of documents, the nature information in which it implies or admits the inclusion in them personal data (hereinafter referred to as the standard form), must be observed the following conditions:

a) the standard form or related documents (instructions for filling it out, cards, registers and journals) must contain information about the purpose of the processing of personal data, carried out without use of automation tools, name (title) and address operator, surname, name, patronymic and address of the subject of personal data, source of receipt of personal data, processing time personal data, a list of actions with personal data, which will be performed in the process of their processing, a general description methods used by the operator to process personal data;

b) the standard form must provide a field in which the subject of personal data can put a mark on his consent to the processing of personal data, carried out without use of automation tools, - if necessary, obtaining written consent to the processing of personal data;

c) the standard form must be drafted in such a way that each of the subjects of personal data contained in the document, had the opportunity to get acquainted with their personal data,

contained in the document, without violating the rights and legitimate interests other subjects of personal data;

d) the standard form should exclude the merging of fields, intended for entering personal data, the purpose of processing which are known to be incompatible.

8. When keeping journals (registers, books) containing personal data required for a single pass the subject of personal data to the territory on which it is located operator, or for other similar purposes, must be observed the following conditions:

a) the need to maintain such a journal (register, book) should be provided for by the operator's act containing information about the purpose of the processing of personal data, carried out without use of automation tools, methods of fixation and composition information requested from subjects of personal data, list of persons (by name or position) who have access to material carriers and those responsible for maintaining and preserving journal (register, book), terms of processing personal data, and also information on the procedure for passing the subject of personal data to the territory in which the operator is located, without confirmation authenticity personal data, reported subject personal data;

b) copying contained in such journals (registers, books) information is not allowed;

c) personal data of each subject of personal data can be entered in such a journal (book, register) no more than one times in each case of a pass of the subject of personal data for

the territory in which the operator is located.

9. If the purposes of processing personal data are incompatible, fixed on one material medium, if the material carrier does not allow the processing of personal data separately from other personal data, measures should be taken to ensure that the processing of personal data, in particular:

a) if necessary, use or distribution certain personal data separately from those located on the same the material medium of other personal data is carried out copying of personal data subject to distribution or use, in a way that excludes simultaneous copying personal data not subject to dissemination and use, and a copy is used (distributed) personal data;

b) if necessary, the destruction or blocking of a part personal data is destroyed or material is blocked media with preliminary copying of information not subject to destruction or blocking, in a way that excludes simultaneous copying of personal data subject to destruction or blocking.

10. Destruction or depersonalization of a part of personal data, if allowed by the material medium, it can be made in a way that excludes further processing of these personal data while maintaining the possibility of processing other data, fixed on a material medium (deletion, extinction).

11. The rules provided for in paragraphs 9 and 10 of this

The provisions also apply if it is necessary to ensure separate processing fixed on one material carrier of personal data and information that is not personal data.

12. Clarification of personal data in the implementation of them processing without the use of automation is performed by updating or changing data on a tangible medium, and if this is not allowed by the technical features of the material carrier - by fixing on the same material carrier information about the changes made to them or by making a new material medium with updated personal data.

III. Measures to ensure the security of personal data during their processing carried out without the use of automation

13. The processing of personal data, carried out without use of automation tools should be carried out in such a way so that with respect to each category of personal data it was possible to determine the storage location of personal data (material carriers) and establish a list of persons carrying out processing of personal data or having access to them.

14. It is necessary to provide separate storage of personal data (material carriers), the processing of which is carried out for various purposes.

15. When storing tangible media, the conditions to ensure the safety of personal data and excluding unauthorized access to them. List of measures necessary to ensure such conditions, the procedure for their acceptance, and

also a list of persons responsible for the implementation of these measures, set by the operator.