



Accredited with status "A" - the highest status in accordance with the UN Paris Principles

Authorized
The Verkhovna Rada of Ukraine with
human rights

Annual Report of the Commissioner of the Verkhovna Rada
Of Ukraine on human rights on the state of observance and
protection of human and civil rights and freedoms
Ukraine for 2020

To the applicant	Secretariat The Commissioner	National preventive mechanism	Social, economic and humanitarian rights	Protection personal data	Right children	Prevention and anti-discrimination, home violence and trafficking people	Right to information
Home	/ Secretariat Commissioner	/ Documents	/ Legislation	/ TYPICAL PROCEDURE FOR PROCESSING PERSONAL DATA			

History

Ombudsman

Representatives of the Commissioner

The structure of the Secretariat

Regional offices

The Commissioner

Documents

Interaction with the Constitutional
Court of Ukraine

The right to judicial protection

international cooperation

Press service

Competition to fill vacancies
post

Implementation of the Law of Ukraine "On
purification of power "

Information on financial
economic activity

Secretariat

Contacts

Anti-corruption activities
Secretariat

Report corruption

Internal audit

TYPICAL PROCEDURE FOR PROCESSING PERSONAL
DATA

13/02/2014 17:17

1. General provisions

1.1. This Procedure for personal data processing (hereinafter - the Procedure) defines the general requirements for processing and protection of personal data of personal data subjects in whole or in part with the use of automated means, as well as personal data, contained in the file or intended for inclusion in the file, with the application non-automated means.

1.2. Owners, managers of personal data independently determine the order of processing personal data, taking into account the specifics of personal data processing in various fields, in accordance with the requirements of the Law of Ukraine "On Personal Data Protection" (hereinafter - Law) and this Procedure.

1.3. The requirements of this Procedure are taken into account during the development of codes of conduct for processing personal data by professional, self-governing and other public associations or legal entities in accordance with Article 27 of the Law.

2. Requirements for personal data processing

2.1. The owner determines:

1) purpose and grounds for personal data processing;

2) categories of personal data subjects;

3) the composition of personal data;

4) the procedure for processing personal data, namely:

- method of collecting, accumulating personal data;

- term and conditions of personal data storage;

- conditions and procedure for changing, deleting or destroying personal data;

- conditions and procedure for the transfer of personal data and a list of third parties to whom they may transfer personal data;

- the procedure for access to personal data of persons processing, as well as entities personal data;

- measures to ensure the protection of personal data;

- the procedure for storing information on transactions related to the processing of personal data and access to them.

2.2. In cases provided by law, the owner also determines the responsibilities and rights of persons responsible for the organization of work related to the protection of personal data during them processing.

2.3. Processing procedures, processing time and composition of personal data must be proportional to the purpose of processing.

2.4. The purpose of the processing of personal data must be clear and lawful.

2.5. The purpose of the collection of personal data must be determined before they are collected.

2.6. In the event of a change in the defined purpose of personal data processing to a new purpose that is incompatible with previous, for further data processing the owner of personal data, except in cases defined by law, must obtain the consent of the subject of personal data for processing its data in accordance with the new purpose.

2.7. The processing of personal data is carried out by the owner of personal data only for with the consent of the personal data subject, except in cases where such consent is not required By law.

2.8. The consent of the subject to the processing of his personal data must be voluntary and informed. Consent may be given by the subject in writing or electronically will be able to draw a conclusion about its provision. Documents (information) confirming the provision the subject of consent to the processing of his personal data, stored by the owner for a period of time processing of such data.

2.9. The owner of personal data, except as provided by the legislation of Ukraine, informs the subject of personal data about the composition and content of the collected personal data, his the rights defined by law, the purpose of collecting personal data and third parties to whom they are transferred his personal data:

- at the time of collection of personal data, if personal data are collected from the subject personal data;

- in other cases within thirty working days from the date of collection of personal data.

The owner keeps the information (documents) confirming the provision to the applicant the above information throughout the period of personal data processing.

2.10. Personal data is processed in a form that allows the identification of the individual they apply, within a period not exceeding that required by the purpose of their processing. In any in which case they are processed in a form that allows the identification of the individual they are apply, not longer than provided by the legislation in the field of archives and office work.

2.11. If information about a person is found that does not correspond to reality, such information is available be immediately altered or destroyed.

2.12. The personal data subject has the right to make a reasoned request to the owner personal data to prohibit the processing of their personal data (parts thereof) and / or changes in their composition / content. This requirement is considered by the owner within 10 days from the date receiving.

2.13. If the results of consideration of such a requirement revealed that the personal data of the subject (their part) are processed illegally by the owner stops processing the personal data of the subject (parts thereof) and informs the personal data subject.

If the results of consideration of such a requirement revealed that the personal data of the subject (their part) are unreliable, the owner stops processing personal data of the subject (parts thereof) and / or changes their composition / content and informs the personal data subject.

2.14. If the requirement is not subject to satisfaction, the subject is given a reasoned response regarding the lack of grounds for its satisfaction.

2.15. The personal data subject has the right to withdraw consent to the processing of personal data without stating the reasons, if the only basis for processing is the consent of the subject personal data. From the moment of withdrawal of consent, the owner is obliged to stop processing personal data.

2.16. Deletion and destruction of personal data is carried out in an exclusive way further possibility to update such personal data.

2.17. Procedure for access to personal data of the personal data subject and third parties determined by Articles 16 - 17 of the Law.

2.18. The owner informs the subject of personal data about the actions with his personal data under the conditions specified in Article 21 of the Law.

3. Protection of personal data

3.1. The owner, the controller of personal data take measures to ensure protection of personal data at all stages of their processing, including through organizational and technical measures.

3.2. The owner, the controller of personal data independently determines the list and structure measures aimed at the security of personal data processing, taking into account the requirements legislation in the areas of personal data protection, information security.

3.3. The protection of personal data involves measures to prevent their accidental loss or destruction, illegal processing, including illegal destruction or access to personal data.

3.4. Organizational activities include:

- determining the procedure for access to personal data of employees of the owner / manager;

- determining the order of accounting operations related to the processing of personal data subject and access to them;

- development of an action plan in case of unauthorized access to personal data, damage to technical equipment, emergencies;

- regular training of employees who work with personal data.

3.5. The owner / manager keeps records of employees who have access to personal data subjects. The owner / manager determines the level of access of these employees to personal data of subjects. Each of these employees has access to only those personal data (their parts) of the subjects that he needs in connection with the implementation of their professional or official or labor duties.

3.6. All other employees of the owner / manager are entitled to complete information only regarding their own personal data.

3.7. Employees who have access to personal data give a written commitment to non - disclosure of personal data entrusted to them or which became known to them in connection with performance of professional or official or labor duties.

3.8. The date of granting the right of access to personal data is the date of granting obligations of the relevant employee.

3.9. The date of deprivation of the right to access personal data is the date of release employee, the date of transfer to a position where the performance of duties is not related to processing personal data.

3.10. In case of dismissal of an employee who had access to personal data, or transfer it is used for another position that does not involve working with personal data of subjects measures to prevent such a person from accessing personal data, and documents and others media containing personal data of subjects are transferred to another employee.

3.11. The owner / manager keeps records of transactions related to the processing of personal data subject and access to them. For this purpose, the owner / manager keeps the information about:

- date, time and source of personal data collection of the subject;

- change of personal data;

- viewing personal data;

- any transfer (copying) of personal data of the subject;

- date and time of deletion or destruction of personal data;

- an employee who performed one of these operations;

- purpose and grounds for modification, review, transfer and deletion or destruction of personal data.

The owner / controller of personal data independently determines the retention procedure information on transactions related to the processing of personal data of the subject and access to them. In the case of processing personal data of subjects using an automated system is as follows the system automatically captures the specified information. This information is stored by the owner / by the administrator within one year from the end of the year in which it was carried out these operations, unless otherwise provided by the legislation of Ukraine.

3.12 Requirements for accounting and storage of information about the review of personal data no applies to owners / administrators who process personal data in register, which is open to the general public.

3.13. Personal data, depending on the method of storage (paper, electronic media) have be processed in such a way as to prevent access to them by third parties.

3.14. In order to ensure the security of personal data processing, special ones are used technical protection measures, including the exclusion of unauthorized access to personal data processed and the work of the technical and software complex, for by which personal data is processed.

3.15. In public authorities, local governments, as well as the owners or personal data controllers who process the personal data to be processed notification in accordance with the Law, a structural subdivision is created (determined) or responsible person who organizes the work related to the protection of personal data in them processing.

3.16. Information about the structural unit or responsible person who organizes the work, related to the protection of personal data during their processing, the Commissioner shall be notified Of the Verkhovna Rada of Ukraine on Human Rights in accordance with the Law.

3.17. The responsible person / structural unit performs the following tasks:

- informs and advises the owner or controller of personal data on issues compliance with legislation on personal data protection;

- interacts with the Commissioner for Human Rights of the Verkhovna Rada of Ukraine and designated by him officials of its Secretariat for the Prevention and Elimination of Violations legislation on personal data protection.

3.18. In order to perform these tasks, the responsible person / structural unit:

- ensures the implementation of the rights of personal data subjects;

- has access to any data processed by the owner / administrator and to all premises of the owner / manager, where such processing is carried out;

- in case of violations of the legislation on personal data protection and / or this The procedure informs the head of the owner / manager in order to take the necessary measures;

- analyzes threats to the security of personal data.

3.19. Requirements of the responsible person for measures to ensure the safety of processing personal data are mandatory for all employees who process personal data.

3.20. The facts of violations of the process of processing and protection of personal data must be documented by the responsible person or structural unit that organizes work related to the protection of personal data during their processing.

3.21. Interaction with the Commissioner of the Verkhovna Rada of Ukraine for Human Rights is carried out in accordance with the procedure established by the Law and the Law of Ukraine "On the Commissioner of the Verkhovna Rada Of Ukraine on human rights " .

3.22. Organization of work related to the protection of personal data during their processing, those owners / managers who are not subject to the requirements of part two of Article 24 of the Law, relies directly on those persons who process personal data, or, in if necessary, - to separate structural divisions or officials.

[Explanation of the Standard Procedure for Personal Data Processing](#)

OUR P



News

Annual and special reports

Video

Contacts

Electronic application form: