

REGULATION OF THE PERSONAL DATA PROCESSING WITHOUT AUTOMATIZATION FACILITIES

The personal data processing which is contained in the information system of personal data or taken from such system is considered as “without use of the automatization facilities” (not automated) if such actions with personal data as use, specification, distribution, elimination of personal data in respect of each of the subjects of personal data, are carried out with a direct participation of the person.

Features of the organization of the personal data processing without automatization facilities:

1. Personal data at their processing that is carried out without automatization facilities has to keep apart from other information, in particular by their fixing on other physical storage media of personal data, in special sections or form fields.

2. When fixing personal data on physical storage media fixing it is not allowed to fix it in one physical storage media if the purposes of processing are different. For the processing of various categories of personal data which is carried out without automatization facilities for each category of personal data the special physical storage media has to be used.

3. People that are carrying out personal data processing without automatization facilities (including the staff of the corporate operator or people that are carrying out such processing under the contract with the operator), have to be informed on the fact of personal data processing operated by them, which processing is carried out by the operator without automatization facilities, categories of the processed personal data and also about the features and rules of implementation of such processing established by regulations of federal executive authorities, executive authorities of territorial subjects of the Russian Federation and also local legal acts of the organization.

4. Through the use of standard forms of documents where the character of information assumes or allows inclusion of personal data (hereinafter called - standard form), the following conditions have to be observed:

a) the standard form or related documents (the instruction for its filling, cards, registers and journals) have to contain data on the purpose of the personal data processing which is carried out without automatization facilities, the name (denomination) and the address of operator, the surname, the name, the patronymic and the address of the subject of personal data, the source of receiving personal data, the terms of personal data processing, the list of actions with personal data that will be realized in the course of their processing, the general description of the ways of personal data processing used by the operator;

b) the standard form has to provide the field where the subject of personal data can denote the consent to the personal data processing without automatization facilities – when it is necessary to

obtain the written consent to personal data processing;

c) the standard form has to be made so that each of subjects of the personal data contained in the document has an opportunity to get acquainted with the personal data contained in the document without violating the rights and legitimate interests of other subjects of personal data;

d) the standard form has to exclude mixing of the fields intended for personal data entry if the processing purposes are not compatible a priori.

5. When maintaining journals (registers, books), that contain personal data that are necessary for the single admission of the subject of personal data on the territory of operator or in other similar purposes, the following conditions have to be observed:

a) need of maintaining journal has to be provided by the act of the operator containing data on the purpose of the personal data processing without automatization facilities, ways of fixing and structure of information requested from subjects of personal data, the list of the persons (by name or on positions) that have the access to physical storage media and a person that is responsible for maintaining and safety of the journal (register, book), terms of personal data processing and also data on an order of the admission of the subject of personal data on the territory of operator, without confirmation of authenticity of the personal data reported by the subject of personal data;

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

c) personal data of each subject of personal data can be entered in such journal (book, register) at most once in each case of the admission of the subject of personal data on the territory of operator.

6. At incompatibility of purposes of the personal data recorded on one physical storage media, if the physical storage media does not allow to realize a personal data processing separately from the other personal data fixed on the same physical storage media, the measures for provision of separate personal data processing have to be taken, in particular:

a) if it is necessary to use or distribute a certain personal data separately from other personal data that are fixed on the same physical storage media, the copying of the personal data, that is subject to distribution or use, is carried out by the way that excludes simultaneous copying of the personal data that is not subject to distribution and use, and the copy of personal data is used (distributed);

b) if it is necessary to eliminate or block a part of personal data the physical storage media is blocked or eliminated with preliminary copied data that are not to elimination or blocking, by

means that exclude simultaneous copying of the personal data that are to eliminate or block.

7. Elimination or depersonalization of a part of personal data, if it is allowed by the physical storage media, can be realized by means that exclude further processing of this personal data with preservation of a possibility of processing of other data fixed on the physical storage media (removal, defacement).

8. The rules provided by clauses 6 and 7 of the present Provision are applied also in case it is necessary to provide the separate processing of the personal data fixed on one physical storage media and information which does not appear as personal data.

9. Specification of personal data through personal data processing without automatization facilities is made by updating or modification of data on the physical storage media and if it is not allowed by technical features of the physical storage - by fixing on the same storage of data about realized modifications or by production of the new physical storage media with the specified personal data.

Safety measures of personal data processing without automatization facilities:

- The personal data processing without automatization facilities has to be carried out so that each category of personal data has its define place of storage of personal data (physical storage media) and to establish the list of the persons that are carrying out personal data processing or having the access.
- It is necessary to provide separate storage of personal data (physical storage media) which processing is carried out in various purposes.

CEO  /L.V. Kondratenko/

