



Personal Data Protection Policy Document

The Personal Data Protection Policy Document describes the process of processing users' personal data by the State Inspector's Case Management Website - casemanagement.pdp.ge (hereinafter - the portal). The terms used in this document have the meaning defined by the Law of Georgia on Personal Data Protection and other legislative acts.

The Aims of Processing the Data

The State Inspector's Service is guided in its activities by the legislation of Georgia, including the Law of Georgia on Personal Data Protection.

According to Article 13 of the Law of Georgia on the Service of the State Inspector, the State Inspector's Service exercises control over the legality of personal data processing in Georgia.

The Service of the State Inspector processes the user data through the portal to perform the following functions imposed on it by law:

- Review personal data protection applications;
- Consulting on issues related to personal data protection;
- Checking the legality of personal data processing (inspection);
- Consider authorizing the transfer of personal data to another State, a legal or natural person under the jurisdiction of another State or an international organization.

Also, the data obtained through the portal may be used by the State Inspector's Service for statistical and analytical purposes.

Which Data Do We Collect and Why?

Most of the data processed through the portal is provided by the users themselves.

The following data is collected through the portal:

- In the process of user registration - personal number (mandatory), e-mail address (mandatory), name, surname, contact address, mobile phone number and additional information provided by the user;
- In case of application - the data indicated in the application and the attached documents (in case of such creatures);
- In case of notification - the data indicated in the notification and the attached documentation (in case of such creatures);
- In case of an application for consultation - the data specified in the consultation application;
- In case of application for cross-border data transfer permit application - contact person (s) data, including the data specified in the application and / or attached documents.

In order to investigate the circumstances indicated in the application (application / notification) and to assess the legality of the data processing, the State Inspector's Service may share user data, including information and documentation provided at any stage, by the public private organization / individual against whom the application is notified. Also, if necessary, the State Inspector's Service may request information about the user from a third party as part of the case study. The purpose of this is to fully and thoroughly investigate the alleged violation of the data processing rules. Also, as a result of reviewing and / or reviewing the application, to issue relevant instructions (s) and / or recommendation (s) to public / private organizations and individuals.

In case of consultation, the State Inspector's Service processes the volume of information needed by the user to provide a complete answer to the questions asked. The State Inspector's Service may use its contact information to clarify certain issues with the customer.

As part of the review of an application for a permit to transfer personal data to another State, a legal or natural person under the jurisdiction of another State or an international organization, the Service of the State Inspector will process the contact / responsible person (s) indicated in the application, including additional contacts and In order to request information.

In case of application through a representative, it is necessary to submit documents certifying the power of attorney. In such a case, the information about the representative, which is indicated in the documents certifying the power of attorney, is processed.

In addition, additional data is collected through the portal. In particular, the date, time and method of entering the portal, the address of the Internet Protocol, the referral and other data reflecting the activities carried out by the user on the portal are recorded on the server of the State Inspector Service. They are being developed to identify possible information security incidents that are necessary to satisfy the legitimate interest of the State Inspector's Service - including in ensuring the integrity of the State Inspectorate's electronic systems and maintaining continuity of operations.

Disclosure of data to third parties

Information containing personal data collected by the Service of the State Inspector is confidential. The State Inspector's Service does not transfer user data to third parties, except in cases prescribed by law:

- The functions imposed by law for the State Inspector's Service
- For performance (see "What data do we collect and why");
- For litigation in court (when materials are submitted to the court in case of an appeal against the decision of the state inspector); In order to enforce the decision of the State Inspector.

Data processing by an authorized person

The data are processed only for the purposes defined by the State Inspector's Service, taking into account the rules and prohibitions established by the Law of Georgia on Personal Data Protection. The Service of the State Inspector processes the data independently and currently does not use the services of other authorized (third) persons in this process. However, if the need arises, in the process of providing services to the Service of the State Inspector, information containing the data may be disclosed to the person (s) of the Service and / or granted access (for example, as part of technical updating of the portal). In such a case, the disclosure / access to the data will be granted only on the basis of a written agreement between the State Inspector's Service and the relevant authorized person, which stipulates the authorized person's obligation to process the data only for the purposes defined by the State Inspector's Service. Taking into account the rules and prohibitions established by the law of Georgia.

Transfer data to another state and / or international organization

The data processed by the State Inspector Service through the portal will not be transferred to another state and / or international organization.

Data storage and security

In the process of receiving a notification regarding the alleged fact of processing of personal data in violation of the requirements of the Law of Georgia on Personal Data Protection, the data collected by the website regarding the user is stored for a period of 3 years. (1)

During the registration for the training, the data collected by the website regarding the user is stored for a period of 1 year, (2) and the data related to the person responsible for the production, updating and electronic submission of the file system catalog to the inspector for a period of 1 year.

Data security is ensured in accordance with the information security policy of the State Inspector's Service. Appropriate organizational and technical measures have been taken to ensure data security on the website (for example, penetration testing is underway, data access levels are defined taking into account the relevant job functions, etc.).

User's Rights

User has the right to:

- Request information about data processing - the user can request the following information: what data is processed about him; The purpose of data processing; Legal basis for data processing; In what way the data was collected; To whom the data about him was issued, the basis and purpose of the data (the provision of the latest information is not mandatory if the data is, by law, public).
- At the same time, the user has the right to get acquainted with the personal data about him / her in the service of the State Inspector and to receive their copies free of charge, except for the data for the issuance of which a fee is provided by the legislation of Georgia;
- Request to correct, update, add, block, delete or destroy data The customer has the right to request correction, updating, addition, blocking, deletion or destruction of existing data in case it is incomplete, inaccurate, not updated or their collection and collection Processing was carried out against the law;
- Refusal of consent - the customer has the right, at any time without explanation, to refuse his consent and request termination of data processing and / or destruction of processed data (unless there are other grounds for data processing);
- Right to Appeal - If the user considers that the processing of data by the State Inspector's Service does not comply with the rules established by the Law of Georgia on Personal Data Protection, he / she can apply to the Tbilisi City Court (address: Tbilisi, Davit Agmashenebeli Alley №64).

(1) In case of appeal against the decision, the mentioned term shall be calculated after the entry into force of the final decision made by the court;

(2) Correspondence through the electronic case management program for a period of 5 years.

Restriction of user rights

According to the Georgian legislation, the above-mentioned rights of the user may be restricted, if the realization of these rights may endanger:

- State security or defense interests;
- Public safety interests;
- Detecting, investigating and preventing crime;
- Significant financial or economic (including monetary, budgetary, and tax) interests of the country;
- The rights and freedoms of the data subject (user) and others.

The appropriate restriction size may be used only to the extent necessary to achieve the purpose of the restriction.

In the presence of the above grounds, the decision of the State Inspector's Service shall be notified to the customer in such a way as not to prejudice the purpose of the restriction. To delete personal data provided on the website, please email the State Inspector's Service. By mail: office@stateinspector.ge

Update of personal data protection policy and additional information

This policy document is subject to update as necessary.

Additional information and contact details of the State Inspector's Service can be found on the official website of the Service - <https://personaldata.ge/ka/contact>