

APPROVED
By Resolution No 1495
Of the Government of the Republic of
Lithuania as of 23 December 2014

REGULATIONS OF THE POPULATION REGISTER OF THE REPUBLIC OF LITHUANIA

CHAPTER I GENERAL PROVISIONS

1. Regulations of the Population Register of the Republic of Lithuania (hereinafter referred to as the Regulations) shall establish the purpose of the Population Register of the Republic of Lithuania (hereinafter - the Register), its objects, the controller and the processor (processors) of the Register, their rights, duties and functions, data providers' rights and obligations; shall regulate the processing of data and information of the Register (hereinafter referred to as the Register data), processing of the documents and/or their copies submitted to the Register, interaction with other registers, Register data security, financing, reorganization and liquidation of the Register.

2. Purpose of the Register shall be to register objects indicated in point 14 of the Regulations, to collect, process and store data indicated in point 15 of the Regulations about the Register data, to provide Register data and perform other actions related to processing of the Register data.

3. Purpose of the processing of personal data shall be processing of personal data specified in the Law on and Regulations of Population Register of the Republic of Lithuania in order to identify the Register objects and provision to data recipients.

4. Terms and definitions used in the Regulations are defined in the Law on the Population Register of the Republic of Lithuania, Law on the Management of Information Resources of the Republic of Lithuania, Law on Legal Protection of Personal Data of the Republic of Lithuania and in the Law on Registration of Civil Status Acts.

5. The Register shall be the base state register. Register data shall be collected and stored in a single Register database.

6. The Register shall be maintained pursuant to the Law on the Population Register of the Republic of Lithuania, Law on the Management of State Information Resources of the Republic of Lithuania, Law on Legal Protection of Personal Data of the Republic of Lithuania, the current Regulations and other legal acts regulating the processing of data of registers.

CHAPTER II CONTROLLER AND PROCESSOR OF THE REGISTER, ITS RIGHTS AND OBLIGATIONS

7. The Ministry of Justice of the Republic of Lithuania (hereinafter referred to as the Ministry of Justice) shall be the Controller of the Register, which is also the controller of Register personal data.

8. The Register Controller shall coordinate activities and development of the Register, provide methodical guidance to Register Processors, fulfil the rights and duties specified in points 2 and 3 of Article 24 of the Law of the Republic of Lithuania on Management of Information Resources.

9. State Enterprise Centre of Registers (hereinafter referred to as the Centre of Registers) shall be the Processor of the Register, which is also the processor of personal data.

10. The Centre of Registers shall register the Register objects, process data and together with the Ministry of Justice shall be liable for data security within the competence.

11. The Centre of Registers shall have the rights and fulfil the obligation specified in paragraphs 5 and 6 of Article 24 of the Law of the Republic of Lithuania on Management of Information Resources.

12. The Centre of Registers shall also have the right:

12.1. to provide proposals to the Register Controller for improving and developing the activities of the Register;

12.2. to define procedure for operation of the Register and organisation of activities;

12.3. to conclude agreements for provision of the Register data;

12.4. to process personal data of the persons processing the Register data, to grant access rights and passwords for processing data.

13. The Centre of Registers shall also be obliged:

13.1. to draft and implement plans for creation, development and improvement of software and hardware tools for the Register, and investment plans;

13.2. to ensure interoperability with related registers and state information systems;

13.3. to organise and implement the installation and maintenance activities of the Register hardware and software tools.

CHAPTER III

OBJECTS OF THE REGISTER AND THEIR DATA

14. Objects of the Register shall be:

14.1. citizens of the Republic of Lithuania;

14.2. persons without citizenship and nationals from other countries who receive identity documents issued by the Republic of Lithuania, who declare the place of residence in Lithuania or whose acts of civil status are registered in the institutions of the Republic of Lithuania.

15. The Register shall process the following personal data:

15.1. personal code (object identification code);

15.2. name (names);

- 15.3. surname (surnames);
- 15.4. gender;
- 15.5. date of birth;
- 15.6. citizenship (citizenships), date (dates) for acquisition and deprivation thereof;
- 15.7. country and/or place of residence of birth;
- 15.8. place of residence (address), date of arrival to the place of residence; if a person leaves abroad to live, – place (country) of departure, in case of permanent residence abroad – the state; in case of having no place of residence and is included into the list of persons having no place of residence, – municipality of residing;
- 15.9. marital status and date of its change;
- 15.10. date of death;
- 15.11. personal codes of parents, children and spouses; if personal codes are not granted, other personal data which are proved by documents and specified in subparagraphs 15.2-15.10 of the current Regulations;
- 15.12. nationality;
- 15.13. face photo;
- 15.14. fingerprints;
- 15.15. signature;
- 15.16. data of documents:
 - 15.16.1. data of personal documents:
 - 15.16.1.1. type of personal document;
 - 15.16.1.2. name and code of the country issuing personal document;
 - 15.16.1.3. serial and number of personal document;
 - 15.16.1.4. grounds for issuing (changing) of personal document;
 - 15.16.1.5. date of drawing up of personal document;
 - 15.16.1.6. date of issuing of personal document;
 - 15.16.1.7. expiry date of personal document;
 - 15.16.1.8. status of validity (invalidity) of personal document;
 - 15.16.1.9. reason for invalidity of personal document and date, from which it is invalid;
 - 15.16.1.10. note stating that the personal document was returned back or not returned back to the institution which has issued it;
 - 15.16.2. data of the application to issue personal document:
 - 15.16.2.1. registration number and date of the application to issue personal document;
 - 15.16.2.2. code and name of the institution that has accepted the application to issue personal document;
- 15.17. data from the civil status records:
 - 15.17.1. type of civil status record;
 - 15.17.2. grounds of civil status record;
 - 15.17.3. date and place of civil status record;
 - 15.17.4. number of civil status record;

- 15.17.5. basis for amending or supplementing the civil status record;
- 15.17.6. note about the certificate issued before 31 December 2016;
- 15.17.7. place of death;
- 15.17.8. notes in the civil status record;
- 15.17.9. other data indicated in the civil status records;
- 15.18. data about the incapacity of a person in a certain area or restriction on capacity in a certain area:
 - 15.18.1. feature whether a person is recognised incapable in certain area or capacity is limited in a certain area;
 - 15.18.2. date for determination of person's incapacity in a certain area or limited capacity in a certain area;
 - 15.18.3. date for removal of person's incapacity in a certain area or limited capacity in a certain area;
 - 15.19. personal contact data (virtual address (equivalent of the address in virtual environment which recorded in the Address Register of the Republic of Lithuania); national e-mail address in the information system for delivery of electronic messages and electronic documents to natural persons and legal entities using postal network; fixed or mobile telephone number, if person agrees that his/her phone number is used for the purpose of processing the Register and/or provided to third persons);
 - 15.20. date of registration of the Register object;
 - 15.21. date of changing the data of Register object.
- 16. Data specified in point 15.6 of the Regulations about the date on acquisition or deprivation of citizenship(-s) shall be processed only after receiving a notification of the person himself or competent institutions of the Republic of Lithuania or foreign countries. Data specified in points 15.13–15.15 of the Regulations about the persons without citizenship or citizens of other states shall be recorded into the Register if they are proved by the documents issued in the Republic of Lithuania.
- 17. The following classifiers shall be used in the Register:
 - 17.1. states and territories of the world;
 - 17.2. migration services;
 - 17.3. civil registry offices;
 - 17.4. nationalities;
 - 17.5. types of personal documents;
 - 17.6. reasons for changing (invalidity) of personal ID documents;
 - 17.7. administrative units of the Republic of Lithuania;
 - 17.8. wards;
 - 17.9. residential areas;
 - 17.10. streets;
 - 17.11. types of civil status records.

CHAPTER IV REGISTRATION OF REGISTER OBJECTS

18. Data to the Register shall be provided by:

18.1. institutions issuing personal identity documents, or the institutions authorized by the Government of the Republic of Lithuania to implement the Law on Citizenship of the Republic of Lithuania - the data referred to in paragraphs 15.2-15.8, 15:13 to 15:15, 15.16.1 and 15.16.2 of the Regulations;

18.2. institutions according to the laws performing the functions of declaration of the place of residence, - data specified in subparagraphs 15.2-15 hereof;

18.3. institutions registering civil status acts, – data specified in subparagraphs 15.2–15.7, 15.9–15.12 and 15.17 hereof.

19. Data to the Register shall be provided following the Rules for Provision of Data to the Population Register of the Republic of Lithuania approved by the Minister of Justice.

20. Providers of data must:

20.1. Institutions specified in point 18.1 of the Regulations: which have adopted a decision to issue, annul the identity document or recognise it as no longer valid, or the institutions authorized by the Government of the Republic of Lithuania to implement the Law on Citizenship of the Republic of Lithuania - from date on which the person has acquired citizenship of the Republic of Lithuania, the institutions specified in point 18.2 hereof – which have accepted the declaration of the place of residence; the institutions specified in point 18.3 hereof - which have made the record of civil status act; shall immediately, but not later than the next business day, to provide the data by the way of authorised access by electronic means, and if it cannot do that shall provide the relevant documents by post or courier in the procedure established by the Rules for Provision of Data to the Population Register of the Republic of Lithuania;

20.2. ensure that the data provided are correct, accurate, complete, and consistent with the documents and always kept up to date. Data providers shall record in the Register missing data, correct inaccurate data, update or supplement those already stored in accordance with the procedure established by the Rules for Provision of Data to the Population Register of the Republic of Lithuania;

20.3. carry out other duties specified in the current Regulations and other legal acts.

21. Data providers shall have the right:

21.1. require to correct the incorrect and inaccurate or supplement the incomplete their provided data, and to destroy the unnecessary or illegally collected data;

21.2. fulfil other rights provided for in the Regulations and other legal acts.

22. The Register objects shall be registered in the Register after the Centre of Registers allocates personal code and records the personal data into the Register's database. In the manner prescribed, the Centre of Registers shall evaluate the data and documents submitted proving the new or changed personal data, and shall pass a decision regarding the registration of Register object or amending the data. If the Centre of Registers determines that the data obtained from

the related register or the state information system differs from the data and/or documents provided by the data provider, the procedure for registering the Register object shall be suspended and the shall be adjusted in accordance with the procedure specified in Chapter V of the Regulations.

23. If any of the data recorded in the Register changes, new data shall be recorded into the Register database without deleting the existing ones. Objects of the Register shall not be removed from the Register and their data shall be stored for indefinite time.

24. Personal ID code granted by the Centre of Registers shall be used for identification of a person, to process data about him/her, and to ensure interoperability between the registers and state information systems. Personal ID code granted to a person shall be unique and is not subject to any change.

25. The structure of personal ID code at the moment of granting it shall be established following Article 8 of the Law on Population of the Republic of Lithuania and the Standard of the Republic of Lithuania (LST 1185-91).

CHAPTER V AMENDMENT OF THE DATA IN THE REGISTER

26. Data in the Register shall be amended:

26.1. at the initiative of the Centre of Registers;

26.2. having received an application of an interested person (data recipient, processor of the related register or state information system, data subject and others) and its supporting documents;

26.3. having received a request in writing of the data provider to correct incorrect, inaccurate data, to add incomplete data, to destroy unnecessary or illegally collected Register data.

27. If the Centre of Registers finds inaccuracies in the data or documents provided by the data provider, it must notify the data provider thereof within 5 working days from the receipt of documents or data, and request to correct inaccuracies in the documents or data. Having received such a request the data provider must submit revised data or grounded refusal to correct them no later than within 5 working days. If the Centre of Registers within 5 working days fails to receive the data or documents corrected by the data provider or data inaccuracies and having the documents and data proving such the circumstances, may correct itself the incorrect, inaccurate or incomplete data provided by the provider and notify the data provider thereof and indicate what was amended and on what grounds. The Centre of Registers shall record the specified data in the database of the Register. If the Centre of Registers does not have the data or documents supporting the necessary facts and the data provider fails to correct the data or refuses to revise them, the procedure for correcting the Register data is suspended and the data shall be corrected in accordance with the procedure specified in Chapter V of the current Regulations.

28. If it is established that due to the fault of the Centre of Registers incorrect, inaccurate and incomplete data have been recorded into the database of the Register, the Centre of Registers must not later than within 24 hours from detection of inaccuracies to correct them free of charge and notify the data recipients, processors of the related registers or state information systems, to which incorrect, inaccurate or incomplete data have been transferred, and subject of the data.

29. Every person whose data are recorded in the Register and who has proved his/her identity in the manner prescribed by legal acts shall have the following right at the Centre of Registers:

29.1. to see own data processed in the Register, data of his or her minor children, and upon submission of a document proving as being a guardian, a caretaker or adoptive parent, - of the adopters, as well as persons who are subject to custody or care;

29.2. to demand the correction of incorrect, inaccurate or incomplete data recorded in the Register, to destroy the redundant or illegally collected data of own data, the data of own minors and adoptive children, as well as of persons who are subject to custody or care, and/or to suspend the processing of such personal data. To this end, the documents proving the revision of requested data shall be attached to the application in writing.

30. The Centre of Registers must, within 5 working days from the receipt of the request of interested person and documents proving the facts specified therein, correct the specified inaccuracies and inform the person who has requested it thereof. After correcting the inaccurate data in the Register, the Centre of Registers shall transfer free of charge the corrected Register data to the recipients of the Register data, related registers and state information systems in accordance with the general procedure following the conditions established in the data provision contracts.

31. Having determined the inaccuracies in the data of the related register transmitted through the way of interaction, the Centre of Registers within 5 working days shall notify the processor of the related register thereof and shall request to correct the inaccuracies and to provide the corrected data. The latter, upon receipt of such a request, must provide corrected data or a motivated refusal to correct them within 5 business days. The Centre of Registers, upon receipt of a reasoned refusal to correct the data, within 5 working days, shall notify the data subject by addresses specified in article 15.19 of the Regulations about the inaccuracies in data transferred to the Register and the procedure for their correction.

32. Having received information from the related register about the detected inaccuracies in data transferred to it and explanations of the circumstance, the Centre of Registers must check the information submitted within 3 business days and correct the inaccuracies. If the Centre of Registers has to contact the data provider due to inaccuracies correction, this term can be extended for another 5 working days. After correcting the inaccuracies in the Register data, the Centre of Registers shall immediately inform the recipients of the data to whom the incorrect, inaccurate or incomplete data has been transferred, and the processor of the related register.

33. The recipients of data, having noticed any inaccuracies in the data transmitted to them, shall immediately inform the Centre of Registers thereof. The Centre of Registers must within 5 working days after receipt of information about the inaccuracies in the Register data must verify the submitted information and, if it turns to be true, must correct the inaccuracies without delay and inform thereof in writing the data recipient, related registers and information systems, and if the information is not confirmed, to notify the recipient who submitted it in writing the refusal to correct inaccuracies.

CHAPTER VI INTERACTION OF THE REGISTER WITH OTHER REGISTERS AND STATE INFORMATION SYSTEMS

34. To ensure the operation of the Register, data from the following registers and state information systems are received and used:

34.1. data from the Register of Addresses of the Republic of Lithuania – to enter data specified in paragraph 15.8 of the Regulations (addresses, names of municipalities) and subparagraphs 15.19 (virtual address);

34.2. data from the Register of Foreigners – to enter the data specified in subparagraphs of the Regulations: 15.2–15.7, 15.9, 15.16.1.1–15.16.1.3, 15.16.1.6 and 15.16.1.7;

34.3. data from the Register of Legally Incapable Persons or Persons With Limited Legal Capacity – to enter data specified in subparagraph 15.18 of the Regulations;

34.4. data from the national information system of e-messages and delivery of electronic documents to individuals and legal entities through the mail network about the e-mail addresses created within this system – to enter data specified in subparagraph 15.19 of the Regulations.

35. Classifiers specified in point 17 of the Regulations shall be used for coding data received in the Register.

CHAPTER VII PROVISION AND USE OF THE REGISTER DATA

36. The data of the Register are public, provided and used in accordance with the Law on the Population Register of the Republic of Lithuania, the Law on the Management of State Information Resources of the Republic of Lithuania, the Law on the Legal Protection of Personal Data of the Republic of Lithuania and the Rules for Provision of Data of the Population Register of the Republic of Lithuania approved by the Minister of Justice and the agreement concluded with a data recipient on provision of personal data (in case of multiple provision) or the request of the data recipient (in the case of a one-time provision).

37. The data and information specified in points 15.1-15.12 and 15.16-15.21 of the Regulations shall be submitted to the authorities of the Republic of Lithuania, entities of public administration, registers and state information systems, other legal entities, their branches, representations, natural persons or persons performing the statutory functions state and authorized by the state in accordance with the procedure specified in laws and other legal acts.

The data and information specified in points 15.1-15.21 of the Regulations shall be submitted to the natural persons, whose data is processed in the Register, in the ways specified in points 41.2-41.4 of the Regulations.

38. In accordance with the ways for provision of data specified in points 41.1 and 41.2 data shall be submitted to:

38.1. law enforcement, intelligence, and institutions issuing personal data – the data specified in points 15.13-15.15 of the Regulations;

38.2. the state institutions for producing of documents with legal power - the data specified in clauses 15.13 and 15.15;

38.3 health care institutions, financial institutions, notaries and bailiffs - the data specified in clause 15.13 of the Regulations.

39. Information about the relationship between kinship and marriage prepared on the basis of the data shall be provided only in the ways referred to in point 41.3 of the Regulations to the persons specified in point 6 of Article 11 of the Law on Population Register of the Republic of Lithuania.

40. The Centre of Registers may:

40.1. transfer the excerpts from the Register and from the Register database covering a part of the data stored in the database, data changes;

40.2. provide certificates prepared on the basis of the data and proving legal facts, the form of which is established by the Centre of Registers, also excerpts from the Register and other documents prepared on the basis of the data;

40.3. to provide data based on summarised, systemised or otherwise processed information (hereinafter referred to as the Information).

41. Excerpts from the Register, certificates, data and information might be:

41.1. provided for use or viewing in a way of authorised access or packages of data provided through the Internet or other electronic communications;

41.2. transferred in a way of interactive data provision when the data recipients receive data through the electronic communication networks by using Internet browser;

41.3. provided in writing and/or using ICT;

41.4. provided by other ways specified in the laws of the Republic of Lithuania and legal acts of the European Union.

42. Data shall be provided and/or transferred free of charge to the entities specified in points 2 and 3 of paragraph 3 of Article 29 of the Law of the Republic of Lithuania on the Management of State Information Resources, as well as to:

42.1. natural persons whose data are processed in the Register – according to the ways for data provision specified in points 41.2 or 41.3 of the Regulations once a calendar year of the natural persons, their minor children and adopted children, also the persons whose caretakers or guardians they are;

42.2. data providers – data provided by them to the Register;

42.3. Statistics Department of Lithuania – data required for official statistics programme.

43. Data to other persons entitled by legal acts to receive the data and those specified in point 42 of the Regulations shall be provided for a fee set by the Government of the Republic of Lithuania.

44. Certificate, excerpt from the Register or information prepared on the basis of the data must be submitted to data recipient within 20 working days after the Centre of Registers receives a request of the data recipient to issue a certificate, excerpt from the Register or information. If it is impossible to provide the requested information, certificate, excerpt from the Register or information due to its scope or complexity of its processing within 20 working days the Director of the Centre of Registers shall have the right to extend this deadline for another 20 working days at most and notify the data recipient thereof not later than the next working day in writing and indicate the reasons for extension. Certificates in the emergency procedure shall be provided not later than within one working day after the receipt of application at the Centre of Registers. If the data recipient was asked to correct or supplement the application to issue a certificate, term for submission of certificate, excerpt from the Register or information shall be calculated from receiving the request to correct or supplement the application at the Centre of Registers.

45. Only anonymous, summarised Register data and/or information shall be publically available. They are placed on the Internet website and/or information publications of the Centre of Registers.

46. Data recipient shall be allowed using the data received from the Register for the purpose defined before provision and not otherwise and not for any other purpose.

47. Information presented in the website of the Centre of Registers and in the information stand about the objects and purpose of the Register, processors of the Register, the processing of the Register, the rights of individuals to access their own data processed by the Register, the procedure for correcting incorrect, inaccurate or incomplete data, data providers, recipients of data, and amount of data.

48. The Register data shall be submitted to the natural persons, legal entities, their branches and representative offices of the Member States of the European Union and/or the countries of the European Economic Area as well as of third countries in accordance with the procedure established by the Law of the Republic of Lithuania on Management of State Information Resources. Personal data processed in the Register shall be provided to data recipients existing in the third countries only with a permission of the State Data Protection Inspectorate, except the cases provided for in paragraph 5 of Article 35 of the Law on the Legal Protection of Personal Data of the Republic of Lithuania.

49. The data from the Register, except for personal data provided under the conditions established by the Law of the Republic of Lithuania on Legal Protection of Personal Data, shall be provided to the persons reusing the Register data in accordance with the agreement concluded between the Centre of Registers and the data recipient. The Agreement shall specify

the purpose of use of the Register data, legal basis for provision and receipt of the Register data, the scope of data provided from the Register, the conditions and procedure for submission of the Register data.

CHAPTER VIII SECURITY OF THE REGISTER DATA

50. The Ministry of Justice and the Centre of Registers shall be responsible for security of the Register data in accordance with the procedure established by the laws of the Republic of Lithuania.

51. Data security is regulated by the Regulations for Register Data Security approved by the Controller of the Register, as well as other documents on implementing security policy prepared in accordance with the General Requirements for Electronic Information Security, approved by Resolution No. 716 of the Government of the Republic of Lithuania on 24 July 2013 „On Approval of the General Requirements, Guidelines for the Content of Security Documents and Guidelines for Information Security of Electronic Information, the Description of the Guidance on the of Security Documents and the State Information Systems, Registers and Other Information Systems Classification and the Guidance on the Determination of the Importance of Electronic Information". Data security of the Register shall be ensured in accordance with the Lithuanian Standards LST ISO / IEC 27002 "Information Technologies. Security methods. Information Security Control Practice Regulations ", LST ISO / IEC 27001" Information Technologies. Security methods. Information security management systems. Requirements "and other Lithuanian and international standards regulating information security, the State Information Systems, registers and other information systems classification and guidelines for determining the importance of electronic information, approved by the Government of the Republic of Lithuania in 2013. July 24 Resolution No. 716 "On the Description of the General Electronic Information Security Requirements, the Description of the Guidance on the Content of Security Documents and the Approval of the Description of the State Information Systems, Registers and Other Information Systems Classification and the Determination of the Importance of Electronic Information" and other legal acts regulating data security.

52. The Centre of Registers must implement appropriate technical, organizational and other measures to ensure data protection against accidental or unlawful destruction, alteration, damage, disclosure, misappropriation, publication, provision or other use of the data, as well as any other illegal processing.

53. Legal, administrative, organizational, technical and other measures shall ensure that in the course of processing the Register no incorrect, inaccurate or incomplete data will be recorded and the data must comply with the data presented in the registration documents.

54. Persons processing the Register's data must protect the confidentiality of personal data. The obligation to protect the confidentiality of personal data, if such personal data are not intended for public, shall also be valid upon the termination of activities related to the

processing of data. These persons must sign pledges that will protect personal data and will prevent from violating the Law on the Population Register of the Republic of Lithuania and the Law on Legal Protection of Personal Data of the Republic of Lithuania.

CHAPTER IX FUNDING OF THE REGISTER

55. The Register shall be funded from the state budget of the Republic of Lithuania (including the European Union funds), as well as the funds received from providing the Register data.

CHAPTER X SKYRIUS REORGANISATION AND LIQUIDATION OF THE REGISTER

56. The Register shall be reorganised and liquidated in the manner prescribed by the laws of the Republic of Lithuania and following the procedure established by the Government of the Republic of Lithuania.

57. Data of the Register in the process of liquidation shall be transferred to another register, archive or destroyed in the manner established by laws of the Republic of Lithuania and other legal acts.
