

ORDER
OF THE MINISTER OF THE INTERIOR OF THE REPUBLIC OF LITHUANIA

ON THE APPROVAL OF THE REGULATIONS OF THE INTERIOR INFORMATION SYSTEM AND THE REGULATIONS OF THE INFORMATION SYSTEM DATA SAFETY

2 January 2007 No. 1V-1
Vilnius

Following the Rules of Establishment and Validation of the State Information System, approved by Item 8 of the resolution No. 451, 19 April 2004, (*Official Gazette*, 2004, No. 58-2061) of the Government of the Republic of Lithuania, the general data safety requirements approved by Item 6 of the resolution No. 952, 4 September 1997, (*Official Gazette*, 1997, No. 83-2075; 2003, No. 2-45) of the Government of the Republic of Lithuania and considering the order No. 1V-425, 20 December 2005, "On the Interior Information System" of the Minister of the Interior of the Republic of Lithuania:

1. I a p p r o v e enclosed:
 - 1.1. the Regulations of the Interior Information System;
 - 1.2. the Regulations of the Interior Information System data safety.
2. I a s s e s s that the beginning of the reorganized Interior Information System activity is 1 July 2007.
3. I a s s i g n the Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania under the order set by laws to prepare required enactments for the implementation of the regulations indicated in Item 1 of this Order till the beginning of the Interior Information System activity and provide them for the approval of the Minister of the Interior of the Republic of Lithuania and confirmation of the State Border Guard Service under the Ministry of the Interior of the Republic of Lithuania.
4. I d e t e r m i n e that Item 50 of the Regulations on the Interior Information System approved by this Order shall come into force under the order set by legal acts having coordinated them with the State Data Protection Inspectorate and confirmed the enactment indicated therein.
5. I a c k n o w l e d g e the Order No. 366, 3 June 1999, of the Minister of the Interior of the Republic of Lithuania "On the Approval of the Regulations of the Information System of the Ministry of the Interior" as invalid.

MINISTER OF THE INTERIOR

RAIMONDAS ŠUKYS

APPROVED
by Order No. 1V-1
of the Minister of the Interior of the Republic of Lithuania
of 2 January 2007

REGULATIONS OF THE INTERIOR INFORMATION SYSTEM

I. GENERAL PROVISIONS

1. The Regulations of the Interior Information System (hereinafter – the Regulations) shall regulate the purpose and functions of the Interior Information System (hereinafter – IIS), its

manager, administrators, their rights and duties, the IIS data, their processing, the requirements of the IIS data safety and the reorganization and liquidation of the IIS.

2. The IIS is a system performing data-processing of the information (data and document administration, calculation, remote communication and etc.) required for function performance of administrative subdivisions of the Ministry of the Interior of the Republic of Lithuania (hereinafter – the MI), institutions at the MI and other MI regulation field institutions (hereinafter – the MI regulation field institutions), excluding internal administration, set by laws. There in this system the state and institutional registers managed by the MI and institutions at the MI and indicated in Item 18 of the Regulations (hereinafter – the IIS registers and information systems) operate on the basis of the combined infrastructure of information technologies and telecommunications.

3. The objectives of the IIS:

3.1. to computerize the activity of the MI regulation field institutions in order to ensure more effective performance of the state governing functions of the interior field and implementation of the state policy in this field;

3.2. to coordinate the source use of the information required for the performance of functions set by legal acts of the MI regulation field institutions, ensuring their integrity, operation effectiveness and safety;

3.3. to administer the recourses of information technologies and telecommunication infrastructures of the MI regulation field institutions, and their finance assigned from state budget;

3.4. to make the conditions to the MI regulation field institutions to operate the information required for the performance of functions set by legal acts automatically, get this information and telecommunication services of sufficient quality and scope;

3.5. to ensure a safe and reliable interface between the IIS registers and information systems and interaction with other registers and information systems;

3.6. to secure safety of the data operated in the IIS registers and information systems;

3.7. to make the conditions to the state and municipality institutions and other subjects performing functions set by laws and other enactments to use the data administered by the IIS under the order set by the regulations of the MI and institutions at the MI regulated by the state and Institutional registers and information systems or legal acts regulating the IIS subsystem data operation;

3.8. to ensure the supply of electronic public services to natural persons and legal entities.

4. The main functions of the IIS:

4.1. to collect, accumulate, process, systematise, store, supply and otherwise administer information in pursuance of the MI assignments in the fields of public safety and information society;

4.2. to meet the legal needs of natural persons and legal entities to obtain the data administered by the IIS;

4.3. to inform the society about the activity of institutions of the MI regulation field;

4.4. to provide electronic public services to natural persons and legal entities.

5. The data in the IIS registers and information systems and state registers that use the IIS infrastructure is operated under the purposes and order set in the Regulations of these registers and information systems.

6. The IIS is established and operated following the Law on Legal Protection of Personal Data of the Republic of Lithuania (*Official Gazette*, 1996, No. 63-1479; 2003, No. 15-597), the Criminal Code of the Republic of Lithuania (*Official Gazette*, 2000, No. 89-2741), the Code of Criminal Procedure of the Republic of Lithuania (*Official Gazette*, 2002, No. 37-1341), the Code of Execution of Sentences of the Republic of Lithuania (*Official Gazette*, 2002, No. 73-3084), the Code of Administrative Offences of the Republic of Lithuania (*Official Gazette*, 1985, No. 1-1) and other legal acts regulating the activity of the MI regulation field institutions.

7. The definitions used in these Regulations are as following:

The IIS Central Data Bank (hereinafter – IIS CDB) – the entirety of the databases of the IIS registers and information systems, data of the IIS subsystems, the IIS managed data of databases

required for the function performance of the MI regulation field institutions and managed by other state institutions and establishments, and programming and technical means used for these data management.

IIS CDB user – a public official or employee, working under the employment contract, of the MI regulatory institutions (IIS manager or IIS CDB data recipients), under the order set by legal acts entitled to administer or receive IIS CDB data for purposes of performing direct functions determined in the official instructions. A public official or employee, working under the employment contract, of any other company, establishment or organization may become an IIS CDB user in case he is entitled following the Law on Legal Protection of Personal Data of the Republic of Lithuania and the Regulations of the IIS registers and information systems or other legal acts regulating the data management of the IIS subsystems to receive IIS CDB data under the order and terms set in the supply contract.

IIS user – a public official or employee, working under the employment contract, of the MI regulation field institutions entitled: to use official e-mail, internet and other telecommunication services, and to administer the content of the MI website.

Electronic public services – the data managed by the MI regulation field institutions supply to natural persons or (and) legal entities by distant electronic means.

Interior telecommunication network (hereinafter – ITN) – the entirety of connected systems of electronic signal transmission and (or) commutation and routing equipment, other means providing electronic signal transmission via wire, wireless, optical or electromagnetic devices, used by the MI regulation field institutions for obtaining telecommunication services.

IIS CDB data storage – technical equipment (*SAN-storage area network* disk sets, tape devices), where the IIS CDB data is accumulated.

State registers using the IIS infrastructure – state registers managed by the MI and institutions under the MI, indicated in Item 20 of the Regulations, that are not a part of the IIS information structure and where the IIS combined infrastructure of information technologies and telecommunications is used to ensure their interface with the IIS registers and information systems and other registers and information systems.

II. THE IIS ORGANIZATIONAL STRUCTURE

8. The IIS organizational structure consists of the IIS manager, IIS administrators, IIS CDB data suppliers and recipients.

9. The IIS manager – the MI:

9.1. coordinates and controls the work of IIS administrators;

9.2. approves enactments regulating the operation and safety of the IIS combined infrastructure of information technologies and telecommunications and the IIS subsystems;

9.3. ensures that the IIS would be operated following the laws of the Republic of Lithuania, these Regulations and other legal acts;

9.4. approves the IIS development strategy;

9.5. provides the concerned persons with the information regarding the IIS activity under the order set by legal acts;

9.6. solves problems regarding the purchase, implementation and modernisation of the IIS technical and programming means.

10. The IIS administrator – the Information Technology and Communications Department under the Ministry of the Interior of the Republic of Lithuania (hereinafter – the Information Technology and Communications Department):

10.1. gives proposals to the IIS manager regarding purchase of technical and programming means intended for the IIS management, maintenance and development, arranges their implementation and modernization, performs the IIS technical and programming means maintenance and improvement within its capacity;

10.2. provides the resources of the IIS CDB servers, IIS CDB data storage and ITN resources for the management of the IIS registers and information systems;

10.3. ensures the IIS CDB data safety;

10.4. under the order set by laws and other enactments of the Republic of Lithuania, arranges the interface of the IIS registers and information systems and interaction between them and the IIS and state registers using the IIS infrastructure, and other registers and information systems;

10.5. administers the ITN within its capacity;

10.6. ensures the provision of the MI regulation field institutions with telephone, wireless and data transmission resources;

10.7. performs the centralised IIS user management within its capacity;

10.8. ensures providing the IIS user with the safe official e-mail (@vrm.lt) service;

10.9. gives refuge for the official internet websites of the MI administrative subdivisions and institutions at the MI and ensures their safety;

10.10. ensures providing the MI regulation field institutions with internet service;

10.11. prepares the IIS development strategy and projects of the enactments regulating the IIS subsystem data management and safety;

10.12. manages the IIS registers and information systems under the order set in their Regulations, the IIS subsystems, data of databases managed by other state institutions and establishments under the order and terms set in the supply contracts;

10.13. ensures the implementation of the IIS development strategy;

10.14. performs functions set in these Regulations and other legal acts in relation with the IIS and IIS registers and information systems management.

11. The MI is a manager of the IIS subsystem data. Other managers of the IIS CDB data are indicated in the regulations of registers and information systems.

12. Other IIS administrators – management institutions of the IIS registers and information systems and the MI regulation field institutions whose information is put in the MI website. The IIS administrators perform the following functions:

12.1. management institutions of the IIS registers and information systems perform these functions related with the management of the IIS registers and information systems:

12.1.1. within their capacity, arrange purchase of hardware and software of the IIS registers and information systems and their maintenance and improvement works;

12.1.2. administers the IIS registers and information systems under the order set in their Regulations;

12.1.3. administers the ITN structural parts within their capacity;

12.2. the Police Department under the Ministry of the Interior of the Republic of Lithuania (hereinafter – the Police Department), the State Border Guard Service under the Ministry of the Interior of the Republic of Lithuania (hereinafter – the State Border Guard Service) operate the data of the IIS CDB user management subsystem regarding their IIS CDB users;

12.3. the MI regulation field institutions whose information is put into the MI website administer the MI website within its capacity;

12.4. the management institutions of the IIS registers and information systems and the MI regulation field institutions whose information is put into the MI website perform the following functions related with the IIS management:

12.4.1. implement the IIS developments strategy;

12.4.2. give proposals to the IIS manager and the Information Technology and Communications Department on the IIS administration, safety and development;

12.4.3. perform other functions set in these Regulations and other legal acts.

13. the suppliers and recipients of the IIS register and information systems, their rights and duties are indicated in the regulations of the registers and information systems.

14. the IIS subsystem data is provided by:

14.1. the MI regulation field institutions, excluding the Information Technology and Communications Department, the Police Department and State Border Guard Service a public

official or employee, working under the employment contract, who attempts to become the IIS CDB user or IIS user;

14.2. other companies, establishments or organizations entitled to receive the IIS CDB data under the order and terms set in the data supply contract of the IIS CDB data recipient and IIS CDB data manager, and a public official or employee, working under the employment contract, who attempts to become the IIS CDB user;

14.3. the IIS users apply for damage, default or other incident (hereinafter – the IIS ITT incident) of the IIS hardware and software and for maintenance of the IIS operational stations;

14.4. natural persons and legal entities attempting to receive data of the IIS registers and information systems;

14.5. the MI website visitors.

15. the IIS subsystem data recipients are natural persons and (or) legal entities entitled to receive the IIS subsystem data according to the Law on Legal Protection of Personal Data of the Republic of Lithuania, these Regulations and data supply contracts.

16. Data recipients from the databases of other state institutions and establishments are the MI regulation field institutions that receive data from databases managed by other state institutions and establishments for function performance under the order and terms set in the Law on Legal Protection of Personal Data of the Republic of Lithuania and data supply contracts.

III. THE IIS INFORMATION STRUCTURE

17. The Information Technology and Communications Department and other data managers operate the following data of the IIS CDB databases using the IIS combined infrastructure of information technologies and telecommunications and the IIS subsystems:

17.1. of the databases of the IIS registers and information systems – under the order set in the regulations of these registers and information systems;

17.2. of databases of the IIS subsystems – according to the laws regulating data management of the IIS subsystem;

17.3. of databases operated by other state institutions and establishments – according to these Regulations and data supply contracts.

18. The databases of the IIS registers and information systems managed by the IIS CDB:

18.1. the state registers:

18.1.1. the Register of Foreigners; the register administration managing institution – the MI;

18.1.2. the Register of the Interior Officials; the register administration managing institution – the MI;

18.2. Institutional registers:

18.2.1. the Institutional Register of the Suspected, Accused and Convicted Persons; the register administration managing institution – the MI;

18.2.2. the Institutional Register of Criminal Acts; the register administration managing institution – the MI;

18.2.3. the Institutional Register of the Wanted Persons, Unidentified Bodies and Unknown Helpless Persons; the register administration managing institution – the MI;

18.2.4. the Institutional Register of the Identification Signs of Persons Served Arrest or Terminal Imprisonment Penalty; the register administration managing institution – the MI;

18.3. Information systems:

18.3.1. the Police information system (POLIS), including databases managed by the Police Department as following:

18.3.1.1. The Register of Guns in Civil Circulation;

18.3.1.2. The Register of Preventive Measures Application;

18.3.1.3. The Register of the Police Registered Events;

18.3.1.4. The Register of Wanted Means of Transport;

18.3.1.5. The Register of Wanted Guns;

18.3.1.6. The Register of Traffic Rules Violations and Accidents;
18.3.1.7. The Register of Wanted and Found Things Numbered and Having Individual Signs;
18.3.1.8. The Register of the Police Registered Administrative Contraventions, excluding Traffic rules violations;

18.3.1.9. Police Personnel;

18.3.2. The State Border Guard Service information system (SBGSIS); information system manager – the State Border Guard Service.

19. The IIS CDB includes also data of databases of other state institutions and establishments that are necessary for the function performance of the MI regulation field institutions. Reception and usage of these data shall be determined according to the Law on Legal Protection of Personal Data of the Republic of Lithuania and data supply contracts.

20. The State Registers using the IIS infrastructure to ensure the interface with IIS registers and information systems and with other registers and information systems:

20.1. The Population Register of the Republic of Lithuania; the register administration managing institution – the Population Register Service under the Ministry of the Interior of the Republic of Lithuania;

20.2. The Register of Means of Transport of the Republic of Lithuania; the register administration managing institution – the MI;

20.3. The Register of Civil Service; the register administration managing institution – the Department of Civil Service under the Ministry of the Interior of the Republic of Lithuania;

20.4. The Register of State Interest and Dangerous Objects; the register administration managing institution – the Department of Fire Prevention and Rescue under the Ministry of the Interior of the Republic of Lithuania.

21. The IIS registers and information systems and state registers using the IIS infrastructure and combined with internal data flows and interacting with other registers and information systems by means of external data flows.

22. The IIS registers and information systems and state registers using the IS infrastructure according to the Regulations of these registers and information systems and interface by means of the following internal data flows:

22.1. The data of the Population Register of the Republic of Lithuania are provided and used in all the IIS registers and information systems for personal data check under the order set by legal acts;

22.2. The data of the Population Register of the Republic of Lithuania and the Institutional Register of the Suspected, Accused and Convicted Persons is used in the Register of Foreigners; the data of the Register of Foreigners is used in the Population Register of the Republic of Lithuania;

22.3. The Register of the Interior officials is combined with the Population Register of the Republic of Lithuania, the Police information system (POLIS), the State Border Guard Service information system (SBGSIS), the Register of Civil Service;

22.4. The data of the Population Register of the Republic of Lithuania, the Register of Foreigners, the Institutional Register of Criminal Acts and the Institutional Register of the Identification Signs of Persons Served Arrest or Terminal Imprisonment Penalty is used in the Institutional Register of the suspected, accused and convicted persons;

22.5. The data of the Population Register of the Republic of Lithuania and Institutional Register of the Police Registered Events is used in the Institutional Register of Criminal Acts;

22.6. The data of the Population Register of the Republic of Lithuania and the Institutional Register of the Suspected, Accused and Convicted persons is used in the Institutional Register of the Wanted Persons, Unidentified Bodies and Unknown Helpless Persons;

22.7. The data of the Population Register of the Republic of Lithuania, the Institutional Register of Criminal Acts and the Institutional Register of the Suspected, Accused and Convicted Persons is used in the Institutional Register of the Identification Signs of Persons Served Arrest or Terminal Imprisonment Penalty;

22.8. The data of the Population Register of the Republic of Lithuania, the Institutional Register of the Suspected, Accused and Convicted Persons and the Register of Wanted Guns is used in the Register of Guns in Civil Circulation;

22.9. The data of the Population Register of the Republic of Lithuania is used in the Register of Preventive Measures Application;

22.10. The data of the Population Register of the Republic of Lithuania is used in the Register of the Police Registered Events;

22.11. The data of the Population Register of the Republic of Lithuania, the Register of Means of Transport of the Republic of Lithuania and the Register of the Police Registered Events is used in the Register of Wanted Means of Transport;

22.12. The data of the Population Register of the Republic of Lithuania, the Register of Guns in Civil Circulation and the Register of the Police Registered Events is used in the Register of Wanted Guns;

22.13. The data of the Population Register of the Republic of Lithuania, the Register of Foreigners and the Register of Means of Transport of the Republic of Lithuania is used in the Register of Traffic Rules Violations and Accidents;

22.14. The data of the Population Register of the Republic of Lithuania and the Register of the Police Registered Events is used in the Register of Wanted and Found Things Numbered and Having Individual Signs;

22.15. The data of the Population Register of the Republic of Lithuania, the Register of Foreigners and the Register of the Police Registered Events is used in the Register of the Police Registered Administrative Contraventions, excluding Traffic rules violations;

22.16. The data of the Population Register of the Republic of Lithuania, the Register of Foreigners, the Institutional Register of the Wanted Persons, Unidentified Bodies and Unknown Helpless Persons and the Register of Wanted Means of Transport is used in the Register of Means of Transport of the Republic of Lithuania;

22.17. The data of the Population Register of the Republic of Lithuania, the Register of Foreigners, the Institutional Register of the Wanted Persons, Unidentified Bodies and Unknown Helpless Persons, the Register of Wanted Means of Transport and the Register of Preventive Measures Application is used in the State Border Guard Service information system (SBGSIS);

22.18. The Register of Civil Service is combined with the Population Register of the Republic of Lithuania and the Institutional Register of the Suspected, Accused and Convicted Persons.

23. The interface between the IIS registers and information systems and state registers, using the IIS infrastructure, ensures the integrity of information resources of the interior field and allows avoiding information backup in the IIS registers and information systems. Rational and integral management and administration of interior field technical resources and data improve the quality of the MI regulation field institutions activity and allow evaluating the reasonability of decisions taken.

24. The IIS registers and information systems together with other registers and information systems, following the regulations of these registers and information systems, interact by means of external data flows:

24.1. The data of the Register of Legal Entities is used in the Register of Foreigners, the Register of the Interior Officers, the Institutional Register of the Suspected, Accused and Convicted Persons, the Institutional Register of Criminal Acts, the Register of Guns in Civil Circulation, the Register of Wanted Means of Transport, the Register of Wanted and Found Things Numbered and Having Individual Signs, and the database of the Police personnel;

24.2. The data of the Register of Guns in Civil Circulation is provided to the State Register of Guns; the data of the State Register of Guns is used in the Register of Wanted Guns.

24.3. The data of the Register of Addresses of the Republic of Lithuania is used in the Register of Foreigners, the Institutional Register of Criminal Acts, the Register of Traffic Rules Violations and Accidents, the Register of Guns in Civil Circulation (the Address component operation subsystem is used to ensure the interface with this register);

24.4. The data of the Register of Tractors, Locomotive and Agricultural Machines and Their Hitches of the Republic of Lithuania, the Register of Inland Waters Ships of the Republic of Lithuania, the Register of Sea Ships of the Republic of Lithuania and the Register of Civil Aircrafts of the Republic of Lithuania is used in the Register of Wanted Means of Transport;

24.5. The data of the State Tax Inspectorate information system is used in the Register of the Police Registered Administrative Contraventions, excluding Traffic rules violations.

25. External data flows combining state registers which use the IIS infrastructure with other registers and information systems are regulated by the Regulations of these state registers.

26. The following data is managed in the IIS CDB user administration subsystem:

26.1. The data of the IIS CDB user:

26.1.1. identification code (given by means of programming in sequence);

26.1.2. name (names);

26.1.3. surname (surnames);

26.1.4. work place of the IIS CDB user;

26.1.5. password;

26.1.6. period of days the password is changed;

26.1.7. password change date (entered automatically);

26.1.8. date of entrance into the IIS CDB user administration subsystem (entered automatically);

26.1.9. date of elimination from the IIS CDB user administration subsystem (entered automatically);

26.1.10. the IIS CDB data management rights given to the IIS CDB user;

26.2. The data of request performed by the IIS CDB user:

26.2.1. request identification code (given by means of programming in sequence);

26.2.2. name or identification code of the application program, used when the request is performed, in the IIS CDB user administration subsystem (given by means of programming in sequence);

26.2.3. date and time of the request performance (entered automatically);

26.2.4. request sentence (data) according to which the request was performed;

26.2.5. basis of data search (the IIS CDB user chooses obligatory from the given list during the request performance);

26.3. data of the request results reviewed by the IIS CDB user:

26.3.1. request identification code;

26.3.2. name or identification code of the application program, used when the review action is performed, in the IIS CDB user administration subsystem;

26.3.3. date and time of the request result review (entered automatically);

26.3.4. identification code in the IIS CDB of a person the data is reviewed (given by means of programming in sequence);

26.3.5. type, sort of reviewed data of a person (entered automatically).

27. The following data is managed in the management subsystem of the IIS user administration stations:

27.1. name of the IIS operational station;

27.2. IP address of the IIS operational station;

27.3. data of the IIS operational station technical equipment (name, type, number);

27.4. data of the IIS operational station software (name, type, version);

27.5. information about the data transmission network equipment (name, type, number).

28. Data managed in the IIS user assistance subsystem:

28.1. type of the IIS ITT incident or the application IIS user for the IIS operational station review;

28.2. description of the IIS ITT incident or the application IIS user for the IIS operational station review;

28.3. identification code of the IIS ITT incident or the application IIS user for the IIS operational station review (given by means of programming in sequence);

28.4. the IIS user's contacts:

28.4.1. name;

28.4.2. surname;

28.4.3. contact telephone;

28.4.4. contact e-mail;

28.5. time of the IIS ITT incident or the application of the IIS user for the IIS operational station review in the IIS user assistance subsystem.

29. The following data is managed in the management subsystem of the internet website of the Ministry of the Interior:

29.1. information about the IIS users entitled to administer the MI internet website:

29.1.1. name;

29.1.2. surname;

29.1.3. position;

29.1.4. contact telephone;

29.1.5. given rights to administer the MI internet website;

29.1.6. provided tools to administer the MI internet website;

29.2. the MI website information:

29.2.1. structure and contacts of the MI regulation field institutions;

29.2.2. news of the MI regulation field institutions;

29.2.3. legal information of the MI regulation field institutions: legal acts, projects of legal acts and the European Union legal acts;

29.2.4. activity of the MI regulation field institutions;

29.2.5. declared contests of the MI regulation field institutions;

29.2.6. questions of the MI website users (entered automatically);

29.2.7. statistics of the MI regulation field institutions;

29.2.8. links to other websites.

30. The following data is managed in the certifying subsystem of the Institutional Register of Suspected, Accused and Convicted Persons:

30.1. the personal code (if none – date of birth) (when the applicant is a natural person) of the applicant attempting to get the certificate of the Institutional Register of Suspected, Accused and Convicted (hereinafter – the certificate) about himself;

30.2. the applicant's name (when the applicant is a natural person);

30.3. the applicant's surname (when the applicant is a natural person);

30.4. the applicant's previous surnames (when the applicant is a natural person);

30.5. the residence address (when the applicant is a natural person);

30.6. number of the document provided by the applicant (when the applicant is a natural person);

30.7. code of the legal entity (when the applicant is a legal entity);

30.8. name (when the applicant is a legal entity);

30.9. registered address (when the applicant is a legal entity);

30.10. the applicant telephone number;

30.11. date of the application for the certification;

30.12. purpose of the application for the certification;

30.13. receipt date of the application for the certification;

30.14. date of the certification issue to the applicant;

30.15. mark about the payment for the certificate (yes, no).

31. The following data of the IIS user managed in the official e-mail (@vrm.lt) management subsystem:

31.1. name;

31.2. surname;

31.3. name of the MI regulation field institution where the IIS user works;

31.4. position;

31.5. telephone number;

- 31.6. e-mail address;
- 31.7. given tools for management the official e-mail.
- 32. The following data is managed in the right realization subsystem of data subjects that information is accumulated in the IIS registers and information systems:
 - 32.1. data subject information:
 - 32.1.1. personal code (if none – date of birth);
 - 32.1.2. name;
 - 32.1.3. surname;
 - 32.1.4. residence address;
 - 32.1.5. telephone number;
 - 32.1.6. number of the document provided;
 - 32.2. date of the application for receipt the IIS register or information system data;
 - 32.3. receipt date of the application for receipt the IIS register or information system data;
 - 32.4. purpose of the application for receipt the IIS register or information system data;
 - 32.5. date of the IIS register or information system data providing for the applicant.
- 33. The following data is managed in the Address component management subsystem:
 - 33.1. The data of an administrative unit of the Republic of Lithuania (district, municipality), a neighbourhood, and a residence:
 - 33.1.1. name;
 - 33.1.2. identification code in the Address component management subsystem (given by means of programming in sequence);
 - 33.1.3. notional hierarchic code (given by means of programming);
 - 33.1.4. identification code in the Register of Addresses of the Republic of Lithuania;
 - 33.1.5. type;
 - 33.1.6. subordination to an administrative unit, neighbourhood of the territory of the Republic of Lithuania;
 - 33.1.7. date of register in/out to/from the Register of Addresses of the Republic of Lithuania;
 - 33.1.8. date of entrance to the Address component management subsystem (entered automatically);
 - 33.2. Street information:
 - 33.2.1. street name;
 - 33.2.2. identification code in the Register of Addresses of the Republic of Lithuania;
 - 33.2.3. identification code in the Address component management subsystem (given by means of programming in sequence);
 - 33.2.4. street pertinence to the residence;
 - 33.2.5. street code in the residence;
 - 33.3. information of a building, a block, a flat, non-residential premises:
 - 33.3.1. identification code of a building, a block, a flat, non-residential premises in the Register of Addresses of the Republic of Lithuania;
 - 33.3.2. a building number in the street or residence;
 - 33.3.3. a building pertinence to the street or residence;
 - 33.3.4. a block number;
 - 33.3.5. a block pertinence to the building;
 - 33.3.6. a flat or non-residential premises number in the building or block;
 - 33.3.7. a flat or non-residential premises pertinence to the building or block.
- 34. The following data is managed in the IIS application program equipment operation subsystem:
 - 34.1. Data of the IIS application program:
 - 34.1.1. identification code (given by means of programming in sequence);
 - 34.1.2. a version number of the IIS application program;
 - 34.1.3. date of the IIS application program version creation;
 - 34.1.4. date of the IIS application program change;

- 34.1.5. state of the IIS application program version;
 - 34.2. folders that have to be created in the computer of the IIS CDB user;
 - 34.3. data (name, type) of files that have to be copied and installed into the computer of the IIS CDB user;
 - 34.4. source texts of the IIS application programs;
 - 34.5. *Windows* registers used in the version of the IIS application program (name, *Windows* register key, values that have to be entered into the *Windows* register, folders that are given initial values from the *Windows* register);
 - 34.6. data of the IIS application program installation;
 - 34.7. data of the IIS application program versions (name, number) installed by the IIS CDB users.
35. The initial data sources of the IIS subsystems:
 - 35.1. a written application of a natural person or legal entity (to become an IIS CDB user, to eliminate an IIS ITT incident or perform the IIS operational station maintenance, to become an IIS user, to issue a certificate, to receive subject data managed in the IIS registers and information systems, to declare a residence); an application of the IIS user to eliminate an IIS ITT incident or perform an IIS operational station maintenance may be also given by phone or electronic means;
 - 35.2. a document of a natural person applying for the certificate or subject data managed in the IIS registers and information systems with a photo, a signature, a date of birth and /or personal code and other information;
 - 35.3. the payment for the certificate proving document;
 - 35.4. contracts of the IIS user operational station equipment, the IIS application software purchase.
 36. The information of the Population Register of the Republic of Lithuania, the Register of the Legal Entities, the Register of the Interior Officers is used for the data in the IIS subsystems indicated in Items 26.1.2–26.1.4, 29.1.1–29.1.3, 30.1–30.9, 31.1–31.4, 32.1.1–32.1.4, 32.1.6 of the Regulations check. The data indicated in Item 33, excluding 33.1.2–33.1.3, 33.1.8 and 33.2.3, of the Regulations are taken from the Register of Addresses of the Republic of Lithuania under the order set in the data supply contract.
 37. The MI regulation field institutions or other companies, establishments or organizations a public officer or an employee, working under the employment contract, who attempts to become an IIS CDB user or an IIS user provide the data indicated in Items 26.1.2–26.1.4, 29.1.1–29.1.4, 31.1–31.5 of the Regulations with a written application of the public officer or an employee, working under the employment contract, to become an IIS CDB user or an IIS user; the Information Technology and Communications Department, the Police Department and the State Border Guard Service enter this data to the IIS CDB directly. Applications for becoming an IIS CDB user or an IIS user are submitted, analyzed and the data indicated therein is entered into the IIS CDB under the order set by the Minister of the Interior.
 38. The data indicated in Items 26.1.5, 26.1.6 and 26.1.10 of the Regulations are entered into the IIS CDB registering the IIS CDB user under the order set by the Minister of the Interior.
 39. The data indicated in Items 27, 29.1.5, 29.1.6, 31.6 and 31.7 of the Regulations is entered by the Information Technology and Communications Department registering the IIS user under the order set by the Minister of the Interior.
 40. The data indicated in Items 26.2.4, 26.2.5 of the Regulations are entered into the IIS CDB according to the IIS CDB user's request automatically.
 41. The IIS users provide the data indicated in Items 28.1–28.4 of the Regulations with the application for an IIS ITT incident elimination or the IIS operational station maintenance to the IT and Communications Department in written, by phone or electronic means. The Information Technology and Communications Department enters the data indicated in the application for an IIS ITT incident elimination or the IIS operational station maintenance and the data indicated in Item 28.5 of the Regulations into the IIS CDB.

42. The data indicated in Items 29.2.1–29.2.5, 29.2.7 and 29.2.8 of the Regulations are entered by the MI regulation field institutions under the order set by the Minister of the Interior.

43. A natural person or legal entity attempting to receive data of IIS registers and information systems shall provide the information indicated in Items 30.1–30.12, 32.1, 32.2 and 32.4 of the Regulations with the application for a certificate or subject data managed in the IIS registers and information stations together with a personal document or a document proving the payment for the certificate issue under the order set by the Law on Legal Protection of Personal Data of the Republic of Lithuania and the Regulations of the IIS registers and information systems. The Information Technology and Communications Department shall enter the data indicated in the application to issue a certificate or subject data managed in the IIS register and information system and in Items 30.13–30.15, 32.3 and 32.5 of the Regulations into the IIS CDB.

44. The Information Technology and Communications Department shall enter the data indicated into Item 33.3, excluding Item 33.3.1, of the Regulations, in case they are not given in the Register of Addresses of the Republic of Lithuania, under the order set by legal acts and according to the provided residence declarations.

45. The data indicated in Item 34 shall be entered under the order set by the Minister of the Interior having accepted the application software for operation. In case the contracts on the IIS application programming equipment purchase are concluded, the data indicated in Item 34 shall be entered according to these contracts.

46. The IIS is combined by means of external data flows with registers and information systems managed by other state institutions, the data of which is accumulated and kept in the IIS CDB and used for the function performance of the MI regulation field institutions.

IV. THE IIS FUNCTIONAL STRUCTURE

47. The IIS technical equipment and software:

47.1. The ITN intended:

47.1.1. to ensure telecommunication services provided to the IIS users;

47.1.2. to allow the IIS users' connecting to the public and international networks of the Republic of Lithuania;

47.2. The IIS CDB technical equipment (servers, data storages and other) and software intended for the IIS CDB data management.

48. The IIS CDB is intended to accumulate, process and store the data managed in the IIS registers and information systems, the data of the IIS subsystems and the data managed by other state institutions and establishments used for the function performance of the MI regulation field institutions. The functions of the IIS subsystems:

48.1. The functions of the IIS CDB user administration subsystem:

48.1.1. to sign in and sign out the IIS CDB users and give them the rights established in the IIS CDB user administration subsystem to handle the IIS CDB data within their capacity;

48.1.2. to ensure the IIS CDB data safety and their control lawfulness;

48.1.3. to configure the IIS CDB: to set system assignments, to indicate names of the databases of the IIS registers and information systems and names of the IIS CDB servers;

48.1.4. to control the IIS CDB data archive tools;

48.2. The functions of the centralized control subsystem of the IIS user operational stations:

48.2.1. to centrally control the software of the IIS user operational stations;

48.2.2. to inventory the technical equipment and software of the IIS user operational stations;

48.2.3. to ensure that only licensed computer programs shall be used in the IIS;

48.3. The functions of the IIS user assistance subsystem:

48.3.1. to accumulate information regarding the IIS users' applications for the IIS ITT incident elimination and to maintain the IIS operational stations;

48.3.2. to provide the IIS users with methodical assistance via the MI internet website, to give options to the IIS users to search for information on eliminated IIS ITT incidents, give answers to the most frequent questions of the IIS users regarding the IIS ITT incidents;

48.3.3. to perform the IIS ITT incidents supervision, to prepare reports on these incidents;

48.4. The functions of the Ministry of the Interior internet website administration subsystem:

48.4.1. to accumulate data of the IIS users having the right to administer the MI website;

48.4.2. to give the IIS users the rights and tools for the MI website administration;

48.4.3. to change the MI website structure;

48.4.4. to administer the information published in the MI website;

48.5. The functions of the certification subsystem of the Institutional Register of the Suspected, Accused and Convicted Persons:

48.5.1. to identify the natural persons applying for a certification about themselves;

48.5.2. to keep a record of the applications for certification of natural persons and legal entities;

48.5.3. to provide electronic public services;

48.5.4. to control the certification process;

48.6. The functions of the official e-mail (@vrm.lt) administration subsystem:

48.6.1. to store data of the IIS users having the right for an official e-mail required for providing an official e-mail address;

48.6.2. to give the rights and tools to administer an official e-mail;

48.7. The functions of the data subjects that information is accumulated in the IIS registers and information systems right realisation subsystem:

48.7.1. to record in the applications of natural persons for receipt their personal data from the IIS registers and information systems and identify them;

48.7.2. to control data supply of data subjects;

48.7.3. to provide electronic public services;

48.8. The functions of the Address component operation subsystems:

48.8.1. to ensure the interface between the IIS registers and information systems and state registers, using the IIS infrastructure, and the Register of Addresses of the Republic of Lithuania when its data is used;

48.8.2. to administer address components;

48.9. The functions of the IIS application software operation subsystem:

48.9.1. to keep centrally the application software used for administration of the IIS registers and information systems;

48.9.2. to implement and update the application software in the IIS CDB user operational station.

49. The data-processing of the IIS subsystems (data administration, calculations and etc.) is regulated by the Rules of the Data-processing of the IIS Subsystems approved by the Minister of the Interior.

50. Under the order set by the Minister of the Interior, special software, processing the data of the IIS registers and information systems or of the IIS subsystems, is used in the IIS. The data process with the special software free of charge is supplied to those data recipients that are given the right to receive the data free of charge by the Regulations of the IIS registers and information systems or other legal acts regulating the data administration of the IIS subsystems. This data is supplied to other data recipients for the pay estimated under the order set by legal acts in respect to the input of the IIS administrators in preparing and supplying the data.

V. THE IIS CDB DATA SAFETY

51. Safe IIS CDB data management is regulated by the Regulations of the Data Safety of Interior Information Systems approved by the Minister of the Interior and other legal acts.

52. The Department of the Information Technology and Communications is responsible for the IIS CDB data safety.

53. The Information Technology and Communications Department implements organizational, program, technical and other safety means of the IIS CDB data that protects the IIS CDB data from accidental or illegal disclosure, use, destruction, change and any other illegal management.

VI. THE IIS FUNDING

54. The IIS is be funded from the state budget of the Republic of Lithuania and other financial sources specified by legal acts.

VII. THE IIS REORGANIZATION AND LIQUIDATION

55. The IIS is reorganized and liquidated under the order set by legal acts.

56. In case the IIS is liquidated, its documents and data are delegated to other state information system, state archive or destructed under the order set in the Law of Documents and Archives of the Republic of Lithuania (*Official Gazette*, 1995, No. 107-2389; 2004, No. 57-1982).

COORDINATED

By the Information Society Development
Committee at the Government of the
Republic of Lithuania
Letter No. (65)-S-904, 20 July 2006

COORDINATED

By the State Data Protection Inspectorate
Letter No. 2R-2810(3.33), 22 December 2006
