

Pursuant to Article 14 and 18(a) of the Personal Data Protection Act (Official Gazette "Narodne novine" 103/03, 118/06, 41/08, 130/11 and 16/12), Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Agreement on cooperation in executing delegated administrative checks during the implementation of operations in the community-led local development strategy framework, Measure 19 "Support for local development in the framework of LEADER (CLLD)" concluded with the Paying Agency for Agriculture, Fisheries and Rural Development, Annex I Non-disclosure Agreement, Article 18 of the Statute of 18 December 2017, the Local Action Group SAVA Assembly, at the session held in Samobor on 16 May 2018, adopts the

**ORDINANCE**  
**of the Local Action Group SAVA**  
**ON PROTECTION, CONTROL OF COLLECTION, PROCESSING AND USE OF PERSONAL DATA**

I. GENERAL PROVISIONS

Article 1

The provisions of the regulatory framework defined by the Personal Data Protection Act (hereinafter: the Act), General Data Protection Regulation (EU) and the Non-disclosure Agreement, Annex I to the Agreement on cooperation in executing delegated administrative checks shall be applied in the process of protection, control of collection, processing and use of personal data. Local Action Group SAVA is obliged to apply the aforementioned regulations and shall control the collection, processing and use of personal data for all natural persons whose data are collected and used.

Article 2

Local Action Group SAVA (hereinafter: LAG) is the personal data controller and determines the types of personal data collections, their purpose and content and means of the processing of personal data.

Glossary

Article 3

In accordance with the Act and for the purposes of this Ordinance, certain terms have the following meaning:

1. *Personal data* means any information relating to an identified or identifiable natural person (hereinafter: data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular, based on the identification number or one or more factors specific to the physical, psychological, mental, economic, cultural or social identity of that natural person. ★
2. *Personal data processing* means any operation or set of operations performed on personal data, whether or not by automated means, such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, publishing or otherwise making

available, alignment or combination, blocking, erasure or destruction and performance of logical, mathematical and other operations with that data.

3. *Personal data collection* means any structured set of personal data which are accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographical basis and whether it is contained in the personal data computer databases or being managed by applying other technical aids or manually or not.
4. *Controller* means the natural or legal person, public authority or another body which determines the purposes and means of the processing of personal data. When the purpose and means of the processing are provided by the law, the same act shall determine the controller. For the purposes of the Act and this Ordinance, the Controller is the Croatian LEADER network.
5. *Third party* means a natural or legal person, public authority or another body other than the data subject, controller or personal data processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.
6. *Recipient* means a natural or legal person, public authority or another body, to which the personal data are disclosed, whether he is also a third party at the same time or not. However, public authorities which may receive data in the framework of a particular inquiry shall not be regarded as recipients.
7. *Processor* means a natural or legal person, public authority or another body which processes personal data on behalf of the controller.
8. *Consent of the data subject* means any freely given and explicit expression of the data subject's intent by which he expresses his consent for the processing of his personal data for specific purposes.
9. *Data protection officer* means the person designated by the controller, taking care of the lawfulness of personal data processing and the exercise of data protection rights.

## II. DATA PROTECTION OFFICER

### Article 4

Pursuant to Article 18(a) of the Act, LAG designates the data protection officer. Designation in written form, by a Decision, shall be carried out by the LAG Management Board.

LAG SAVA shall inform the Personal Data Protection Agency of its Decision on designation of data protection officer no later than 30 days from the date of its adoption.

The Decision on designation of data protection officer, besides the name, surname and Personal Identification Number of the person, always contains the official contact information of the designated person.

The official data protection officer's contact information must be publicly available on LAG's website or by other equivalent means.



### Article 5

A person against whom proceedings are brought for breach of professional duties, i.e. misconduct, or which is subject to a measure for breaching professional duties, i.e. misconduct and subject to a measure for the infringement of LAG's norms and rules of conduct cannot be designated as a data protection officer.

## Article 6

The Data protection officer shall take care of the lawfulness of personal data processing in terms of complying with the provisions of the Personal Data Protection Act and other regulations regulating the personal data processing; warn LAG about the need to apply personal data protection regulations in cases of planning and actions that can have an effect on privacy and personal data protection; acquaint all persons employed on personal data processing with their legal obligations for the purpose of personal data protection; take care of the execution of obligations from Articles 14 and 17 of the Personal Data Protection Act; enable the exercise of data subject's rights from Articles 19 and 20 of the Personal Data Protection Act; cooperate with the Personal Data Protection Agency and keep all information and data of which he becomes aware in the course of his duties confidential, which is an obligation that lasts even after the termination of their duties as a data protection officer.

## Article 7

The obligations of LAG's data protection officer shall be laid down in an internal act brought by the LAG SAVA's Management Board.

### III. PERSONAL DATA PROCESSING

## Article 8

LAG shall process personal data in an honest and lawful manner. Personal data must be accurate, complete, updated and shall not be collected on a larger scale than required for achieving a set purpose. Personal data must be stored in a form that allows the identification of the data subject no longer than it is necessary for the purpose the data are being collected or further processed.

## Article 9

Collecting and processing of personal data is possible with the data subject's consent, solely for the purpose for which the data subject gave a written consent or for the following purposes:

- performance of controller's legal obligations or
- concluding and performing a contract where the data subject is a party or
- protecting the life and physical integrity of the data subject or another person in a case where the data subject is not physically or legally able to give his consent or
- if data processing is necessary to fulfil the tasks being carried out in the public interest or
- carrying out public authorities that the third party to whom the data are being delivered has or
- if the data processing is necessary for the purpose of LAG's lawful interest or the interest of a third party to whom the data are being disclosed to, except when there is an overriding interest of protecting the fundamental rights and freedoms of data subjects in Article 1(2) of the Personal Data Protection Act or
- if the data subject published the information himself.

Personal data related to minors are collected and processed further with the consent of their legal representatives or authorised persons. The data subject has the right to waive the given consent at any time and request the cessation of further processing of his data, except in case of data processing for statistical purposes where it's no longer possible to identify the person related to the data.

## Article 10

The method of LAG's data collection and processing shall be laid down in an internal act brought by the LAG SAVA's Management Board.

## IV. ACCESS AND PROVIDING PERSONAL DATA

### Article 11

Personal data being collected and processed in the personal data collections are not publicly available. Within the LAG's personal data collection, the LAG President, Manager, Expert associates and the data protection officer have data access.

LAG SAVA is authorised to give personal data to other recipients to use, based on a written request by the recipient, if it is necessary for performing duties under the recipient's legally established activities. The written request must contain a purpose and legal grounds to use the personal data and the type of personal data requested.

### Article 12

LAG keeps records about the personal data given to other recipients to use.

## V. DATA SUBJECT'S RIGHTS AND PROTECTION

### Article 13

LAG SAVA shall, no later than 30 days from the date of request submission by the data subject or his legal representatives or authorised persons:

- Deliver a document confirming whether personal data related to him are being processed;
- Provide clear information about the data related to him that are being processed and the source of these data;
- Enable access to the personal data collections' records and access to the personal data contained in the personal data collection related to him and its transcription;
- Deliver excerpts, certificates or printouts of personal data contained in the personal data collection related to him, which have to contain an indication of purpose and legal grounds of collection, processing and use of those data;
- Deliver a printout of who, for what purposes and on what legal grounds got to use the personal data relating to him;
- Inform about the logic of any automatic data processing relating to him.

### Article 14

Upon request of the data subject, his legal representatives or authorised persons, LAG shall add, change or erase personal data if they are incomplete, inaccurate, not updated or if their processing doesn't comply with the legal regulations.

The data subject's request is to be submitted electronically to a designated data protection officer, on a form whose contents is brought by the LAG SAVA Management Board.

### Article 15

The data subject who believes that his right guaranteed by the legal regulations is infringed has the right to submit a request to determine whether the right has been infringed to the Personal Data Protection officer.

## VI. PERSONAL DATA COLLECTIONS

### Article 16

For every personal data collection that LAG manages, it shall establish and maintain records containing basic information about the collection and in particular the following:

- Name of the collection,
- Name of the controller and statutory seat,
- Data processing purpose,
- Legal grounds for collection's establishment,
- Categories of persons to which the data relate,
- Types of data contained in the collection,
- Method of data collection and storage,
- Data storage and use period,
- Name, i.e. the name of the collection's recipient, address, i.e. statutory seat,
- Indication of data acquisition or transfer from the Republic of Croatia with an indication of the state, i.e. international organisation and foreign recipient of personal data and the purposes for such acquisition i.e. transfer, laid down by an international contract, act or other regulation, i.e., the written consent of the person that data are related to,
- Indication of measures taken for the protection of personal data.

LAG keeps records based on the Order on the method of keeping and record form of personal data collections (Official Gazette "Narodne novine" 105/04).

### Article 17

At the very least, LAG keeps the following personal data collections, i.e. records:

1. LAG employees' personal data collection,
2. LAG volunteers' personal data collection,
3. Personal data collection of members' representatives in the LAG Assembly,
4. Collection of personal data collected while executing the delegated administrative checks during the implementation of operations in the community-led local development strategy framework, Measure 19 "Support for local development in the framework of LEADER (CLLD)",
5. Collection of personal data of the participants in the activities of strengthening human resources / transfer of knowledge and skills through LAG's activities in the community-led local development strategy framework's implementation, Measure 19 of the Rural Development Programme 2014 - 2020,
6. Collection of personal data of the participants in the activities of strengthening human resources / transfer of knowledge and skills in the implementation of European Union and other donators' funds / programmes, except for the implementation of the community-led local development strategy, Measure 19 of the Rural Development Programme 2014 - 2020,

Personal data collections can be added, changed and deleted according to the needs of LAG's business.

The Decision on establishing, change or erasure of the collection shall be adopted by the LAG Management Board.

Before establishing a collection of personal data, LAG shall send an Information of intended personal data collection establishment to the Personal Data Protection Agency

After the establishment or change of LAG's personal data collections, they shall be delivered, for the purposes of records' unification in the Central Register, which is publicly available on the Central Register's website, to the Personal Data Protection Agency no later than 15 days from the date of the Management Board's Decision.

The personal data collections managed by LAG shall be established within 6 months from this Ordinance's entry into force.

#### Article 18

LAG shall take all necessary technical, personnel and organisational measures to protect personal data from accidental loss, destruction, unauthorised access, change, publishing or any other misuse of data

Personal data contained within personal data collections shall be stored on storage media by using methods that guarantee security and secrecy of such stored personal data.

### VII. TRANSITIONAL AND FINAL PROVISIONS

#### Article 19

To the extent of protection, control of collection, processing and use of personal data, not regulated by this Ordinance, the Personal Data Protection Act and the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) shall be directly applicable.

#### Article 20

This Ordinance shall enter into force on the day of its adoption and shall be published on the official LAG website, for the purpose of public availability in accordance with the applicable Law on the right of Access to Information, Law on Associations, as well as EU and national regulations requiring transparency in the work of civil society organizations and contracted European Structural and Investment Funds or other projects / programs' implementation holders, financed / co-financed from public sources.

In Samobor, 16 May 2018

LAG SAVA President  
Lovro Benčević

