

Management System of State Information System

Government of the Republic Regulation No. 58 of 28 February 2008

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This Regulation is established based on subsections 43³ (5), 43⁷ (1) and clause § 43⁹ (1) 6) of the Public Information Act.

1. Chapter 1

General Provisions

§ 1. Scope of application

The following shall be established by this Regulation:

- 1) the management system of the state information system;
- 2) procedure for registration of databases in the information system for administration of the state information system;
- 3) terms and procedure for approval of the technical documentation of databases (hereinafter database documentation);
- 4) administrative requirements for establishment of databases;
- 5) procedure for maintaining the information system for administration of the state information system.

§ 2. Management system of state information system

The management system of the state information system consists of the information system for administration of the state information system (hereinafter RIHA, short for *riigi infosüsteemi halduse infosüsteem*, Est.) and the principles for administration of the state information system.

§ 3. Objective of management system of state information system

The objective of the management system of the state information system is to guarantee the transparency of administration of the state information system, planning for information management and supporting the interoperability of databases of the state, local governments and persons in private law performing public duties.

§ 4. Definitions

- (1) Data means personal data within the meaning of the Personal Data Protection Act or other data which are processed in a database for the performance of the duties of the state, local governments and persons in private law performing public duties.
- (2) The composition of data means a structured body of data being processed for the performance of the public duties of the state, local governments and other persons in public law.
- (3) A database is a set of structured data processed within an information system of the state, local government or other legal person in public law or person in private law performing public duties which is established and used for the performance of functions provided in an Act, legislation issued on the basis thereof or an international agreement.
- (4) A data object means a person, thing, event or connection between those with respect to which data is processed in an information system.

§ 5. Principles for administration of state information system

- (1) The administration of the state information system is based on the following principles directed towards ensuring the interoperability of the state information system:
 - 1) principle of legality - data shall be processed in a database belonging to the state information system in the course of performance of public duties for the purpose of performance of obligations prescribed by an Act, legislation issued on the basis thereof or an international agreement;
 - 2) principle of unity - the databases belonging to the state information system must be compatible with each other and be capable of interoperability, exchange of data and verification of data;
 - 3) principle of use of basic data - data shall be gathered from sources which are as authentic as possible and shall be consolidated in a database which, with respect to the corresponding data, shall be a common source for all the databases belonging to the state information system in the performance of their functions imposed by law;
 - 4) principle of traceability - all inquiries made to a database and responses provided to the users shall be stored (in the case of information systems interfaced to the data exchange layer of the information systems, in the security logs of secure servers). It shall be possible to establish and restore data in a database and the fact of processing thereof;
 - 5) principle of use of up-to-date information technology - the possibilities offered by up-to-date information technology shall be made use of to the maximum in the administration of databases belonging to the state information system. Data shall be processed digitally;

6) service-centred approach to exchange of data - exchange of data (cross-usage) between different databases and processors shall be carried out based on data services;

7) principle of technical and organisational optimality - a database is established and changed taking account of the principles for administration of the state information system and based on the good practice of the area and the state information technology interoperability frameworks established by the Minister of Economic Affairs and Communications.

(2) In addition to the principles provided by subsection (1), the principles for processing personal data provided by § 6 of the Protection of Personal Data Act shall apply to the processing of personal data within the state information system.

2. Chapter 2

Database Documentation

§ 6. Preparation of database documentation

(1) Before the establishment of a database or changing the composition of the data collected in a database, the establisher or chief processor of the database shall check whether the necessary data are already collected in an existing database.

(2) If based on the checks, it becomes evident that establishment of a new database is practical for the collection or processing of necessary data, or for changing the composition of the data collected in an existing database, the establisher or chief processor of the database shall prepare the database documentation.

(3) The database documentation shall consist of data corresponding to the composition of data listed in clauses 18 (2) 1)–22), 24) and 26)–28), subsections (3) and (4), subsection 19 (2), subsection 20 (2), subsection 22 (2) and the data referred listed in the Act referred to in § 26.

(4) If based on the checks, it becomes evident that the necessary data are already collected in an existing database, the establisher of the new database shall submit an application to the chief processor of the database through the RIHA for making the data accessible in the state information system.

§ 7. Approval of database documentation

(1) Upon change of the establisher of a database or the composition of the data collected in a database, the chief processor shall submit the database documentation, through the RIHA,

simultaneously for approval by the Ministry of Economic Affairs and Communications, the Data Protection Inspectorate and the Statistical Office, taking account of the specifications set forth in subsections (2)-(4).

(2) If a database is established exclusively for fulfilling the needs of the internal procedure of an organisation or inter-agency processing of documents, or if the database will not be connected to the data exchange layer X-Tee (X-Road), the database documentation need not be approved by the Ministry of Economic Affairs and Communications. A database maintained for fulfilling the internal procedure needs of an organisation is a database which is kept for performing the work-related organisational tasks of the organisation arising from legislation or the articles of association unless data is released from it to meet other needs. A database kept for inter-agency processing of documents is a document register of an agency specified in § 11 of the Public Data Act.

(3) Database documentation of a database which is established exclusively to meet the needs of internal procedure of an organisation or for inter-agency processing of documents need not be approved by the Data Protection Inspectorate.

(4) The database documentation of all databases shall be approved by the Statistical Office pursuant to subsection 5 (1¹) of the Official Statistics Act.

(5) Upon approval of database documentation, the Ministry of Economic Affairs and Communications shall evaluate the technical conformity of the database, the conformity of the composition of the collected data and the sources thereof to Acts or legislation established on the basis thereof and shall verify whether and which basic data is collected in the database.

(6) Upon approval of database documentation, the Data Protection Inspectorate shall evaluate and verify the conformity of the organisational and information technology requirements, including the composition of the collected data and sources thereof to the requirements of the Public Data Act and above all, the necessity to establish restrictions of access to the data in the database or performance of the obligation of possible disclosure of the data in the database, and to the requirements of the Personal Data Protection Act and above all, compliance with the principles of processing personal data and the sufficiency of the security classes and security measures of the database.

(7) The authorities specified in subsection (1) shall approve of the documentation or refuse, with a reasoned explanation, to approve the documentation within twenty working days after the submission of the database documentation for approval.

(8) Database documentation is deemed to be approved if all the authorities specified in subsection (1) to whom the database documentation was submitted for approval have approved the documentation.

(9) If database documentation is amended after the database documentation is approved and before the change in the composition of the data collected in the database is registered, such documentation shall be submitted for re-approval by the agencies specified in subsection (1).

(10) The establisher of a database shall establish the database or the chief processor shall change the composition of the data collected in the database in correspondence with the approved documentation.

(11) If public procurement needs to be organised for commencing the use of a database or changing the composition of the data collected in a database, the database documentation shall be submitted for approval before announcing the public procurement and the documentation of the public procurement shall be based on the approved database documentation.

§ 8. Refusal to approve database documentation

(1) In the case of refusal to approve database documentation, the reasons for refusal to approve shall be set out for the establisher of the database who may resubmit the amended documents for approval after the deficiencies have been eliminated.

(2) A database shall not be established and the composition of data within a database shall not be amended without the approval provided in subsection 7 (1).

3. Chapter 3

Registration of Databases in Information System for Administration of State Information System

§ 9. Databases subject to registration in RIHA

(1) All databases of the state, local governments or other legal persons in public law or persons in private law performing public duties shall be registered in the RIHA.

(2) Databases to which access is restricted arising from the State Secrets and Classified Information of Foreign States Act shall not be registered in the RIHA.

(3) Databases registered in the RIHA are divided into the databases belonging to the state information system and the databases not belonging to the state information system.

(4) Databases registered in the RIHA which are interfaced to the data exchange layer of the information systems (hereinafter X-Tee) belong to the state information system.

§ 10. Registration of databases and registration of changes of composition of data collected in databases in RIHA

(1) A public servant authorised by the Ministry of Economic Affairs and Communications or an employee of an agency belonging to the area of government of the Ministry (hereinafter RIHA administrator) shall organise the registration of databases and registration of changes of composition of data collected in databases in the RIHA.

(2) The chief processor of a database shall apply for the registration of the database or registration of changes of the composition of the data collected in the database in the RIHA after passing of the legislation which constitutes the basis for the registration of the database or registration of changes of the composition of the data collected in the database but not later than within ten days after the entry into force of the corresponding legislation.

(3) For registration of a database or registration of changes in the composition of the data collected in a database, the responsible employee of the database must update all the data listed in clauses 18 (2) 1)–22), 24) and 26)–28), subsections (3) and (4), subsection 19 (2), subsection 20 (2), subsection 22 (2) and the data referred listed in the Act referred to in § 26.

(4) Before registration of a database or registration of changes in the composition of the data collected in a database, the RIHA administrator shall verify, within twenty working days, the conformity of the database to the information provided in the database documentation which has been approved pursuant to the procedure provided in §§ 7 and 8.

(5) Upon registration of a database established exclusively to meet the needs of internal procedure of an organisation or for inter-agency processing of documents which will not be interfaced to the X-Tee, the RIHA administrator shall verify the technical conformity of the database and the conformance of the composition and sources of the collected data to an Act or legislation issued on the basis thereof.

(6) After performing the verification, the RIHA administrator shall register the database or the changes of the composition of the data collected in a database in the RIHA.

(7) The RIHA administrator shall give notice of changes in the basic data managed in a database belonging to the state information system to the registered users of such database through the RIHA service.

§ 11. Registration of other changes in database in RIHA

Changes made to a database which are not related to the composition of the data collected in a database need not be registered pursuant to the procedure provided in § 7. Such changes are registered by the chief or authorised processor of the database in the RIHA.

§ 12. Registration of termination of operation of database

(1) Upon termination of the operation of a database, the transfer of data to another database or the archives, or their destruction, and the time limits for their transfer or destruction are decided. Upon transfer or destruction of data, corresponding legal instruments shall be prepared which shall be entered in the RIHA upon registration of the termination of the operation of the database.

(2) The chief processor of a database shall obtain, through the RIHA, the approval of the Ministry of Economic Affairs and Communications, the Data Protection Inspectorate and the Statistical Office for termination of the operation of the database. The Ministry of Economic Affairs and Communications and the Data Protection Inspectorate have the right to request the transfer or destruction of the data in the presence of the authorised representatives thereof.

(3) Upon termination of the operation of a database, the RIHA administrator shall make a notation "operation of the database terminated" in the RIHA.

§ 13. Refusal to register database

(1) The RIHA administrator shall refuse, for a justified reason, to register a database or the change in the composition of data in a database in the RIHA if the database or the change in the composition of data in the database does not conform to the requirements of an Act or legislation issued on the basis thereof or does not correspond to the approved database documentation.

(2) The establisher or chief processor of a database shall eliminate the deficiencies which constituted the reason for refusal and shall resubmit the database for registration in the RIHA.

(3) A database not registered in the RIHA shall not be used.

Chapter 4

Procedure for Maintenance of RIHA

§ 14. Objective of RIHA

The objective of the RIHA is to support the administration of the state information system.

§ 15. Chief processor of RIHA

The chief processor of the RIHA is the Estonian Informatics Centre

§ 16. Obligations of chief processor of RIHA

(1) The Estonian Informatics Centre, as the chief processor of the information system for administration of the state information system, shall:

- 1) be responsible for the maintenance and development of the RIHA;
- 2) guarantee the launching of the data services arising from the functions of the RIHA;
- 3) grant free access to the RIHA data to which no restriction to access is established;
- 4) consult establishers and chief processors of databases upon establishment of a database and registration thereof in the RIHA;
- 5) guarantee the functioning of the user support service of the RIHA;
- 6) organise the housing of the RIHA;
- 7) guarantees the safety of the RIHA;
- 8) offer high quality user support for the RIHA;
- 9) perform other functions assigned thereto by legislation.

(2) The chief processor of the RIHA shall establish the guidelines for the composition of the subsystem for administration of the dictionaries of the semantic areas managed by the RIHA and the guidelines for the semantic description of databases and services provided by databases, obtain prior approval for the guidelines from the Ministry of Economic Affairs and Communications and publish the guidelines on its webpage.

(3) The chief processor of the RIHA shall obtain prior approval of the Ministry of Economic Affairs and Communications for:

- 1) guidelines which specify, determine or change the meaning or form of the data in the composition of RIHA data;
- 2) development work on the RIHA which specify, determine or change the meaning or form of the data in the composition of RIHA data.

§ 17. Structure of RIHA

(1) The internal components of the RIHA are the RIHA user interface, the RIHA service interface and the RIHA database.

(2) The external components of the RIHA are the user support system which includes incident and problem management, system for change management and monitoring system.

(3) The following RIHA sub-registers belong to the composition of the RIHA database:

- 1) sub-register of databases;
- 2) sub-register of agencies;
- 3) sub-register of contact persons;
- 4) sub-register of approvals;
- 5) sub-register of interfacing to the X-Tee;
- 6) sub-register of applications;
- 7) sub-register of notices;
- 8) sub-register of services;
- 9) sub-register of classifications;
- 10) sub-register of semantic areas.

§ 18. RIHA sub-register of databases

(1) The data listed in clauses (2)-(4) shall be entered in the RIHA sub-register of databases concerning the following databases:

- 1) databases which exchange information through the X-Tee with any other databases;
- 2) databases maintained to meet the needs of internal procedure of an organisation or for inter-agency processing of documents.

(2) The composition of general data on a database to be entered in the RIHA sub-register of databases:

- 1) the name, abbreviation and name in English (if it exists) of the database;
- 2) the mark indicating the operative state of the database;
- 3) the legal basis for establishment of the database;
- 4) the objective and function of the database;
- 5) the documents providing technical description of the database which shall contain the descriptions of the structure, operational process, conformity to the interoperability requirements and rules for administration of the database, and other essential technical descriptions of the database, and the statutes or draft statutes of the database;
- 6) the name of the chief and authorised processors of the database;
- 7) the registry codes of the chief and authorised processors of the database;
- 8) the date of establishment of the database;
- 9) the date of putting the database into service;
- 10) the date of interfacing the database with the X-Tee;
- 11) whether or not personal data and sensitive personal data are processed in the database;
- 12) the manner of archiving the data in the database;

- 13) the time of collection of the oldest data in the database;
 - 14) the term for preserving the data and source documents of the database (the term of preservation shall be set forth in years) ;
 - 15) the regularity of updating the data in the database;
 - 16) the security classes of the database;
 - 17) the level of security of the database;
 - 18) the ranking of application of the system of security measures for information systems;
 - 19) the standards applied in the database;
 - 20) the classifications used and administered in the database;
 - 21) the mark indication that the database belongs to the state information system;
 - 22) the name of the institutional group of databases;
 - 23) the data concerning the monitoring of the database and statistics on use;
 - 24) the parameters of the service level of the database;
 - 25) a list of incidents and problems which occurred in the course of keeping the database;
 - 26) the legal basis for changing the composition of data, or reference thereto;
 - 27) the beginning of change of the composition of data;
 - 28) other changes resulting accompanying the change of the composition of data.
- (3) The composition of data processed in a database to be entered in the RIHA sub-register of databases:
- 1) the name of the data object and semantic description of the data object in the form of reference to the term of the area;
 - 2) a list of detailed data concerning the data object and a semantic description of the detailed data;
 - 3) the mark indicating that data is either personal data or sensitive personal data;
 - 4) a list of basic information;
 - 5) a reference to the source of data which is not basic data;
 - 6) a list of data subject to archiving.
- (4) The composition of data to be entered in the RIHA sub-register of databases concerning the legislation which constitutes the basis for the establishment of and processing of information in a database:
- 1) name of legislation;
 - 2) issuer and type of legislation;
 - 3) number, data, reference of publication of the legislation, the URL reference to the document or the document itself;

- 4) whether the legislation is in force.

§ 19. RIHA sub-register of agencies

- (1) The data on the chief and authorised processor, and the agencies using the services of a database registered in the RIHA shall be entered in the RIHA sub-register of agencies.
- (2) The composition of general data concerning agencies to be entered in the RIHA sub-register of agencies:
 - 1) the name of the agency;
 - 2) the registry code of the agency;
 - 3) the address of the agency;
 - 4) the web-page address of the agency;
 - 5) the group of the agency.

§ 20. RIHA sub-register of contact persons

- (1) The data concerning the contact persons for a database registered in the RIHA and its services shall be entered in the RIHA sub-register of contact persons.
- (2) The composition of general data concerning contact persons to be entered in the RIHA sub-register of contact persons:
 - 1) the office of the contact person;
 - 2) the given name and surname of the contact person;
 - 3) a description of the contact person;
 - 4) the rights of the contact person within the RIHA;
 - 5) the term of validity of the rights of the contact person, the status of the validity of the rights;
 - 6) the role of the contact person within the agency;
 - 7) a mark indicating the level of responsibility of the contact person;
 - 8) the e-mail address and telephone number of the contact person.

§ 21. RIHA sub-register of approvals

- (1) The data concerning approvals carried out through the RIHA shall be entered in the RIHA sub-register of approvals.
- (2) The composition of general data concerning approvals to be entered in the RIHA sub-register of approvals:
 - 1) the name of the approving agency;

- 2) the name of the database to be approved;
- 3) the decision of approval;
- 4) the date of the decision of approval;
- 5) the term for submission of corrections and amendments;
- 6) comment by the approving agency and date of making the comment;
- 7) comment on approval or reason for refusal to approve;
- 8) type of approval.

§ 22. RIHA sub-register of interfacing to X-Tee

- (1) The data concerning interfacing to the X-Tee shall be entered in the RIHA sub-register of interfacing to the X-Tee.
- (2) The composition of general data concerning interfacing to the X-Tee to be entered in the RIHA sub-register of interfacing to the X-Tee:
 - 1) data on interfacing to the X-Tee or test environment of the X-Tee;
 - 2) type of interfacing to the X-Tee or test environment of the X-Tee;
 - 3) date when an agency, its secure server or database interfaced to interfacing to the X-Tee or test environment of the X-Tee.

§ 23. RIHA sub-register of applications

- (1) The data concerning applications submitted through the RIHA shall be entered in the RIHA sub-register of applications.
- (2) The composition of general data concerning applications to be entered in the RIHA sub-register of applications:
 - 1) the type of the application;
 - 2) the status of the application;
 - 3) the filing date of the application;
 - 4) the data of the applicant;
 - 5) the content of the application.

§ 24. RIHA sub-register of notices

- (1) Data on the notices issued and received by the RIHA and the rules for sending the notices shall be entered in the RIHA sub-register of notices.
- (2) The composition of general data concerning notices to be entered in the RIHA sub-register of notices:

- 1) the type of the notice;
- 2) the recipient of the notice;
- 3) the sender of the notice;
- 4) the time of forwarding the notice;
- 5) the content of the notice.

§ 25. RIHA sub-register of services

(1) Data concerning the services provided by the databases registered in the RIHA, including the X-Tee services and other web services provided by the database shall be entered in the RIHA sub-register of services.

(2) The composition of data concerning services to be entered in the RIHA sub-register of services:

- 1) the name of the service;
- 2) the code of the service;
- 3) the semantic description of the service;
- 4) the principles of provision of the services, including data on the services which are public by default for different service groups, the parameters of the service level concerning the working time, reaction time for client inquiries, average availability per month, maximum time for single disruption, reliability and maximum workload;
- 5) the status of the service;
- 6) the type of the service;
- 7) the group of the service user;
- 8) whether personal data is processed;
- 9) whether sensitive personal data is processed;
- 10) the security class of the service;
- 11) the security level of the service;
- 12) service users;
- 13) connection of the service with other services and information systems;
- 14) connection of the service with areas;
- 15) the semantic description of the input and output of the service (in the form of reference to the term of the area);
- 16) data on the namespace of the service;
- 17) statistical data concerning the incidents, monitoring and use of the service.

§ 26. RIHA sub-register of classifications

The data concerning the classifications established based on the Regulation provides in clause 43 (1) of the Public Data Act shall be entered in the RIHA sub-register of classifications.

§ 27. RIHA sub-register of semantic areas

(1) Data concerning the semantic areas used in the state information system shall be entered in the RIHA sub-register of semantic areas.

(2) The composition of general data of areas to be entered in the entered in the RIHA sub-register of semantic areas:

1) the name of the semantic area;

2) a description of the semantic area.

(3) The composition of data concerning dictionaries of semantic areas to be entered in the entered in the RIHA sub-register of semantic areas:

1) version of the dictionary;

2) previous version of the dictionary;

3) computer-readable form of the dictionary (OWL).

(4) The composition of data concerning dictionaries of semantic areas to be entered in the entered in the RIHA sub-register of semantic areas:

1) term identification (URL);

2) term name;

3) a description of the term;

4) connections of the term with other terms.

§ 28. Accuracy of RIHA data

(1) The chief processor of the database submitting the data shall be responsible for the accuracy and completeness of the data submitted to the RIHA.

(2) If incomplete or inaccurate data has been submitted to the RIHA or such deficiencies are discovered, the submitter of the data is required to submit amendments thereto within three working days of the time when the submitter of the data becomes or should have become aware of the deficiencies.

§ 29. Access to data in RIHA

The data in the RIHA shall be accessible to the public through the RIHA web interface unless access thereto is restricted by or on the basis of law.

§ 30. RIHA security class and security level

- (1) The security classes of the RIHA shall be:
 - 1) S1 for the confidentiality of data;
 - 2) T2 for the integrity of data;
 - 3) K2 for the availability of data.
- (2) The security level of the RIHA shall be medium (M).

§ 31. Requirements for submission of data to RIHA

- (1) Data shall be submitted to the RIHA by electronic means and using the following processing processes:
 - 1) processing of the application for interfacing to the X-Tee and performance of the interfacing acts;
 - 2) approval of the database documentation;
 - 3) changing of the composition of data entered in the RIHA concerning a database;
 - 4) registration of databases;
 - 5) approval of a classification and changes thereto;
 - 6) establishment of classification;
 - 7) processing of applications for development and use of the services of databases.
- (2) The composition of the data required in the course of each processing process shall be indicated upon entry of data in the RIHA in the environment in which the data are submitted.
- (3) The submitter of data shall be responsible for granting the access rights within the RIHA necessary for submission and amendment of data regarding a database.
- (4) After the submitter of information has interfaced to the X-Tee, further RIHA processing processes shall be carried out using the submission service provided by the X-Tee.

§ 32. Transfer of RIHA data to archives

Data in the RIHA shall be transferred to the archives in conformity to the Archives Act.

5. Chapter 5

Implementing Provisions

§ 33. Bringing into conformity of databases registered in state register of databases

(1) The databases registered in the state register of databases are deemed to be transferred to the RIHA as of 1 January 2008.

(2) The chief processors of the databases specified in subsection (1) shall update the composition of the data transferred from the state register of databases to the to the RIHA not later than by 1 July 2008.

(3) The chief processor of a database shall prepare the documentation of the database by 1 July 2008. The data concerning semantic descriptions and the data specified in § 27 shall be entered in the RIHA by 1 July 2009 at the latest. The documentation of the database shall be approved pursuant to the procedure provided in §§ 6- 8.

(4) If the chief processor is not able, with good reason, to prepare and submit the database documentation to the RIHA by 1 July 2008, the chief processor shall submit an application to such effect together with the schedule for preparation of the database documentation to the Ministry of Economic Affairs and Communications not later than by 1 June.

§ 34. Registration of databases not registered in state register of databases in RIHA

(1) The chief processor of a database established before the entry into force of this Regulation and not registered in the state register of databases shall prepare and register the database documentation in the RIHA by 1 July 2008. The data concerning semantic descriptions and the data specified in § 27 shall be entered in the RIHA not later than by 1 July 2009. The database documentation shall be approved and the database shall be registered pursuant to the procedure provided in §§ 6-13.

(2) If the chief processor is not able, with good reason, to prepare and submit the database documentation to the RIHA by 1 July 2008, the chief processor shall submit an application to such effect together with the schedule for preparation of the database documentation to the Ministry of Economic Affairs and Communications not later than by 1 June.

§ 35. Application of RIHA components

The RIHA user support system which covers incident and problem management, a system for administration of amendments and a monitoring system shall be applied not later than on 1 July 2009.

¹ RT = *Riigi Teataja* = State Gazette