



## Personal Data Protection Policy Document

The Personal Data Protection Policy Document describes the process of processing users' personal data by the State Inspector's Case Management Website - [stateinspector.ge](https://stateinspector.ge) (hereinafter - the portal).

The terms used in this document have the meaning defined by the Law of Georgia on Personal Data Protection and other legislative acts.

### The Aims of Processing the Data

According to Article 19 of the Law of Georgia on the State Inspector's Service, one of the activities of the State Inspector's Service is the investigation of crimes committed by a representative of a law enforcement body, an official or a person equal to him.

The State Inspector's Service shall be guided by the legislation of Georgia in the exercise of its investigative powers, including the Law of Georgia on the State Inspector Service, the Criminal Procedure Code of Georgia and the Law of Georgia on Operative-Investigative Activities.

The Service of the State Inspector processes the data of the user through the website in order to receive an application (notification of a possible crime) related to the investigation of a crime committed by a representative of a law enforcement agency, official or equivalent and to investigate the circumstances.

The data obtained through the website may be used by the State Inspector's Service for statistical and / or analytical purposes.

### What data do we collect and why?

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

In the process of receiving an application related to the investigation of an alleged crime committed by a representative of a law enforcement agency, official or equivalent, the following data is collected via the website: username, surname, telephone number, e-mail address, as well as data in the application and attached documents (if any).

The State Inspector's Service may, if necessary, request information about the user from a third party in order to investigate the circumstances indicated in the application and the powers provided by law. The purpose is to conduct a thorough and detailed investigation of the crime committed by a representative of a law enforcement agency, official or person equal to him. To perform the functions assigned to it by the State Inspector's Service (see "What data do we collect and why"); To carry out operative investigative activities in court and prosecutor's offices; In the cases defined by the Criminal Procedure Code of Georgia.

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

## **Disclosure of data to third parties**

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

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

## **Data processing by an authorized person**

The data are processed only for the purposes defined by the State Inspector's Service, taking into account the rules and prohibitions established by the Law of Georgia on Personal Data Protection.

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

## **Transfer data to another state and / or international organization**

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

## **Data storage and security**

In the process of receiving a notification regarding the alleged fact of processing of personal data in violation of the requirements of the Law of Georgia on Personal Data Protection, the data collected by the website regarding the user is stored for a period of 5 years. (1)

As for the data on consumer activity, it is collected on the web server of the mentioned State Inspector Service and stored for a period of 1 year. (1).

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

*(1) This period is calculated after the user deletes the account / fixes the last activity.*

## **User's Rights**

### **User has the right to:**

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

### **Restriction of user rights**

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

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

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

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

### **Update of personal data protection policy and additional information**

This policy document is subject to update as necessary.

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