



On approval of the Rules for inspection of employees of the State Corporation "Government for Citizens" who have access to personal data of citizens, as well as those participating in the process of providing public services

Unofficial translation

Order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated June 5, 2020 No. 231 / HQ. Registered in the Ministry of Justice of the Republic of Kazakhstan on June 5, 2020 No. 20825

Unofficial translation

In accordance with subparagraph 3-1) of paragraph 4 of Article 11-1 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services", I HEREBY ORDER:

1. To approve the attached Rules for inspection of employees of the State Corporation "Government for Citizens" who have access to personal data of citizens, as well as those participating in the process of providing public services.

2. The Committee for public services of the Ministry of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan to ensure:

1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;

2) placement of this order on the Internet resource of the Ministry of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan;

3) within ten working days after the state registration of this order, submission of information to the Legal Department of the Ministry of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan on implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

3. The supervising Vice-Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan is authorized to control the execution of this order.

4. This order comes into effect upon the expiration of ten calendar days after the day of its first official publication.

*Minister of digital development,
innovations and aero-space industry of the
Republic of Kazakhstan*

A. Zhumagaliyev

" A G R E E D "

National Security
Republic of Kazakhstan

Committee of the

Approved
by the order of the
Minister of digital development,
innovations and aero-space

Rules for inspection of employees of the State Corporation "Government for Citizens" who have access to personal data of citizens, as well as those participating in the process of providing public services

Chapter 1. General provisions

1. These Rules for inspection of employees of the State Corporation "Government for Citizens" are developed in accordance with subparagraph 3-1) of paragraph 4 of Article 11-1 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" and determine the procedure for inspection of employees of the State Corporation "Government for Citizens" (hereinafter - the State Corporation).

2. The main purpose of the inspection is to ensure protection, as well as to prevent the disclosure of personal data of citizens by employees of the State Corporation, who have access to personal data of citizens, and also participate in provision of public services.

Chapter 2. Procedure for inspection

3. Employees who have access to personal data of citizens, and also participate in the process of providing public services, are subject to inspection.

4. In case of receipt of applications from individual and legal entities of state bodies, as well as official information about the disclosure of personal data by employees of the State Corporation to third parties, an inspection is carried out in relation to him by the internal security service of the central office or branch of the State Corporation.

5. During the inspection, the internal security service of the central office or branch of the State Corporation request the following documents and information:

explanatory note from employees with a detailed statement of arguments regarding the facts of violations;

explanatory note from the head of the structural unit where the specified employee works, as well as a personal characteristic of this employee;

a certificate from the personnel department on the presence (absence) of disciplinary sanctions for the time worked.

If necessary, additional information is requested from structural units.

6. When considering the issue of providing personal data to third parties, the joint-stock company "National Information Technologies" provides the download of information from the Integrated Information System of Public Service Centers, the web portal of "electronic government" on the facts specified in the appeals of individual and legal entities, state bodies, and also service information.

7. Based on the results of studying the materials of the inspection, the internal security service of the central office or branch of the State Corporation draws up a conclusion, with the attachment of the materials considered.

8. In case of confirmation of the facts of transfer of personal data by an employee of the State Corporation to third parties, the central office or branch of the State Corporation take measures in accordance with the law.

9. In cases of revealing signs of administrative, criminal offenses, the central office of the State Corporation or a branch of the State Corporation send materials within 3 (three) working days to the authorized body in the field of informatization. In this case, a branch of the State Corporation notifies the central office of the State Corporation within 3 (three) working days.