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The Statutes of the Centre of Registers and Information Systems

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Amended by the following acts

Passed	Published	Entry into force
16.10.2007	RTL 2007, 79, 1367	29.10.2007, applied as of 01.11.2007
26.01.2009	RTL 2009, 12, 132	01.02.2009
20.07.2010	RT I 2010, 50, 312	01.10.2010
07.12.2011	RT I, 14.12.2011, 1	01.01.2012
16.05.2013	RT I, 21.05.2013, 16	01.06.2013
27.03.2015	RT I, 28.03.2015, 10	01.04.2015
22.08.2018	RT I, 04.09.2018, 5	07.09.2018
12.10.2022	RT I, 18.10.2022, 1	01.11.2022

The Statutes are established pursuant to the Government of the Republic Act § 43 (5) and § 49 (1) 10).
[RT I, 21.05.2013, 16 - entry into force 01.06.2013]

Chapter 1 GENERAL PROVISIONS

§ 1. Centre of Registers and Information Systems

(1) Centre of Registers and Information Systems (hereinafter the *centre*) is a state authority administered by the Ministry of Justice.

(2) Upon performing their functions the centre represents the state.

(3) The official abbreviation of the name of the centre is RIK.
[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

§ 2. Location

The centre is located in Tallinn. Postal address of the centre is Lubja 4, Tallinn.
[RT I, 04.09.2018, 5 - entry into force 07.09.2018]

§ 3. Reporting requirements

(1) The centre shall report to the minister, who exercises supervisory control over the centre pursuant to the procedure provided by legal acts.

(2) Operation of the centre is coordinated by the secretary general of the Ministry of Justice and structural units of the Ministry of Justice pursuant to the procedure provided by the statutes of departments of the Ministry of Justice.

§ 4. Audit procedure

The centre is audited by the department of internal audit of the Ministry of Justice, the State Audit Office and other relevant competent authorities.

§ 5. Financing and budget

(1) The centre has own budget and bank accounts.

(2) Budget of the centre is certified, amended and supervised by the Minister of Justice or a person authorised by them.

(3) Costs of the centre are covered from state budget and revenue from economic activities, appropriations proceeding from participation in international cooperation projects and resources assigned by the European Union.

(4) Use of excess profit or revenue exceeding the certified budget gained from economic activities is decided according to the budgetary procedure.

§ 6. Symbols of the centre

(1) The centre has a circular seal with a diameter of 35 millimetres, with the image of small national coat of arms in the centre. The words “Centre of Registers and Information Systems” run along the upper edge of the circle.

(2) Structural units of the centre may have document forms and seal with their name, if this is specified in the statutes of the structural unit.

Chapter 2

AREA OF ACTIVITY AND MAIN DUTIES OF THE CENTRE

§ 7. Area of activity of the centre

The area of activity of the centre is the development, administration and provision of information and communication technology services (hereinafter *ICT service*) of the area of government of the Ministry of Justice.

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

§ 8. Duties of the centre

Proceeding from the area of activity of the centre, the centre has following main duties related to development and administration of information systems of the authorities, to whom services are provided, and maintenance of databases:

1) organisation and performance of procurement, supply, development, operation and maintenance of ICT services of the ministry, the authorities belonging into the area of government of the ministry, and the authorities, to whom services are provided;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

2) organisation and performing of data processing in the administered databases;

3) ensuring of reliability and proper usability and sustainability of ICT services of the ministry, the authorities belonging into the area of government of the ministry, and pursuant to agreements also the authorities, to whom services are provided;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

4) provision of public data processing services from administered databases and customer service functions;

5) organisation of information technology training for using standard and special software, submission of proposals for organisation and content of training for using standard and special software;

6) ensuring of provision of support service and user support to users in the ministry, in the authorities belonging into the area of government of the ministry, and pursuant to agreements also in the authorities, to whom services are provided;

7) submission of proposals for raising efficiency of work processes of the ministry, the authorities belonging into the area of government of the ministry, and pursuant to agreements also the authorities, to whom services are provided, through information technology means;

8) cooperation with domestic and foreign institutions in the field of justice information;

9) organisation of researches and provision of other commercial services pursuant to the procedure established by the director;

10) governing of state assets assigned into their possession and keeping account over the information technology equipment of the ministry and the authorities belonging into the area of government of the ministry;

11) organisation of implementation of continuous operation of information systems of the ministry and the authorities belonging into the area of government of the ministry, and supervision of the implementation within the limits of their responsibility;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

- 12) performing of follow-up inspections of the use of information systems, data integrity and security in the ministry and their area of government;
- 13) consulting other authorities in resolving the problems related to their field;
- 14) implementation of information security policy established in the ministry and in the area of government of the ministry within the limits of their area of activity;
- 15) fulfilment of other duties imposed with legal acts.

Chapter 3

STRUCTURE AND MANAGEMENT OF THE CENTRE

§ 9. Structural units of the centre and their main duties

[Repealed - RT I, 18.10.2022, 1 - entry into force 01.11.2022]

§ 9¹. Structural units of the centre

(1) The structural units of the centre are:

- 1) service development area;
- 2) strategy area;
- 3) organisational continuity and information security area.

(2) A structural unit of the centre may include sub-structural units or separate positions where the competence and duties of employees are determined in the statutes of the structural unit or in the employment contract or in both.

(3) The duties that the fulfilment of the main duties of a structural unit of the centre involves as well as the rights, obligations and responsibility of the head are determined in the statutes of the structural unit or in the employment contract or in both.

(4) The structure of the centre may include positions of employees outside of the structural units.

(5) The duties, subordination, rights and responsibility of employees outside of the structural units of the centre are determined in the employment contract.

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

§ 9². Main duties of structural units

(1) The main duty of the strategy area is the integral strategic planning of the activities of the centre and ensuring the development of the authority.

(2) The main duty of the service development area is to ensure the efficient and purposeful development and management of services throughout their life cycle.

(3) The main duties of the organisational continuity and information security area are:

- 1) implementation of data security measures and organisation of the internal control system;
- 2) establishment of quality objectives and planning and mapping the processes necessary to achieve them, monitoring the fulfilment of quality requirements and improvement of quality;
- 3) management of employment relationships, development of employees and ensuring training and occupational safety;
- 4) organisation of financial management, asset management and the implementation of external funds;
- 5) organisation of office and document management activities and supporting other structural units of the authority;
- 6) provision of legal and procurement services, prevention of corruption and provision of legal support in the area of data protection law;
- 7) purposeful organisation and coordination of communication and foreign relations.

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

§ 10. Management of the centre

(1) The centre is represented and its operation is managed by the director, with whom the employment contract is concluded, amended and terminated by the Minister of Justice upon proposal of the secretary general of the Ministry of Justice.

(2) During absence of the director of the centre, duties of the director are performed by the deputy director. During absence of the deputy director, duties of the director or deputy director are performed by the person appointed by the director.

[RT I 2010, 50, 312 - entry into force 01.10.2010]

(2¹) Deputy directors and the organisational continuity and information security area through heads of the sub-structural units thereof are directly subordinate to the director.

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

(3) [Repealed - RT I, 18.10.2022, 1 - entry into force 01.11.2022]

(4) [Repealed - RT I, 21.05.2013, 16 - entry into force 01.06.2013]

(5) [Repealed - RT I, 14.12.2011, 1 - entry into force 01.01.2012]

§ 11. Duties of the director and the deputy director

(1) Director of the centre:

1) plans and manages operations of the centre and is responsible for the fulfilment of duties imposed to the centre with the statutes;

2) is responsible for the fulfilment of legal acts regulating operation of the centre and reports to the minister or a person authorised by them;

3) represents the centre in relationships with state and local government authorities, as well as other authorities and institutions, and in court;

4) concludes contracts on behalf of the centre and grants authorities for representing the centre, including in court;

5) prepares draft budget of the centre and submits it to the Minister of Justice;

6) organises preparation of drafts of legal acts related to operations of the centre and submits relevant proposals to the Ministry of Justice;

7) disposes of the state assets in the possession of the centre and is responsible for their preservation;

8) disposes of the budget funds for the fulfilment of duties of the centre and is responsible for expediency of costs and precise and purpose-oriented use of the budget;

9) issues directives and verbal or written organisational orders for management and coordination of the operation of the centre and organisation of administration;

10) submits proposals to the Minister of Justice concerning the structure, staff of the positions and other organisation of work of the centre;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

11) concludes, amends and terminates employment contracts with employees of the centre and sends them to business trips;

11¹) approves the allocation and names of positions, the term of office and workload of positions of the centre and, where necessary, formation of sub-structural units within a structural unit;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

11²) approves the statutes of structural units of the centre;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

12) performs supervisory control over operations of the employees of the centre, applies incentives and disciplinary penalties;

13) organises internal audits in the centre, also appoints the person responsible for the internal audit of the centre;

14) fulfils other duties imposed with legal acts or assigned by the Minister of Justice or a person authorised by them.

(2) Deputy director of the centre:

[RT I 2010, 50, 312 - entry into force 01.10.2010]

1) participates in the management of the centre and substitutes director of the centre during absence of the latter;

2) [repealed - RT I, 18.10.2022, 1 - entry into force 01.11.2022]

3) [repealed - RT I 2010, 50, 312 - entry into force 01.10.2010]

4) [repealed - RT I, 18.10.2022, 1 - entry into force 01.11.2022]

5) manages the area through the employees who are directly subordinate to the deputy director;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

6) is responsible for legal, accurate, timely and expedient fulfilment of legal acts regulating organisation of work and activities of the area and reports the activities of their area to the director;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

7) participates in the budgetary procedure of the centre upon planning the budget of their area, analyses the financial expenses related to the achievement of the objectives of the area, applies for funds necessary for fulfilling the duties of the area and is responsible for purposeful and purpose-oriented use of the budgetary funds of their area;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

8) submits proposals to the director for sustainable development of their area;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

9) is responsible for achieving the objectives set in their area;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

10) submits proposals for hiring, dismissing and promoting employees, awarding remuneration and benefits and performing other staff operations;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

11) cooperates with other state authorities, local authorities, non-governmental organisations, international organisations and the public;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

12) represents the centre within the limits of the authorities received from the director;

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

13) fulfils other duties assigned by the director.

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

(3) [Repealed - RT I 2010, 50, 312 - entry into force 01.10.2010]

(4) The staff of the centre includes a deputy director in the service development area and a deputy director in the strategy area who manage the work of the following areas on the basis of their competence:

1) service area;

2) strategy area.

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

(5) More detailed duties, rights and responsibility of a deputy director are determined in the statutes of the structural unit or in the employment contract of the deputy director or in both.

[RT I, 18.10.2022, 1 - entry into force 01.11.2022]

§ 12. Duties of a head of department

[Repealed - RT I, 18.10.2022, 1 - entry into force 01.11.2022]

§ 13. Duties of a head of division

[Repealed - RT I, 18.10.2022, 1 - entry into force 01.11.2022]

Chapter 4 REORGANISATION AND TERMINATION OF OPERATION OF THE CENTRE

§ 14. Reorganisation and termination of operation

Reorganisation and termination of operation of the centre is decided by the Minister of Justice.

Chapter 5 IMPLEMENTING PROVISIONS

§ 15. Repeal of legal acts

[Omitted from this text.]