

Issuer: Minister of Justice  
Type: regulation  
In force from: 01.04.2015  
In force until: 06.09.2018  
Translation published: 29.08.2016

# The Statutes of the Centre of Registers and Information Systems

Passed 18.04.2007 No. 20  
RTL 2007, 36, 627  
Entry into force 06.05.2007

Amended by the following acts

Passed	Published	Entry into force
16.10.2007	RTL 2007, 79, 1367	29.10.2007
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

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.

### § 2. Location

The centre is located in Tallinn. Postal address of the centre is Lökke 4, 19081 Tallinn.

### § 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**

Area of activity of the centre is development and administration of information and communication systems of the area of government of the Ministry of Justice, and provision of information and communication technology services.

#### **§ 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 performing of procurement, supply, development, service and maintenance of information and communication systems of the ministry, the authorities belonging into the area of government of the ministry, and the authorities, to whom services are provided;
- 2) organisation and performing of data processing in the administered databases;
- 3) ensuring of reliability and proper usability and sustainability of information and communication systems 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;
- 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 and communication 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;
- 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

(1) The centre is divided into departments, which may include divisions.

(2) Structural units of the centre are software development department, infrastructures department, department of state enforcement registers, court registers department, internal audit and IT security department, department for supporting information systems, department for law enforcement information systems and general department.

[RT I, 28.03.2015, 10 – EIF 01.04.2015]

(3) Main duties of the departments of the centre are following:

1) software development department organises and performs development operations of information systems according to the set requirements;

2) infrastructures department develops and administers infrastructures and data communication and ensures their availability, sustainability and consistency;

3) department of state enforcement registers manages the data of the criminal records database and issues notices (certificates of conduct), offers e-services to ensure an effective and purposeful execution of sentences and is responsible for information system availability, integrity and confidentiality of the data and provides user support;

[RT I, 28.03.2015, 10 – EIF 01.04.2015]

4) court registers department provides operating e-services in order to ensure efficient and purpose-oriented process of maintaining court registers and ensures availability of these information systems, integrity of data, confidentiality, and provision of user support;

5) internal audit and IT security department organises the system of internal audit and implements data security measures;

6) department for supporting information systems provides operating e-services in order to ensure efficient and purpose-oriented administration process and ensures availability of these information systems, integrity of data, confidentiality and provision of user support;

7) department for law enforcement information systems provides operating e-services in order to ensure efficient and purpose-oriented process of administration of justice and enforcement of decisions, and ensures availability of these information systems, integrity of data, confidentiality, and provision of user support;

8) general department organises and performs financial and assets management of the centre, human resource work, administration of the authority, solution of legal issues, information technology procurements of the Ministry of Justice and their area of government, marketing, provides data processing, information and customer services based on the implemented information systems, and organises service development.

(4) The staff resources of the centre and subunits of structural units are certified by the director.

[RT I, 21.05.2013, 16 - EIF 01.06.2013]

## § 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 - EIF 01.10.2010]

(3) Departments subordinate to the director through heads of department.

[RT I 2010, 50, 312 - EIF 01.10.2010]

(4) [Repealed - RT I, 21.05.2013, 16 - EIF 01.06.2013]

(5) [Repealed - RT I, 14.12.2011, 1 - EIF 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 about structural units, statutes, internal work procedure rules, operations procedure, and other organisation of work of the centre;
- 11) concludes, amends and terminates employment contracts with employees of the centre and sends them to business trips;
- 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 - EIF 01.10.2010]

- 1) participates in the management of the centre and substitutes director of the centre during absence of the latter;
  - 2) plans and manages operations of departments within the limits of their authorities;
- [RT I 2010, 50, 312 - EIF 01.10.2010]
- 3) [repealed - RT I 2010, 50, 312 - EIF 01.10.2010]
  - 4) fulfils other duties assigned by the director of the centre.

(3) [repealed - RT I 2010, 50, 312 - EIF 01.10.2010]

## **§ 12. Duties of a head of department**

Head of department:

- 1) manages directly operations of the department, ensures fulfilment of duties of the divisions belonging into the department, and is responsible for legal, accurate and timely fulfilment of duties set for divisions;
- 2) submits reports of operations of the department to the director or deputy director of the centre;
- 3) represents the department and submits opinions and approvals on behalf of the department;
- 4) submits proposals to the director or deputy director of the centre about structure, staff and organisation of work of the department, salaries and grants of the employees of the department, and application of incentives and disciplinary penalties;
- 5) signs or superscribes drafted documents pursuant to the operations procedure of the centre;
- 6) fulfils other duties imposed on the department or assigned by the director or deputy director of the centre.

## **§ 13. Duties of a head of division**

Head of division:

- 1) is responsible for the fulfilment of duties imposed on the division and submits relevant reports to the head of department;
- 2) represents the division and submits opinions and approvals on behalf of the division;
- 3) submits proposals to the head of department about structure, staff and organisation of work of the division, salaries and grants of the employees of the division, or application of incentives and disciplinary penalties;
- 4) signs or superscribes drafted documents pursuant to the operations procedure of the centre;
- 5) fulfils other duties imposed on the division or assigned by the head of department or director or deputy director of the centre.

# **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.]