

**INTERNAL RULES**  
**ON THE ORGANIZATION AND WORK PROCEDURES UNDER THE ACCESS**  
**TO PUBLIC INFORMATION ACT AT THE NATIONAL STATISTICAL**  
**INSTITUTE**

**Sofia, 2025**

## **CHAPTER ONE**

### **GENERAL PROVISIONS**

**Art. 1.** These internal rules shall regulate the procedures for acceptance, registration and review of written applications for access to public information, preparation of the decisions for provision of deny provision of access to public information in accordance with the Access to Public Information Act (APIA).

**Art. 2.** (1) Public information is any information connected to the public life in the Republic of Bulgaria giving opportunity to the citizens to form an opinion about the activity of the National statistical institute (NSI).

(2) Information from the public sector is any information recorded on a tangible medium, including saved as document, sound recording, and video recording and collected or created by NSI.

(3) Information connected to the access to individual data shall not be provided.

(4) Information that is due under Chapter Five of the Statistics Act is provided under the ‘Rules for Dissemination of Statistical Products and Services of the National Statistical Institute’.

(5) The following information shall not be provided: information related to individual statistical data obtained for the purposes of statistical surveys; statistical data that can be linked in such a way as to identify a specific statistical unit; statistical information that summarizes data for less than three statistical units or for a population in which the relative share of the value of a studied parameter of one unit is over 85 percent of the total value of this parameter for all units of the population.

**Art. 3.** The activity of adopting, registering, reviewing, preparing opinions and draft decisions under APIA, as well as the publishing activity on the website of NSI and/or disseminating in another form of up-to-date public information under Art. 14, Art. 15, para. 1 and Art. 15a of APIA is organized and coordinated by the Secretary General of NSI.

**Art. 4.** The President may appoint by order an official from the administration who shall be responsible to make the decision to grant or deny access to the requested public information and to notify the applicant of his decision.

## **CHAPTER TWO**

### **ADOPTING AND REGISTERING OF THE APPLICATIONS FOR ACCESS TO PUBLIC INFORMATION**

**Art. 5.** The access to public information is given on the basis of:

1. Verbal request;
2. Written application;
3. Application through the Access to Public Information Platform, maintained by the administration of the Council of Ministers.

**Art. 6.** (1) The verbal requests for access to public information shall be accepted by an employee at the Registry office.

(2) The employee shall record the verbal request in a protocol in accordance with Appendix No. 2, which shall contain a description of the requested information, the applicant's name and correspondence address, the applicant's preferred form of providing access to the requested information, if such is indicated. The protocol shall be signed by the applicant and the employee who drew it up.

**Art. 7.** (1) Written applications for access to public information shall be submitted and registered at the Registry office of NSI, address: 2, 'P. Volov' Str. 1038 Sofia, Bulgaria. The written applications shall contain the data under Art. 25 of APIA, as the applicant can use the applied to this rules template in accordance with Annex № 1. If in the application the data under Art. 25, para. 1, p. 1, 2 and 4 is not present, it shall be left without reviewing on the basis of Art. 25, para. 2 of APIA.

(2) The application is also considered to be in writing if it is made electronically to the e-mail address or through the platform for access to public information. In these cases, a signature is not required in accordance with the requirements of the Electronic Document and Electronic Signature Act.

**Art. 8.** The applications for access to public information and the recorded verbal requests shall be registered on the day of their receipt at the filing system of NSI with an individual registration index, serial number and date of receipt/registration.

**Art. 9.** The applications received through the Access to Public Information Platform shall be registered in accordance with the procedure set out in Art. 8.

**Art. 10.** The applications and the recorded verbal requests shall be reported to the Secretary General on the day of their receipt, who shall forward them to the director of the 'General Administration' directorate and the head of the 'Legal Activities' department.

### **CHAPTER THREE**

#### **REVIEWING OF THE APPLICATIONS FOR ACCESS TO PUBLIC INFORMATION**

**Art. 11.** The applications for access and the recorded verbal requests shall be reviewed by employees from the 'Legal Activities' department, to whom they are assigned for work, in the shortest possible timeframe, but not more than 14 days after the date of registration. During this period, the decision and notifications on the request shall be prepared and sent to the applicant.

**Art. 12.** (1) In case it is not clear exactly what information is requested or when it is formulated very generally, the employee under Art. 11 prepares a notification, notifying the applicant personally against signature or by letter sent by mail with return receipt or by e-mail.

(2) The applicant has the right to specify the subject of the requested information within 30 days of receiving the notification under Para. 1. The deadline for a decision runs from the date of specifying the subject of the requested public information.

(3) If no specification is received within the 30-day period, the application shall be left without reviewing.

**Art. 13.** If the application does not contain the name, respectively the name and registered office of the applicant and the correspondence address or in case the applicant does not specify the subject of the requested public information within the term under Art. 12, para. 2, the application shall be left without reviewing on the basis of Art. 25, para. 2 of APIA.

**Art. 14.** (1) The timeframe under Art. 1 may be extended:

1. by no more than 10 days, when the requested information is in large quantity and additional time is needed for its preparation. In this case, the applicant shall be notified and the reasons for extending the term within which access to the requested public information will be provided shall be indicated;

2. by no more than 14 days, when the requested public information concerns a third party and his consent is required for its provision.

(2) In the cases under Para. 1, item 2 the explicit written consent of the third party must be requested within the shortest possible timeframe, but no more than 7 days from the registration of the application.

(3) With the request for consent, the third party is expressly notified of the content of Art. 31, para. 4 of APIA and that if no explicit disagreement follows within a 14-day period, the requested public information will be provided in its entirety. In the event of explicit disagreement of the third party, received within the period under para. 2, the requested public information shall be provided in a volume and in a manner that does not reveal the information that affects the interests of the third party.

(4) In case there is a consent from the third party, the information related to him shall be provided under the conditions specified by the third party.

(5) The consent of the third party is not required in case the third party is an obligated entity and the information related to it is public information under APIA, as well as in case there is an overriding public interest in its disclosure.

**Art. 15.** In the shortest possible timeframe, the head of the ‘Legal Activities’ department shall send a written request to the heads of structural units within whose competence the requested information falls, verify the availability of the requested information in the structural unit and respond in writing.

**Art. 16.** (1) In case the information is available, within 3 days of receiving the letter under Art. 15, the head of the relevant unit shall submit it to the head of the ‘Legal Activities’ department together with the relevant documents.

(2) Within the timeframe under para. 1, in case there is a reason or in case there is a suspicion of a reason for refusing to provide information under Section III, Chapter Three of APIA, including a reason for granting partial access to information, the head of the relevant structural unit shall send the application to the ‘Legal Activities’ department for preparation of a reasoned opinion within 3 days.

(3) Where the head of the relevant structural unit does not have the requested information, but has information about its location, the head of this unit shall notify the head of the ‘Legal Activities’ department in writing within 3 days of receiving the letter under art. 15.

(4) Within the timeframe under para. 1, if there is a reason or if there is a doubt about the existence of a reason for the information to be due under Chapter Five of the Statistics Act, including a reason for granting partial access to information under APIA, together with a response under the Access to Information Act, the head of the relevant structural unit shall send the application to the ‘Relations with Users and e-Services’ department for the preparation of a response under the Statistics Act.

(5) The ongoing control over compliance with the timeframes under para. 1, para. 2, 3 and para. 4 shall be carried out by the head of the relevant structural unit.

**Art. 17.** (1) In case NSI does not hold the requested information, but has data about its location, the application shall be forwarded within 14 days of its receipt within the competence of the relevant

entity obliged under APIA, with a copy to the applicant.

(2) In case NSI does not hold the requested information and has no data about its location, the applicant shall be notified about that within 14 days.

(3) The notifications under para. 1 and para. 2 shall not be subject to appeal.

## **CHAPTER FOUR**

### **PREPARATION OF DECISIONS FOR PROVISION OR DENIAL OF ACCESS TO PUBLIC INFORMATION**

**Art. 18.** (1) The decision for provision of access to public information, in accordance with Appendix No. 4, is prepared by the employee under Art. 1, by virtue of the reasons set out in the opinion of the competent unit and the information provided and/or collected, and must indicate:

1. the extent of the provided access to the requested public information (in whole or in part);
2. the timeframe within which access to the requested public information is provided, which cannot be shorter than 30 days from the date of receipt of the decision;
3. the place where access to the requested public information will be provided;
4. the form in which access to the requested public information will be provided;
5. the costs of providing access to public information;
6. other bodies, organizations or persons who have more detailed information, if there is data on such.

(2) The decision for provision of full or partial access to public information shall be coordinated in a timely manner with the head of the 'Legal Activities' department, the head of the unit that provided the information, pursuant to Art. 16, and shall be signed by the President of NSI or by a person expressly designated by him, pursuant to Art. 28, para. 2 of APIA.

(3) The decision shall be delivered to the applicant against signature or shall be sent by post with a return receipt.

(4) The decision shall be sent electronically when the applicant has requested the information to be provided to him electronically and has indicated an e-mail address. In this case, a copy of the information or the internet address where the data is contained shall be sent with the decision and no protocol shall be drawn up under Art. 23, para. 2, and no costs of provision shall be paid.

(5) In case the applicant has changed the e-mail address without notifying the authority, or has indicated an incorrect or non-existent address, the information shall be deemed to have been received from the date of its sending.

(6) When the application is submitted through the Access to Public Information Platform, maintained by the Administration of the Council of Ministers, the submitted application, the decision thereon and the public information provided shall be published therein. The publication shall comply with the protection of the applicant's personal data, in accordance with the Personal Data Protection Act.

**Art. 19.** (1) The decision for denial of access to public information in accordance with Annex No 5 shall be prepared by the employee under Art. 1, on the basis of the reasons in the opinion of the competent unit and the information provided and/or collected, and must indicate:

1. the legal and factual grounds for the denial under APIA, and in the cases under Art. 16, para. 2 of APIA, when the requested information constitutes a trade secret, and the circumstances that lead to unfair competition between traders;
2. the date of adoption of the decision;
3. the procedure for appealing the decision, indicating the competent court and the deadline for appealing.

(2) The denial decision shall be coordinated in a timely manner with the head of the 'Legal Activities' department, the head of the unit competent to provide the information and shall be signed by the President of NSI or by a person expressly designated by him pursuant to Art. 28, Para. 2 of APIA.

(3) The denial decision shall be served on the applicant against signature or shall be sent by post with a return receipt.

(4) In case the denial decision is based on an application submitted through the Access to Public Information Platform, maintained by the Administration of the Council of Ministers, the application and the decision shall be published therein, subject to the protection of the applicant's personal data pursuant to the Personal Data Protection Act. The applicant shall be notified of the decision and in accordance with the procedure under Para. 3.

## **CHAPTER FIVE**

### **FORMS OF PROVIDING ACCESS TO PUBLIC INFORMATION**

#### **AND PAYMENT OF COSTS**

**Art. 20.** (1) Access to public information shall be provided in the forms of access preferred by the applicant, in accordance with Art. 26, para. 1 of APIA.

(2) Persons who have visual impairments or hearing and speech impairments may request access in a form that meets their communicative capabilities.

(3) Access to public information shall be provided in a form other than that specified by the applicant when:

1. it is not technically possible;
2. it is associated with an unjustified increase in the costs of provision;
3. it leads to the possibility of unlawful processing of public information;
4. it leads to a violation of copyright.

**Art. 21.** (1) The access to public information shall be free of charge. The applicant shall pay the costs of provision, which may not exceed the material costs of provision according to the standards set by the Minister of Finance through **REGULATION No. H-1 from 07.03.2022 on setting**

**standards for payment of costs for provision of public information.**

(2) The applicant shall pay the determined material costs:

1. on site at the cash desk of NSI;
2. by bank transfer to NSI's account:

**BANK: BULGARIAN NATIONAL BANK**

**IBAN: BG84BNBG96613000119001**

**BIC: BNBGBGSD**

## **CHAPTER SIX**

### **PROVISION OF ACCESS TO THE REQUESTED PUBLIC INFORMATION**

**Art. 22.** (1) Access to public information, except in cases of provision of public information electronically, shall be granted after payment of the costs determined by the decision and presentation of a payment document.

(2) For the provision of access to public information, except in cases of provision of public information electronically, a protocol shall be drawn up in accordance with Appendix No. 3, which shall be signed by the applicant and an employee in the registry.

(3) The protocol under para. 2 shall be drawn up in two copies, one copy being handed over to the applicant, and the second, together with the application and the decision for provision of access, shall be handed over for storage at the registry office of NSI.

**Art. 23.** (1) A denial of the applicant from the provided access to the requested public information is present in case of:

1. failure to appear within the timeframe determined by the decision, within which the access to the requested public information is ensured;
2. failure to pay the determined costs for the provision of information.

(2) The circumstances under para. 1 shall be reflected in the file of the respective application.

**CHAPTER SEVEN**  
**PROVISION OF INFORMATION FROM THE PUBLIC SECTOR**  
**FOR REUSE**

**Art. 24.** (1) Applications for provision of information from the public sector for reuse shall contain the details under Art. 25 of APIA, as the applicant may use the template attached to these rules, in accordance with Appendix No 6.

(2) For providing information from the public sector for reuse, the provisions of Chapter Four of APIA shall apply.

**FINAL PROVISIONS**

§1. The internal rules shall enter into force on the day of their approval by the President of NSI, with the exception of the provisions for which another date of entry into force is expressly specified.

§2. NSI will review applications submitted in accordance with Art. 5(3) after technical access to the platform has been provided.

§3. Control over the implementation of the internal rules is assigned to the Secretary General of NSI.

§4. These internal rules are published on the intranet and internet site of the Institute, together with templates of:

Appendix 1: Application for access to public information;

Appendix 2: Protocol for acceptance of a verbal request;

Appendix 3: Protocol for granting access to public information;

Appendix 4: Decision for provision of access to public information;

Appendix 5: Decision for denial of access to information;

Appendix 6: Application for access to public information for reuse.

**TO  
THE PRESIDENT  
OF THE NATIONAL STATISTICAL INSTITUTE**

**APPLICATION**

**FOR ACCESS TO PUBLIC INFORMATION**

From.....  
(full name or name and address of the applicant)  
.....  
Address for correspondence: .....  
Telephone: ....., e-mail .....

**DEAR MR./MRS. PRESIDENT,**

On the basis of the Access to Public Information Act, please provide me the following information in accordance:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
(description of the requested information. Please indicate ref. No of the appeal if there is such)

I would like to receive the requested information in the following form:

(please underline the preferred form)

1. Review of the information - original or copy or by an available to the public register
2. Verbal explanation
3. Paper copy
4. Copies on tangible medium.
5. Copies provided electronically or an web address where the data are stored or published.
6. Combination of forms

Date: .....

Signature: .....

## PROTOCOL

### FOR VERBAL ACCEPTANCE OF A REQUEST FOR ACCESS TO PUBLIC INFORMATION

Today, .....

(date and full name of the employee, position, directorate, department)

Has accepted from Mr./Mrs.....  
(full name or name and address of the applicant)

.....,  
Address for correspondence.....,  
Telephone: ....., e-mail.....

### REQUEST FOR ACCESS TO PUBLIC INFORMATION

.....  
.....  
.....  
.....

(Description of the requested information. Please indicate the ref. No of the appeal, if there is such.)

I would like to receive the requested information in the following form:  
(please underline the preferred form)

1. Review of the information - original or copy or by an available to the public register.
2. Verbal explanation.
3. Paper copy.
4. Copies on tangible medium.
5. Copies provided electronically or web address where the data are stored or published.
6. Combination of forms

Applicant: .....

Employee: .....

## PROTOCOL

### FOR PROVISION OF ACCESS TO PUBLIC INFORMATION

.....  
Today, ....., this Protocol is drawn up pursuant to Art. 35, para. 2 of the Access to Public Information Act and the established procedures for provision of access to public information by the National statistical institute (NSI), under application for access to public information ref. No...../.....

Having established that the costs identified in point ..... of the decision for provision of access to public information is paid by payment document.....  
.....  
of the applicant .....  
.....  
(full name, respectively name and address of the legal person and full name of the representative) an address for correspondence was provided.....  
.....  
.....

(the information and the form of its provision shall be indicated)

This Protocol is drawn up in duplicate - one for NSI and one for the applicant.

Provided by: .....  
Name and position of the employee

Received by: .....

## DECISION

No...../.....

On the basis of Art. 28(2) and Art. 34 of the Access to public information act in accordance with application for access to public information ref. No .....and taking into consideration the fact that the requested information is public according to Art. 2 of the Access to public information act

### I DECIDED:

1. I give access to the following public information, produced/stored by NSI.....

(the degree of the provided access to the requested public information is indicated)

2. The access of the applicant to the requested information shall be provided within a period of (the period in which access to the requested information is provided is indicated, not early than 30 days from the date of receipt of the decision)

3. The provision of access to public information shall be performed in the building of NSI, room.....for which a protocol is drawn up, it shall be signed by the applicant and the respective employee who provided the information.

(in the cases of Art. 18(4) the email on which the access is provided shall be written)

4. The public information shall be provided in the following form: .....

(the form under which the access to the requested public information will be provided shall be indicated)

5. For provision of the requested public information in accordance with Regulation No. H-1 from 7 March 2022 on setting the standards for payment of costs for provision of public information, to pay expenses in the amount of ..... BGN on site at the cash desk or by bank transfer:

**BANK: BULGARIAN NATIONAL BANK**

**IBAN: BG84BNBG96613000119001**

**BIC: BNBGBGSD**

and to present payment record to the employee providing the information.

(in the cases of Art. 18(4) shall be indicated that no costs are payable)

6. The decision shall be handed to the applicant against signature or shall be sent by mail with return receipt.

7. I assign control over the implementation of the decision to the Secretary General (I will exercise it personally).

8. This decision shall be brought to the attention of .....

This decision is subject to appeal within 14 days of its notification before the Administrative Court - Sofia City under the procedure of the Administrative Procedure Code.

.....

(President or authorized person).

**DECISION**

**No...../.....**

On the basis of Art. 3(1), Art. 28(2) and Art. 37 of the Access to public information act and in accordance with application for access to public information ref. No .....from.....

**I DECIDED:**

1. I deny access to.....because of the following circumstances and grounds:.....  
(the motives for denial shall be indicated)

2. The decision shall be handed to the applicant against signature/sent by mail with return receipt.

(the way it is handed shall be indicated)

3. I will exercise control over the implementation of the decision personally.

4. . This decision shall be brought to the attention of .....

This decision is subject to appeal within 14 days of its notification before the Administrative Court - Sofia City under the procedure of the Administrative Procedure Code.

.....

(President or authorized person).

**TO  
THE PRESIDENT  
OF THE NATIONAL STATISTICAL INSTITUTE**

APPLICATION  
FOR PROVISION OF INFORMATION FROM THE PUBLIC SECTOR  
FOR REUSE

From.....  
(full name or name and address of the applicant)  
..... ,  
Address: ..... ,  
Telephone: ..... , e-mail .....

DEAR MR./MRS. PRESIDENT,

On the basis of the Access to Public Information Act, please provide me the following information from the public sector for reuse:

*(description of the requested information)*

I would like to receive the requested information in the following form:

*(please underline the preferred form)*

1. Review of the information - original or copy or by an available to the public register
2. Verbal explanation
3. Copies on tangible medium.
4. Copies provided electronically or web address where the data are stored or published.
5. Combination of forms -.....

**Note:** Public sector information shall be made available in the format and language in which it was collected or produced, or in another format at the discretion of the public sector organization, and in an open, machine-readable format, together with the relevant metadata. The format and the metadata in such cases shall comply with the official open standards.

Date: .....

Signature: .....