

**INTERNAL RULES**  
**FOR PROVISION OF ACCESS TO PUBLIC INFORMATION BY THE NATIONAL**  
**STATISTICAL INSTITUTE**

**I. GENERAL PROVISIONS**

**Art. 1.** (1) These Rules shall regulate the terms and conditions for access to public information, as well as the re-use of public sector information provided by the National Statistical Institute (NSI) under the Access to Public Information Act (APIA).

(2) The rules shall define the procedures for acceptance, registration, distribution, consideration of written applications and verbal requests for access to public information, making decisions to provide or not public information, forms of provision of the requested information, expenses and methods for payment.

**Art. 2.** Access to official and administrative public information shall be provided under the terms and conditions of Art. 12 and 13 of the APIA.

**Art. 3.** (1) The President of the NSI shall inform the public about activity of the Institute by publishing the information under Art. 15, para. 1 of the APIA on the NSI website or by communicating in another form (print media, information boards, etc.).

(2) The "Relations with Users and e-Services" Department shall periodically publish on the NSI website in section "Access to Information" an updated information containing:

1. description of the powers of the President of NSI and data about NSI, as well as information about his functions and responsibilities;
2. list of the acts issued within the powers of the President as well as the texts of the issued legal and general administrative acts;
3. description of the information arrays and resources used by the NSI;
4. location, phone number and working time of Reception Desk of the Central Office (CO) of the NSI where the applications for provision of access to public information shall be submitted;
5. location, phone number and working time of Reception Desks of statistical departments of the Regional Statistical Offices (RSOs) of the NSI in the district centers where the applications for provision of access to public information can be submitted;
6. other information under Art. 15, para. 1 of the APIA.

(3) The information under the preceding paragraph shall be updated within three working days from adoption of the respective act or of the creation of respective information.

(4) The list under Art. 15a, para 3 of the APIA shall be prepared by "Relations with Users and e-Services" Department and published on the NSI internet site.

**Art. 4.** (1) The access to public information shall be free of charge, only the expenses incurred for providing access to public information shall be recovered.

(2) Forms for provision of access to public information are specified in Art. 26, para 1 of the APIA.

(3) The expenses incurred for provision of access to public information shall be recovered by the applicant in accordance with the forms for provision of access to public information and the tariffs determined by the Minister of Finance.

(4) Payment of the expenses is due in cash at the cash desk of the NSI or by bank transfer to the bank account of the NSI.

**Art. 5.** The forms for providing access to public information, expenses due and methods for their payment shall be indicated on information boards at Reception Desks of the NSI where the applications for provision of access to public information are submitted.

**Art. 6.** (1) The Secretary General of the NSI shall rule on requests for access to public information that is not available in publicly available sources.

(2) “Relations with Users and e-Services” Department of the “Multi-Domain Statistics and User Services” Directorate at the Central office of the NSI shall organize and coordinate the requests for provision of access to public information.

## **II. REQUEST FOR PROVISION OF ACCESS TO PUBLIC INFORMATION**

**Art. 7.** (1) Request for access to public information shall be made by written application or verbal request.

(2) Anonymous requests will not be accepted.

**Art. 8.** (1) The written application shall be submitted at the Reception Desks of the NSI.

(2) The applications received by fax number 02/9857799 or by e-mail info@nsi.bg shall be considered written.

(3) Annex № 1 can be used as an application form to submit written request for access to public information. It is available to applicants at the Reception Desks and on the NSI website.

(4) Persons with impaired sight, hearing or speech are entitled to request access in a form that corresponds to their ability to communicate.

**Art. 9.** (1) Written applications shall be accepted by the employee on duty at the Reception Desks of the Central Office and of the territorial structures of the NSI and shall be registered in the document registry system with private information index.

(2) Applications for access to public information submitted directly to the document registry office of the NSI shall be directed to the Secretary General of the NSI.

**Art. 10.** The received applications shall not be considered if data under Art. 25, para. 1, p. 1, 2 and 4 of the APIA is not filled in.

**Art. 11.** (1) Verbal requests under APIA shall be accepted by the employee on duty at the Reception Desks of the Central Office and of the territorial structures of the NSI. The employee shall fill protocol for the request in accordance with Annex № 2, which shall be signed by both the applicant and the employee.

(2) The employee on duty shall provide the protocol under the previous paragraph to the document registry office of the NSI for registration under Art. 9, para. 1.

(3) If the applicant shall not have access to the requested public information via verbal request or consider information received insufficient, he may submit a written application.

**Art. 12.** The requests received by the RSOs shall be sent to “Relations with Users and e-Services” Department via e-mail: info@nsi.bg. The employee of “Relations with Users and e-Services” Department on duty at the Reception Desks of the Central Office of the NSI shall proceed in accordance with Art. 9, para. 1.

### **III. CONSIDERATION OF REQUESTS FOR PROVISION OF ACCESS TO PUBLIC INFORMATION**

**Art. 13.** If the requested information is available in a publicly available source, the Head of “Relations with Users and e-Services” Department or the Director of the respective RSO, which has received the request, shall notify the applicant where to find the requested information.

**Art. 14.** If the requested information is not public information within the meaning of Art. 2 of the APIA or there are special procedures to search, receive and disseminate such information in accordance with other laws, the officials under the previous article shall notify the applicant that the requested information is not public information or that it should be sought under another law.

**Art. 15.** If the requested information is not available in a publicly available source, the registered request for access shall be directed to the Secretary General of the NSI.

**Чл. 16.** (1) The Secretary General shall address the request for access to public information to the relevant Director, respectively Head of an independent unit, part of whose competence is the required information.

(2) When the request is submitted by the media, it shall be also directed for consideration to the Head of the Press center.

**Art. 17.** (1) Within three days after allocation of the request for access to public information, the relevant Head under Art. 16 shall provide a written reasoned observation to the Secretary General regarding the availability of information and its nature and shall designate two employees (titular and deputy) who shall prepare and provide the requested information to “Relations with Users and e-Services” Department.

(2) The observation under par. 1 shall contain an opinion concerning the provision or restriction of access if the requested information is administrative public information pursuant to Art. 13 para. 2 of the APIA.

**Art. 18.** (1) Where it is not clear what information is being requested or it is too broadly defined, the relevant Head under Art. 16 shall prepare written notification to the applicant. “Relations with Users and e-Services” Department shall provide the notification to the applicant.

(2) If the applicant failed to specify the requested public information within a period of 30 days as of receipt of the notification, the application shall not be considered.

**Art. 19.** When the NSI does not have the requested information, but is aware of its location, the Head of “Relations with Users and e-Services” Department shall re-send the request to the relative body or legal entity within 14 days as of receipt of the request and shall notify the applicant of the re-sending.

**Art. 20.** When the NSI does not have the requested information and is not aware of its location, the Head of “Relations with Users and e-Services” Department shall notify the applicant within 14 days as of receipt of the request.

**Art. 21.** When the observation of the Head under Art. 16 states that the NSI does not have the requested information, it shall be proceeded in accordance with Art. 19 or Art. 20.

**Art. 22.** (1) Each request for access to public information shall be considered within the shortest possible time, but not later than 14 days as of date of registration.

(2) The period set in Art. 1 may be extended with not more than 10 days, where the requested information as specified in the application is substantial in volume and additional time for its preparation is needed.

(3) The period set in Art. 1 may be extended with not more than 14 days also where the requested public information is a matter of concern to a third party pursuant to Art. 31 of the APIA.

(4) The applicant shall be informed of the reasons for the extension, stating when the access to requested public information will be provided.

#### **IV. DECISIONS TO PROVIDE ACCESS TO PUBLIC INFORMATION OR REFUSAL TO PROVIDE ACCESS**

**Art. 23.** (1) Decisions to provide and to refuse access to public information shall be taken by the Secretary General of the NSI and shall be prepared in duplicate.

(2) Drafts of decisions shall be prepared by the Head of "Relations with Users and e-Services" Department in accordance with the observation under Art. 17, para. 1. Drafts of decisions shall be agreed with the Head of Unit, which prepared the observation, and the Head of "Legal Activities" Department.

**Art. 24.** (1) The Secretary General may determine the form for provision of public information different from that applied when:

1. the requested form is technically impossible;
2. the requested form is associated with unreasonable increase in the cost of its provision;
3. the requested form leads to unlawful processing of information or copyright infringement.

(2) When the application does not contain data for the preferred form for provision of the requested information, the Secretary General determines the form for provision of public information in his sole discretion.

**Art. 25.** (1) The decisions to provide access to public information shall contain requisites of Art. 34, para. 1 and 2 of the APIA, and the procedures for their appeal.

(2) The applicant shall be given a copy of the decision on access to public information by the "Relations with Users and e-Services" Department in compliance with Art. 34, para. 3 of the APIA. The other copy shall be stored in the document registry office of the NSI Central Office.

**Art. 26.** (1) A copy of the decision on access to public information shall be given for execution to the respective head of the unit, which stores the information requested, and to the Head of "Relations with Users and e-Services" Department.

(2) The heads of the units, which store the requested public information, along with the head of "Relations with Users and e-Services" Department shall organize the provision of information requested under Section V.

**Art. 27.** (1) The decisions to refuse access to public information shall contain requisites of Art. 38 of the APIA.

(2) The applicant shall be given a copy of the decision on refusal of access to public information by "Relations with Users and e-Services" Department in compliance with Art. 39 of the APIA. The other copy shall be stored in the document registry office of the NSI Central Office.

**Art. 28.** Decisions of the Secretary General of the NSI to provide or to refuse access to public information shall be appealed before the Administrative Court - Sofia.

**Art. 29.** Upon receipt of an appeal against a refusal to provide access to public information, the head of "Legal activities" Department shall organize the dispatch of the appeal along with the whole file on issuing the contested decision under the terms and within the period under Art. 152, para. 2 and 3 of the Administrative Procedure Code.

#### **V. PROVISION OF ACCESS TO PUBLIC INFORMATION TO THE APPLICANTS**

**Art. 30.** (1) Access to public information shall be provided to the applicant, or another person upon presentation of letter of attorney by the applicant, after payment of the specified costs under Art. 4 para. 4.

(2) The provision of information shall be performed by the employee on duty at the corresponding Reception Desk of the NSI.

(3) The applicant and the employee in the preceding paragraph shall sign a protocol for provided access drawn in duplicate in accordance with Annex № 3. The applicant shall be given a copy of the protocol and the other copy shall be stored in the document registry office of the NSI along with the whole file.

**Art. 31.** When the applicant has requested access to information to be provided by electronic means, it shall be provided by the Head of “Relations with Users and e-Services” Department under Art. 35, para. 3 of the APIA.

**Art. 32.** When the applicant refuses to pay costs due indicated in the decision for provision of access, or fails to present himself or herself to receive it within the period fixed in the decision, the said applicant shall be presumed to have relinquished the access provided thereto to the public information requested.

## **VI. PROVISION OF PUBLIC SECTOR INFORMATION FOR RE-USE**

**Art. 33.** (1) Public sector information shall be provided for re-use after submission of a written request.

(2) Chapter Four of APIA shall apply for submitted requests for provision of public sector information for re-use.

(3) The requests under para. 1 shall be accepted, registered and considered in compliance with Sections II - V.

(4) Public sector information shall be provided for reuse at charges recovering the material costs of the provision of the said information, determined by a rate schedule adopted by the Council of Ministers.

## **VII. ANNUAL REPORT**

**Art. 34.** The Head of “Relations with Users and e-Services” Department shall prepare an annual report on the applications for access to public information as received, including particulars of the refusals of any such applications and on the reasons for the said refusals. Any such annual report shall form part of the annual reports referred to in Article 62 (1) of the Administration Act.

## **FINAL PROVISION**

**§ 1.** These Internal Rules are issued pursuant to § 32 para. 1 pt. 1 of the Supplementary Provision of APIA in conjunction with Art. 15a para. 2 of the APIA and shall enter into force from the date of issuance of the order of the President of the NSI for their approval.

**§ 2.** The Internal rules are approved by Order № ПД-05-268/21.03.2016 of the President of the NSI, which repeals Order № ПД 07-99/04.03.2010, which approved the current Rules for the organization of work in the NSI for application of APIA.

**§ 3.** Enforcement of the rules shall be assigned to the Secretary General of the NSI.

**§ 4.** The control over the enforcement of the rules shall be assigned to Inspectorate of the NSI.

## **ANNEXES:**

1. Annex № 1 to Art. 8, para. 3 - model of Application for access to public information
2. Annex № 2 to art. 11, para. 1 - model of Protocol for verbal request for access to public information
3. Annex № 3 to Art. 30 para. 3 - model of Protocol for provision of access to public information.

Annex № 1 to Art. 8, para. 3

**TO  
THE SECRETARY GENERAL  
OF THE NATIONAL STATISTICAL INSTITUTE**

**APPLICATION  
FOR ACCESS TO PUBLIC INFORMATION**

From.....  
(full name or name and address of the applicant)

Personal number/BULSTAT .....  
through.....  
(full name of the attorney or representative of the legal person)

address: .....

telephone: ....., e-mail .....

Please provide me the following information in accordance with the Access to Public Information Act:

.....  
(description of the requested information)

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

1. Review of the information - original or copy
2. Verbal explanation
3. Paper copy
4. Technical copy (floppy, CD, DVD, videotape, audiotape)
5. Copy provided electronically to the indicated e-mail
6. Combination of forms - .....

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

1. At the Reception Desk of the NSI
2. By registered mail
3. Electronically to the indicated e-mail.

(please indicate the preferred forms)

**Date:** ..... **Signature:** .....

## PROTOCOL

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

Today, .....  
(date; name of employee)

.....  
(position, directorate, department)

has accepted from applicant

.....  
(full name or name and address of the applicant)

.....  
Personal number/BULSTAT

.....  
through .....  
(full name of the attorney or representative of the legal person)

address: .....

telephone: ....., e-mail.....

### VERBAL REQUEST FOR ACCESS TO PUBLIC INFORMATION

#### DESCRIPTION OF THE REQUESTED INFORMATION:

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

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

1. Review of the information - original or copy
2. Verbal explanation
3. Paper copy
4. Technical copy (floppy, CD, DVD, videotape, audiotape)
5. Copy provided electronically to the indicated e-mail
6. Combination of forms - .....

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

1. At the Reception Desk of the NSI
2. By registered mail
3. Electronically to the indicated e-mail.

(please indicate the preferred forms)

**Applicant:**.....      **Employee:** .....

## PROTOCOL

### FOR PROVISION OF ACCESS TO PUBLIC INFORMATION

To the applicant .....

Under application № .....

Today, ....., the present Protocol compiled pursuant to Art. 35, para. 2 of the Access to Public Information Act which certifies the implementation of Decision № ..... / ..... by the Secretary General of the NSI for the provision of access to public information.

Having established that the costs identified in point ..... of the decision for provision of access were paid by payment document

.....,  
the applicant .....  
(full name, name and address of the legal person)  
.....,  
(full name of the representative)

address: .....  
was provided .....  
(indicates the information and form of provision)  
.....  
.....  
.....  
.....  
.....

This Protocol shall be compiled in duplicate - one for the NSI and one for the applicant.

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

**Applicant:** .....  
Name of the applicant: .....  
(Name of the attorney: .....),  
Letter of attorney № .....