



## **User's manual**

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### **Information system**

### **"Registry of Holders (Owners) of Personal Data Arrays"**

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## 1. INTRODUCTION

The information system "Registry of Holders (Owners) of Personal Data Arrays" (hereinafter referred to as the "Registry") allows you to keep records of public authorities, local governments and legal entities that are empowered to determine the purposes, categories of personal data and control the collection, storage, processing and use personal data.

Registration in the Registry consists of completing three stages:

1. Data of the Holder of personal data;
2. Information about arrays of personal data;
3. List of personal data.

To automatically obtain up-to-date data on the Holders, the service "Electronic database of legal entities, branches (representative offices)" of the Ministry of Justice of the Kyrgyz Republic is used, which reduces the time of registration in the Registry. The registry is also integrated with the Unified System of Identification (hereinafter referred to as the USI) in accordance with the Law of the Kyrgyz Republic "On Electronic Governance". Authorization in the Registry requires a cloud-based electronic signature (hereinafter referred to as CES) of a legal entity.

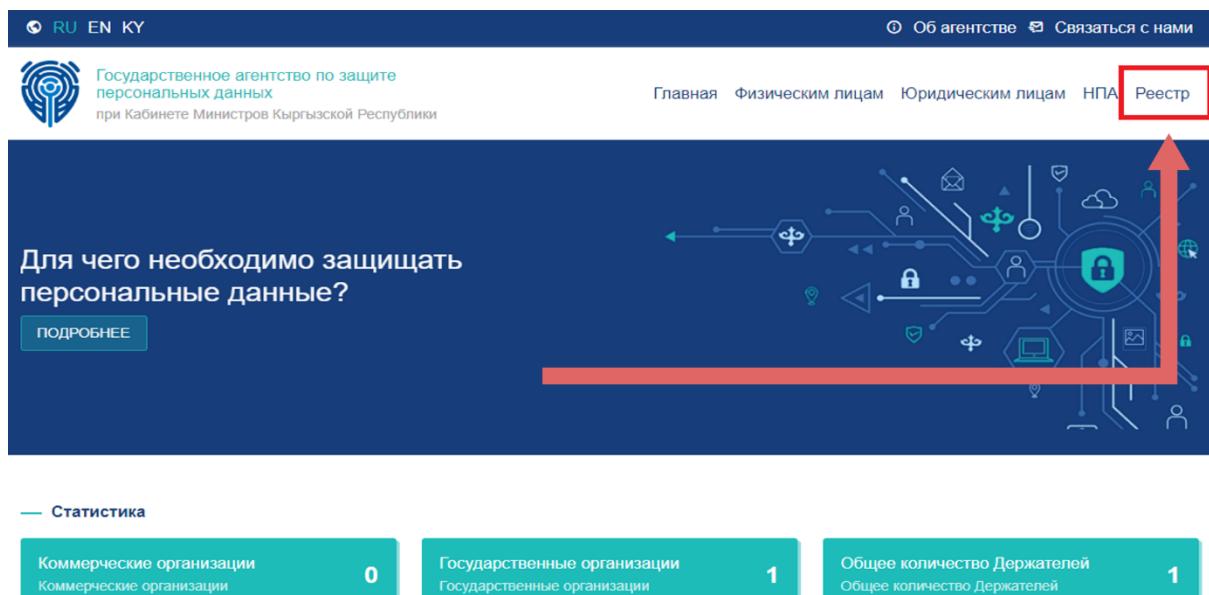
This document is a user's guide at the "Holder" level for working in the Registry.

Screenshots are made on the example of filling by the State Agency for the Protection of Personal Data under the Cabinet of Ministers of the Kyrgyz Republic.

The guide is aimed at public authorities, local governments and legal entities that can use the guide as a teaching aid in order to fill out the Registry for registration as Holders (Owners) of personal data arrays.

To use the software, it is enough to have a computer with any operating system (Windows, Linux, MacOS), Google Chrome and Mozilla Firefox browsers (not older than version 97).

The Registry can be accessed through the website (Fig. 1) of the State Agency for the Protection of Personal Data under the Cabinet of Ministers of the Kyrgyz Republic - <https://dpa.gov.kg>.



Picture 1. Agency website

## 2. DESCRIPTION OF THE REGISTRY INTERFACE

### Registry Interface

The registry consists of the following sections:

- Language selection;
- About the Agency;
- Connect with us;
- Button "Home";
- Normative legal acts;
- List of registered Holders.

The registry is available in three languages: Kyrgyz, Russian and English for the convenience of users.

The section "About the Agency" contains information about the State Agency for the Protection of Personal Data under the Cabinet of Ministers of the Kyrgyz Republic.

The "Contact Us" button contains a feedback form with the State Agency for the Protection of Personal Data under the Cabinet of Ministers of the Kyrgyz Republic.

The Home button is used to navigate to the main page.

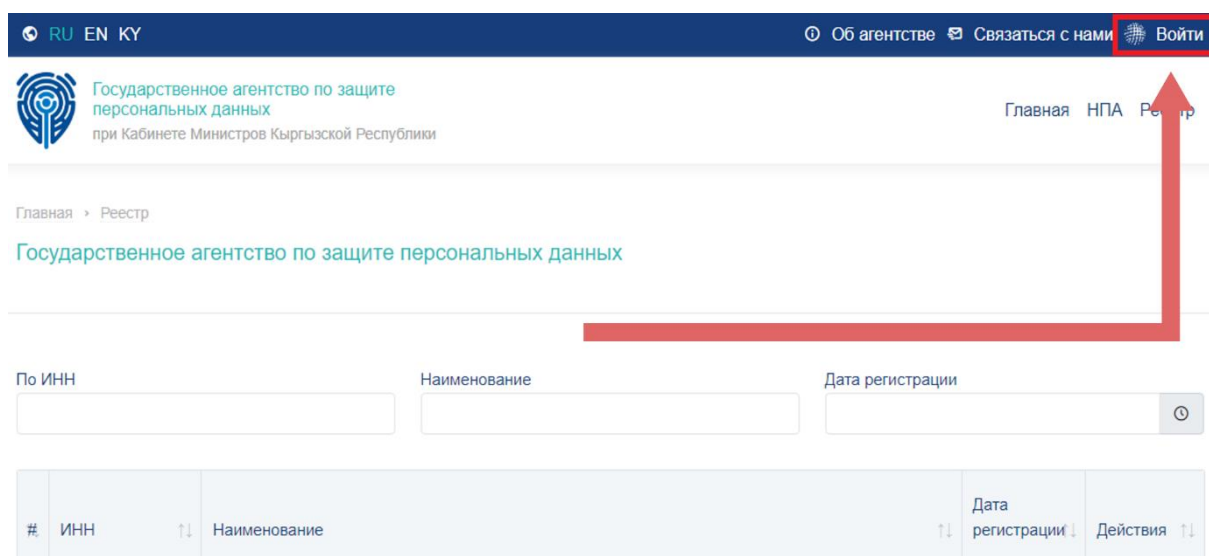
The section "Regulatory legal acts" contains a package of necessary documents in the field of personal information, which are guided by the State Agency for the Protection of Personal Data under the Cabinet of Ministers of the Kyrgyz Republic, as well as state authorities, local governments and legal entities.

List of registered Holders indicating the taxpayer identification number of the organization, name, registration date and action button.

Unauthorized users have access to information about the registered Holders (owners) of personal data arrays in viewing mode.

## 2. Authorization in the Registry through the Unified Identification System

For authorization in the Registry, you must click on the "Login" button in the upper right corner (Fig. 2):



Picture 3. Button "Log in"

After clicking on "Login", the USI authorization page will open and you must enter the personal identification number to which the organization's CEO is linked (Fig. 3).

Вход в Единую систему идентификации (ЕСИ)

Электронная подпись

ID-карта

Персональный номер

XXXXXXXXXXXX

14-значный номер указывается на ID-карте гражданина  
Кыргызской Республики

Далее

Нет учетной записи? Узнайте, как [зарегистрироваться](#)

Нажав на кнопку «Далее», вы соглашаетесь, что  
прочитали и согласны с [Пользовательским  
соглашением](#) и [Политикой конфиденциальности](#)

Picture 3. Unified identification system

After entering a personal identification number of a citizen (hereinafter - PIN), a check will be made for the presence of the entered PIN in the USI database. If the user is detected, a field for entering a static password from the USI will open (Fig. 4).

Вход в Единую систему идентификации (ЕСИ)

Электронная подпись

ID-карта

Введите пароль×

Персональный номер

XXXXXXXXXXXX

14-значный номер указывается на ID-карте гражданина  
Кыргызской Республики

Пароль

.....

👁

Забыли Пароль?

Далее

Picture 4 USI password entry field

If you successfully enter the password from the USI, a page will open with a choice of the method of the second authorization factor (Fig. 5), where you need to select the CES of your organization.

Простая электронная подпись

Идентификация ЕСИ

Облачная электронная подпись

Физическое лицо: К\*\*\*\*\*ов А\*\*\*\*\*ет Б\*\*\*\*\*ич  
Срок действия сертификата: 2022.10.21

Юридическое лицо: Г\*\*\*\*\*е П\*\*\*\*\*е "И\*\*\*\*\*" п\*и  
Г\*С п\*и П\*Р (ИНН = 0\*\*\*\*\*0029)  
Срок действия сертификата: 2023.03.28  
Сертификат заблокирован. Для дополнительных сведений или разблокировки обратитесь в ближайший ЦОН или по короткому номеру 119

Юридическое лицо: Г\*\*\*\*\*е а\*\*\*\*\*о по з\*\*\*\*\*  
п\*\*\*\*\*х д\*\*\*\*\*х (ИНН = 0\*\*\*\*\*0023)  
Срок действия сертификата: 2023.04.30

Picture 5. The second factor of USI authorization


After clicking on the button with the hidden name of your organization, a pop-up menu will open with a choice of a method for obtaining a one-time password (Fig. 6), where you must select "Get verification code via Email".


Облачная электронная подпись

Физическое лицо: К\*\*\*\*\*ов А\*\*\*\*\*ет Б\*\*\*\*\*ич  
Срок действия сертификата: 2022.10.21

Юридическое лицо: Г\*\*\*\*\*е П\*\*\*\*\*е "И\*\*\*\*\*" п\*и  
Г\*С п\*и П\*Р (ИНН = 0\*\*\*\*\*0029)  
Срок действия сертификата: 2023.03.28  
Сертификат заблокирован. Для дополнительных сведений или разблокировки обратитесь в ближайший ЦОН или по короткому номеру 119

Юридическое лицо: Г\*\*\*\*\*е а\*\*\*\*\*о по з\*\*\*\*\*  
п\*\*\*\*\*х д\*\*\*\*\*х (ИНН = 0\*\*\*\*\*0023)  
Срок действия сертификата: 2023.04.30

 Получить проверочный код через Email

 Получить проверочный код через SMS

Picture 6. Selecting a method for obtaining a one-time password from

After clicking on the "Get verification code via Email" button, a page will open with a field for entering a one-time 6-digit password from the CES (Fig. 7),

which will be sent to the email address you specified when registering the cloud electronic signature.

Мы отправили проверочный код на  
вашу почту. Для входа введите его в  
поле снизу.

Проверочный код

Войти

Picture 7. Field for entering a one-time password from CES

If you entered the correct 6-digit one-time password from the CES of your organization, authorization in the Registry will be successful.

### 3. 3. COMPLETING THE REGISTRY

#### 1. Data of the Personal Data Holder - Stage I

After successful authorization, the registration form in the Registry will immediately open.

***Important! Further, all fields marked with an asterisk (\*) are mandatory.***

- The field "TIN of the organization" is filled in automatically from the CES of your organization. Due to the fact that the Register is integrated with the service "Electronic database of legal entities, branches (representative offices)" of the Ministry of Justice of the Kyrgyz Republic, the corresponding fields are automatically filled in to simplify the registration procedure. The following fields come automatically from the database of the Ministry of Justice:
  - Name of holder;
  - Holder's address (legal);
  - Actual address of the holder;
  - Type of ownership;
  - Subordination;
  - Full name of the head;
  - common identification code of enterprises, organizations and individual entrepreneurs code;
  - Email address;

•Phone/fax.

**Внимание**  
Поля отмеченные звездочкой (\*) обязательны для заполнения

ИНН организации\* 01001202210023

Наименование держателя\* Учреждение "Государственное агентство по защите персональных данных при Кабинете Министров Кыргызской"

Адрес держателя\*

Область*	Город / Село*
БИШКЕК	ОКтябрьский район
Район*	Улица, № кв.*
ОКтябрьский район	ул. Токтоналиева 9б

Picture 8. Data of the personal data holder-1

However, not all available fields are filled in automatically due to the lack of some data in the electronic database of the Ministry of Justice of the Kyrgyz Republic. Therefore, the blank fields must be filled in manually.

Фактический адрес держателя\*

Область*	Город / Село*
БИШКЕК	ЛЕНИНСКИЙ РАЙОН
Район*	Улица, № кв.*
ЛЕНИНСКИЙ РАЙОН	проспект Чуй 265а

Форма собственности\* Государственная

Подчиненность\* -

Picture 9. Data of the holder of personal data-2

Pay attention to the fields "Actual address of the holder": if necessary, they must be updated, since the legal address does not always coincide with the address of the actual location of the organization.



Ф.И.О. руководителя\* Кутнаева Нурия Асылбековна

Email / Факс / Код ОКПО\* Электронный адрес (для обратной связи)\*  
info@dpa.gov.kg

Факс / Телефон\* Код ОКПО\*  
0771557772 31296230

Picture 10. Data of the holder of personal data-3

The last section to fill in the first stage of the registration form is “The person directly responsible for working with personal data” (Fig. 11), the fields of which are completely filled in by the holder manually.

Лицо, непосредственно ответственное за работу с персональными данными (в соответствии с требованиями Постановления Правительства Кыргызской Республики «Об утверждении Требований к обеспечению безопасности и защите персональных данных при их обработке в информационных системах персональных данных, исполнение которых обеспечивает установленные уровни защищенности персональных данных» от 21 ноября 2017 года № 760 необходимо назначить ответственного лица за обеспечение безопасности персональных данных)

ФИО  
Жуманазар уулу Нуртилек

Email Телефон  
zhumanazarov@dpa.gov.kg 0505111222

СЛЕДУЮЩИЙ ЭТАП →

Picture 11. Data of the holder of personal data-4

Here you must specify the full name and contact details (phone number, email) of the employee responsible for working with personal data in your organization.

After filling in all the fields, you must click on the "Next stage" button, after which you will proceed to the second stage of registration.

## 2. Information about arrays of personal data - II stage

At the second stage, arrays of personal data held by your organization are indicated. It can be both arrays on paper (hard) media and information systems.

**Important! All fields where you need to enter data manually must be filled in with a semicolon (;).**

Information about arrays of personal data consists of the following sections:

- Name of the array of personal data;
- Term and condition for termination of personal data processing;
- Recipients or categories of recipients to whom data may be transferred;
- Alleged cross-border transfer of personal data;
- The procedure for informing subjects about the collection and possible transfer of their personal data;
- Measures to ensure the safety and confidentiality of personal data;
- Data Processor

***Important! Some sections are made in the form of check-boxes, where it is necessary to tick off the corresponding items. If the list does not contain the items you need, you must manually enter the data in the "Other" fields of all relevant sections separated by a semicolon (;).***

Внимание	
Поля отмеченные звездочкой (*) обязательны для заполнения	
Наименование массива персональных данных*	личные дела сотрудников; документы формируемые при прохождении конкурса для зачисления в резерв кадров; документы представленные для награждения ведомственной наградой; ведомость для начисления зарплаты
Срок или условие прекращения обработки персональных данных*	освобождение от занимаемой должности и/или увольнения с работы; 3 года пребывания в резерве кадров
Получатели или категории получателей, которым могут передаваться данные*	члены рабочих групп, комиссии создаваемые (образованный) государственным органом; государственные и муниципальные органы Кыргызской Республики

Picture 12. Information about arrays of personal data-1

## 1. Name of the array of personal data

This section indicates the names of all arrays of personal data (Fig. 12), the Holder of which is your organization. These can be arrays both on hard (paper) media (personal files of employees or file cabinets), and various information systems owned by your organization.

## 2. Term or condition for termination of personal data processing

This section indicates the terms or certain conditions for terminating the processing of personal data (Fig. 12). For example, for state and municipal authorities, this is the dismissal or dismissal of an employee, as well as the

expiration of 3 years of storage of data of applicants who have submitted documents for a competition for enrollment in the personnel reserve in accordance with the law. For commercial organizations, the term or condition for the termination of processing may serve as the end of the period for the provision of the services.

### **3. Recipients or categories of recipients to whom data may be communicated**

This section indicates the recipients to whom personal data stored by the Holders can be transferred (Fig. 12). For state and municipal authorities, this may be, for example, members of various commissions, committees, which, according to the order, can consider documents of employees or contestants. For commercial organizations, these may be counterparties whose services they provide through their platforms. Also among the recipients may be state or municipal bodies that have certain state functions, such as tax and social contributions..

The screenshot shows a web form with two main sections. The first section, titled 'Предполагаемая трансграничная передача персональных данных\*' (Assumed cross-border transfer of personal data\*), has two radio buttons: 'Да' (Yes) and 'Нет' (No), with 'Нет' selected. The second section, titled 'Порядок информирования субъектов о сборе и возможной передаче их персональных данных\*' (Order of informing subjects about the collection and possible transfer of their personal data\*), contains a list of notification methods with checkboxes: 'Письменное уведомление' (Written notification) is checked, while 'Пуш-уведомление' (Push notification), 'СМС' (SMS), 'Телефон' (Phone), and 'Электронная почта' (Email) are unchecked. Below this list is a text input field for 'Другие методы уведомления, не указанные в данном перечне \*' (Other notification methods not listed in this list \*). The field contains the text: 'Например: - факс; - личная встреча с субъектом персональных данных и т.д. (Информацию необходимо указывать через точку с запятой (;))' (For example: - fax; - personal meeting with the subject of personal data and etc. (Information must be indicated through a semicolon (;))).

Picture 13. Information about arrays of personal data-2

### **4. Alleged cross-border transfer of personal data**

In this section, you must indicate whether your organization transfers personal data abroad (Fig. 13), to other countries. If you are planning a cross-border data transfer, you must select "Yes" and indicate in the appropriate fields the country, the name of the "third party" and the details of the document on the basis of which you are transferring. These can be contracts, agreements, etc.

### **5. The procedure for informing subjects about the collection and possible transfer of their personal data**

In this section, you must select or manually enter information (the “Other” field) on methods for notifying personal data subjects regarding the collection and transfer of their personal data that are used in your organization (Fig. 13).

## 6. Measures to ensure the safety and confidentiality of personal data

In this section, you must choose from the proposed options for measures that are used in your organization to ensure the safety and confidentiality of personal data (Fig. 14). If your organization has any additional measures that are not listed, you must manually enter them in the "Other" field.

***Note: This section is directly related to Decrees of the Government of the Kyrgyz Republic No. 760 “On approval of the Requirements for ensuring the security and protection of personal data during their processing in personal data information systems, the execution of which ensures the established levels of personal data security” and No. 762 “On approval of the Requirements for protection of information contained in the databases of state information systems” of 2017)***

Меры по обеспечению сохранности и конфиденциальности персональных данных (Постановление Правительства Кыргызской Республики «Об утверждении Требований к обеспечению безопасности и защите персональных данных при их обработке в информационных системах персональных данных, исполнение которых обеспечивает установленные уровни защищенности персональных данных» от 21 ноября 2017 года № 760 и Постановление Правительства Кыргызской Республики «Об утверждении Требований к защите информации, содержащейся в базах данных государственных информационных систем» от 21 ноября 2017 года № 762);\*

- ☒ Антивирус
- ☒ Журнал регистрации посещения серверного помещения
- ☒ Политика информационной безопасности
- ☒ Резервное копирование
- ☒ Система бесперебойного питания серверных помещений
- ☒ Система контроля и управления доступом (СКУД);
- ☒ Файервол

Другие методы по обеспечению сохранности и конфиденциальности персональных данных, не указанные в данном перечне

Например:

- создание специальных подразделений;
- проведение внутреннего аудита и т.д. (Информацию необходимо указывать через точку с запятой (;))

Picture 14. Information about arrays of personal data-3

## 7. Data Processor

**Picture 14. Information about arrays of personal data-4**

If your organization does not have a personal data processor, then this section is optional.

However, if your organization has a Personal Data Processor, you must enter the name or full name of the Processor (according to the law, Processors can be legal entities or individuals), contact details and details of the agreement on the basis of which the Processor has the right to process personal data held by your organization..

After filling in all the fields of the second stage, you must click on the "Confirm Registration" button, after which your organization will be assigned a registration number in the Registry with a fixed time and date of registration. The next, third stage begins with a corresponding notification (Fig. 16).

All completed stages are saved as a template, which you can adjust later if necessary.

Внимание

Поля отмеченные звездочкой (\*) обязательны для заполнения

Шаг 3

Внимание

Все заполненные данные первого и второго этапа сохранены. Вы можете продолжить процедуру регистрации или вернуться к заполнению позднее. Также есть возможность корректировки полей первого и второго этапов.

Ваши регистрационные данные в Реестре :

Регистрационный номер	# 2-00001
Дата регистрации	2022-06-15 21:34:32

Picture 16. Notification about registration

### 3. List of personal data - Stage III

At this stage, lists of personal data collected by your organization are indicated. This can be either standard personal data in a certain sense (name, date of birth, place of residence), or a special category of personal data (medical indicators, religious and philosophical beliefs).

***Important! All fields where you need to enter data manually must be filled in with a semicolon (;).***

#### 1. List of collected personal data

In this section, you need to choose from the proposed options for personal data that is being collected in your organization (Fig. 17). If your organization collects personal data that is not on the list, you must manually enter it in the "Other" field separated by a semicolon (;). It is also possible to select all the personal data presented in the list. To do this, click on "Select All" in the right corner of the section.

You also need to choose which special categories of personal data are collected in your organization (Fig. 18).

Перечень собираемых персональных данных\*

Персональные данные ☐ Выбрать все

<input checked="" type="checkbox"/> адрес местожительства	<input type="checkbox"/> геолокация
<input checked="" type="checkbox"/> год рождения	<input checked="" type="checkbox"/> дата рождения
<input checked="" type="checkbox"/> доходы	<input type="checkbox"/> имущественное положение
<input checked="" type="checkbox"/> место рождения	<input checked="" type="checkbox"/> номер телефона
<input checked="" type="checkbox"/> образование	<input checked="" type="checkbox"/> паспортные данные (серия, номер паспорта, кем и когда выдан)
<input checked="" type="checkbox"/> профессия	<input checked="" type="checkbox"/> семейное положение
<input type="checkbox"/> социальное положение	<input type="checkbox"/> файлы cookie
<input checked="" type="checkbox"/> фамилия, имя, отчество	<input checked="" type="checkbox"/> электронная почта

Другие персональные данные, не указанные в данном перечне

Picture 17. List of personal data -1

## 2. Categories or groups of personal data subjects

In this section, you must choose from the proposed options for categories or groups of subjects whose personal data is collected in your organization (Fig. 18). For example, in state and municipal authorities it can be an “employee”, while in commercial organizations it can be a “subscriber” or “borrower”, depending on the type of services provided. If your organization has other categories or groups of personal data subjects that are not in the list, you must manually enter them in the "Other" field separated by a semicolon (;).

Специальные категории персональных данных

<input checked="" type="checkbox"/> национальная принадлежность	<input type="checkbox"/> политические взгляды
<input type="checkbox"/> расовая принадлежность	<input type="checkbox"/> религиозные убеждения
<input type="checkbox"/> сведения медицинского характера	<input type="checkbox"/> философские убеждения

Другие специальные категории персональных данных, не указанные в данном перечне

Информацию необходимо указывать через точку с запятой (;)

Категории или группы субъектов персональных данных\*

<input type="checkbox"/> абонент	<input type="checkbox"/> вкладчик
<input type="checkbox"/> заемщик	<input type="checkbox"/> заказчик
<input type="checkbox"/> пассажир	<input checked="" type="checkbox"/> сотрудник/работник

Другие категории или группы субъектов персональных данные, не указанные в данном перечне (Информацию необходимо вносить через точку с запятой)

граждане, участвующие в открытом конкурсе для зачисления в резерв кадров

Picture 18. List of personal data -2

## 3. Sources of personal data collection



In this section, you must manually enter (separated by a semicolon) information about which sources of personal data are used in your organization (Fig. 19). These can be passports, ID-cards, personal personnel records, autobiographies, social networks, work books, etc.

The screenshot shows a web form with two main input areas. The first area is labeled 'Источники сбора персональных данных\*' (Sources of collection of personal data\*) and contains a text box with the following text: 'паспорт или иной документ, удостоверяющий личность; трудовая книжка; удостоверение социальной защиты; документы воинского учета (для военнообязанных и лиц, подлежащих призыву на военную службу); документ об'. The second area is labeled 'Цели и способы сбора и использования персональных данных\*' (Goals and methods of collection and use of personal data\*) and contains a text box with the following text: 'прохождение государственной службы и/или найм работников; зачисление в резерв кадров; награждение ведомственными наградами'. At the bottom of the form, there are two buttons: '← ПРЕДЫДУЩИЙ ЭТАП' (Previous stage) and 'ОТПРАВИТЬ НА РАССМОТРЕНИЕ ✓' (Submit for consideration).

Picture 19. List of personal data -3

#### 4. Purposes and methods of collection and use of personal data

In this section, you must enter manually (separated by a semicolon) information about what goals are pursued in the process of collecting personal data (Fig. 19). For state and municipal bodies, for example, the goal is the passage of state and municipal service. For commercial organizations, the goal may also be to hire employees, as well as collect personal data for the provision of a certain type of service (opening current accounts, providing marketing services or issuing discount cards, etc.).

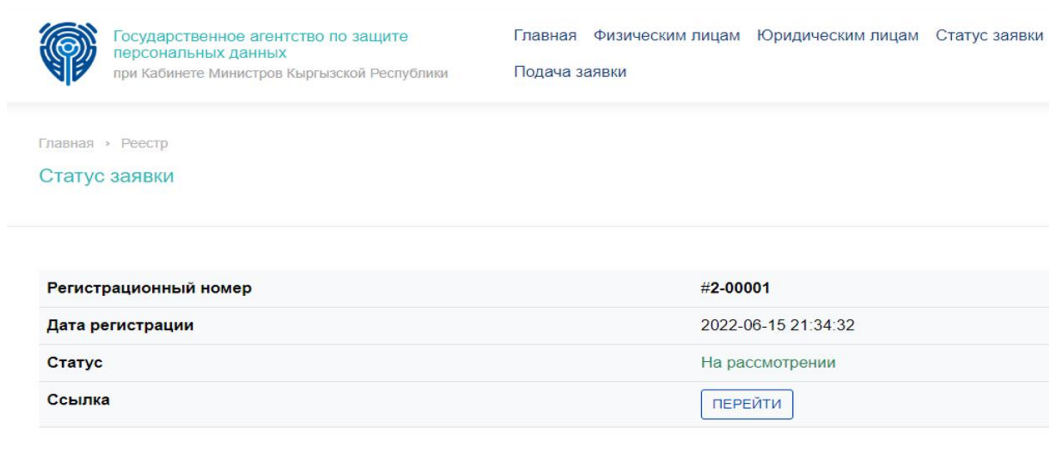
After completing the third stage, you must click on "Submit for consideration". According to the Law of the Kyrgyz Republic "On Personal Information", the Holders are obliged to coordinate the list of personal data with the authorized state body in the field of personal data, that is, with the State Agency for the Protection of Personal Data under the Cabinet of Ministers of the Kyrgyz Republic.

#### 4. APPLICATION STATUS

After sending the list of personal data for approval by the Agency, the status of the application can be found in the "Application Status" section. You can go to this section by clicking the corresponding button in the upper right corner of the page. This section contains your registration number, registration date, application



status and the "View" button, with which you can view the registration form you completed.



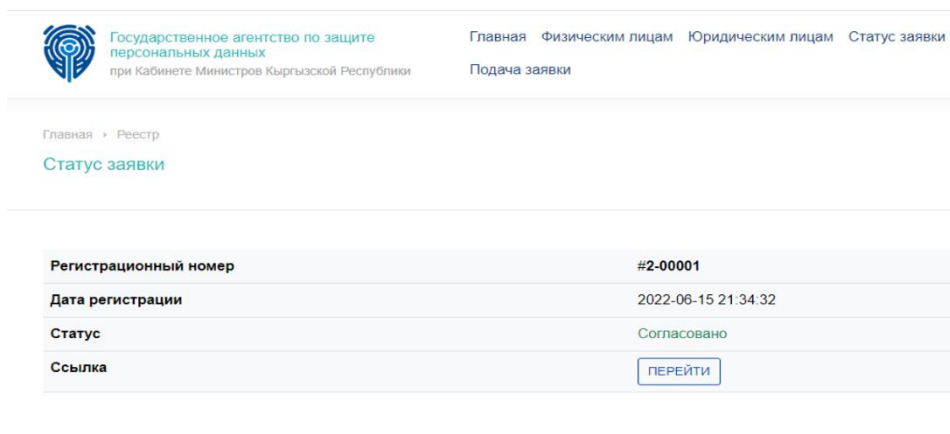
The screenshot shows the website of the State Agency for the Protection of Personal Data. The header includes the agency's logo and name, along with navigation links: Главная, Физическим лицам, Юридическим лицам, Статус заявки, and Подача заявки. The breadcrumb trail is Главная > Реестр > Статус заявки. The main content area displays the application details in a table:

Регистрационный номер	#2-00001
Дата регистрации	2022-06-15 21:34:32
Статус	На рассмотрении
Ссылка	<a href="#">ПЕРЕЙТИ</a>

Picture 20. Status of the application "Under Review"

As indicated in Fig. 20, once submitted, the status will change to: "Under Review". The term for consideration of an application for approval is 5 working days from the date of receipt by the Agency.

If the personal data collected by your organization does not contradict the law, the Agency will agree on the list, and the status of the application will change to "Agreed" (Fig. 21).



The screenshot shows the same website as Figure 20, but the status has changed to "Agreed". The breadcrumb trail remains the same. The application details table is as follows:

Регистрационный номер	#2-00001
Дата регистрации	2022-06-15 21:34:32
Статус	Согласовано
Ссылка	<a href="#">ПЕРЕЙТИ</a>

Picture 21. Request status "Agreed"

The Agency has the right not to agree on the list of personal data collected by your organization if any violations of the law are revealed. At the same time, the Agency will indicate the reason for the refusal as a comment during the approval procedure. You will receive a comment in the form of a notification in the Registry or in another way - at the discretion of the Agency.