**Zahtjev za pristup, ispravak i/ili brisanje osobnih podataka obrađenima u**

**Hrvatskom viznom informacijskom sustavu**

***Request for Access, Correction and/or Deletion of Personal Data processed in***

***the Croatian Visa Information System***

U skladu s člankom 36. Uredbe o Hrvatskom viznom informacijskom sustavu („Narodne novine“, broj 36/13), u vezi s člancima 19., 20. i 21. Zakona o zaštiti osobnih podataka („Narodne novine“ broj 103/03, 118/06, 41/08 i 130/11) **podnosim zahtjev za:**

*Pursuant to Article 36 of the Regulation on the Croatian Visa Information System (Official Gazette 36/13)and in connection with Articles 19, 20 and 21 of the Personal Data Protection Act (Official Gazette 103/03, 118/06, 41/08 and 130/11)* ***I hereby submit a request*** *to:*

**1.**

1. Pristup osobnim podacima koji se odnose na mene, a koji su obrađeni u Hrvatskom viznom informacijskom sustavu.

*Access to personal data relating to me, being processed in the Croatian Visa Information System.*

1. Ispravak netočnih osobnih podataka koji su uneseni u Hrvatski vizni informacijski sustav. Molimo precizno navedite netočne podatke i objasnite/obrazložite zašto ih smatrate netočnima.

*Correction of the inaccurate personal data stored in the Croatian Visa Information System. Please, specify which data is incorrect and explain why doyou consider them incorrect.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. Brisanje nezakonito obrađenih podataka u Hrvatskom viznom informacijskom sustavu. Molimo precizno navedite/obrazložite koji su podaci obrađeni nezakonito.

*Deletion of data unlawfully processed in the Croatian Visa Information System. Please, specify/explain which data have been unlawfully processed.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**2. Moji osobni podaci:**

***My personal data:***

Ime:

*First name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prezime:

*Last name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trenutačna adresa (ulica i kućni broj, mjesto, poštanski broj):

*Current address (street, town, postal code)*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zemlja boravišta:

*Country of residence*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Datum rođenja:

*Date of birth:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mjesto rođenja:

*Place of birth:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Državljanstvo:

*Nationality:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Veleposlanstvo/konzulat, ili policijska uprava/postaja, koja je zaprimila i pohranila moje osobne podatke u Hrvatski vizni informacijski sustav:

*Embassy/Consulate, or Police Administration/Station, which collected and stored my personal data in the Croatian Visa Information System*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broj zahtjeva za vizu. Ako nije poznat, molimo

priložite presliku naljepnice vize ili odluke o odbijanju,

poništenju ili ukidanju vize:

*Number of visa application. If not known, please attach*

*a copy of the visa sticker or a decision on the*

*refusal, annulment or revocation of visa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Molimo upišite broj svoje identifikacijske isprave

(osobna iskaznica ili putna isprava) i priložite njezinu presliku:

*Please enter the number of your identity document*

*(identity card or travel document) and attach its copy:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mjesto i datum:

*Place and date*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potpis

*Signature:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Uputa za ispunjavanje zahtjeva**

***Instruction how to fill out the request***

1. Molimo čitko ispunite zahtjev na hrvatskom ili engleskom jeziku i pošaljite ga na navedenu adresu. Nemojte ga slati elektroničkom poštom. Obrazac možete predati i osobno u bilo kojem veleposlanstvu/konzulatu Republike Hrvatske:

*Please, clearly fill out the request using Croatian or English language and send it to this address. Do not send it by e-mail. You can also lodge the request at any Embassy/Consulate of the Republic of Croatia:*

|  |
| --- |
| **Ministarstvo vanjskih i europskih poslova**  **Službenik za zaštitu osobnih podataka**  **Trg N.Š. Zrinskog 7-8**  **10000 Zagreb, Croatia/Europe** |

1. Podaci pod točkom 1. ispunjavaju se na osnovi članka 36. Uredbe o Hrvatskom viznom informacijskom sustavu, koji za zainteresiranu osobu predviđa tri različita prava.

*The data under 1. are filled out pursuant to Article 36 of the Regulation on the Croatian Visa Information System which anticipate three different rights of access for concerned person.*

1. Podaci pod točkom 2. služe kao pomoć prilikom pretraživanja Hrvatskog viznog informacijskog sustava za podacima koji se odnose na Vas, kao i za slanje odgovora. Molimo, potrudite se da podaci budu točno navedeni i izbjegnite greške u pisanju. Ovi podaci neće biti pohranjeni u Hrvatski vizni informacijski sustav, osim u svrhu vođenja evidencija o pristupu Hrvatskom viznom informacijskom sustavu. Molimo priložite presliku osobne isprave radi identifikacije podnositelja zahtjeva.

*The data under Article 2. serve as identifiers to search the Croatian Visa Information System database reliably for data relating to you, and to mail the information to you. Please make sure the spelling is correct and avoid mistakes. The data you give here are not going to be additionally stored in the Croatian Visa Information System. Only the fact that the Croatian Visa Information System has been searched for your data is recorded in the system`s log files. Please attach copy of personal document which is needed for identification of the applicant.*

1. **Prava pojedinca**

Svatko ima pravo podnijeti zahtjev za omogućavanje uvida u osobne podatke sadržane u Hrvatskom viznom informacijskom sustavu koji se odnose na njega/nju. Svatko ima pravo podnijeti zahtjev za ispravak nepotpunih ili netočnih podataka kao i brisanje u Hrvatski vizni informacijski sustav unesenih nezakonito obrađenih podataka koji se odnose na njega/nju. Svi navedeni zahtjevi i dobiveni službeni odgovori oslobođeni su bilo kakve naplate. Dodatne usluge mogu biti naplaćene samo sukladno Zakonu o upravnim pristojbama („Narodne novine“ broj 8/96, 77/96, 95/97, 131/97, 68/98, 66/99, 145/99, 30/00, 116/00, 163/03, 17/04, 110/04, 141/04, 150/05, 153/05, 129/06, 117/07, 25/08, 60/08, 20/10, 69/10, 126/11, 112/12, 19/13, 80/13, 40/14, 69/14, 87/14 i 94/14).

***The rights of individuals***

*Anyone has the right to request the review of relevant personal data entered in the Croatian Visa Information System pertaining to him/her. Anyone has the right to request the correction of substantially incorrect data or the deletion of data unlawfully processed in the Croatian Visa Information System pertaining to him/her. All of those requests and official answers shall be free of charge, and any other services may only be charged according to the Administrative Fees Act (Official Gazette 8/96, 77/96, 95/97, 131/97, 68/98, 66/99, 145/99, 30/00, 116/00, 163/03, 17/04, 110/04, 141/04, 150/05, 153/05, 129/06, 117/07, 25/08, 60/08, 20/10, 69/10, 126/11, 112/12, 19/13, 80/13, 40/14, 69/14, 87/14 and 94/14).*

1. **Rok za predaju zahtjeva**

Zahtjev za pristup osobnim podacima, njihov ispravak ili brisanje, može se podnijeti bilo kada. Ministarstvo vanjskih i europskih poslova dužno je, najkasnije u roku od 30 dana od datuma podnošenja zahtjeva, vama, vašem zakonskom zastupniku ili punomoćniku, omogućiti pristup osobnim podacima ili dostaviti odgovor glede zahtjeva za ispravak netočnih ili brisanje nezakonito obrađenih podataka.

***Deadlines to submit the request***

*The request for access to personal data, correction or deletion may be submitted any time. The Ministry of Foreign and European Affairs has the obligation to provide to you, your legal representative or attorney, to allow for access or provide a response regarding the correction of incorrect or deletion of unlawfully processed data within 30 days from the date of lodging the request.*

1. **Žalba**

Agencija za zaštitu osobnih podataka drugostupanjsko je tijelo u Republici Hrvatskoj, nadležno za rješavanje žalbi pojedinca čiji je zahtjev za pristup njegovim/njezinim osobnim podacima ili odbijen ili na njega nije dobio/la odgovor. Agencija je, također, nadležna za obavljanje nadzora nad provođenjem prava na ispravak netočnih ili brisanje nezakonito obrađenih osobnih podataka.

Podaci za kontakt: Agencija za zaštitu osobnih podataka,

Martićeva 14, 10000 Zagreb,

Tel. +38514609080,

Fax. +38514609099,

E-mail: [azop@azop.hr](mailto:azop@azop.hr),

Web page: <http://www.azop.hr>.

***Appeal***

*The Personal Data Protection Agency is the Croatian second -instance authority competent to rule on the appeal submitted by an individual whose request for access to personal data pertaining to him/her has either been refused or unanswered. The Personal Data Protection Agency is also competent to perform the supervision over implementation of the right to correct incorrect data or delete unlawfully processed personal data.*

*Contact details: The Personal Data Protection Agency,*

*Martićeva 14, 10000 Zagreb,*

*Tel.: +38514609080,*

*Fax. +38514609099,*

*E-mail:* [*azop@azop.hr*](mailto:azop@azop.hr)*,*

*Web page:* [*http://www.azop.hr*](http://www.azop.hr)*.*

***(g) Savjetovanje***

Prije podnošenja zahtjeva svaka osoba zainteresirana za zaštitu svojih osobnih podataka ima pravo zatražiti i dobiti informacije o svojim osnovnim pravima i načinu njihove zaštite. Pitanja u odnosu na prava iz zaštite osobnih podataka mogu se uputiti ili Službeniku za zaštitu osobnih podataka u MVEP ili Agenciji za zaštitu osobnih podataka ili pročitati na VisaApplicationCroatian.

***Counselling***

*Before submitting the request, any person interested in protection of his/her personal data, has the right to ask and obtain information of his/her basic rights and its protection. Any question regarding rights of protection of personal data can be directed to Personal Data Protection Commissioner within the MFEA or Personal Data Protection Agency or read at VisaApplicationEnglish.*