
RULEBOOK
ON MANNER OF PROTECTION OF DATA ON ISSUED TRAVEL
DOCUMENTS CONTAINED IN THE CENTRAL REGISTER

(Official Gazette of BiH, no. 45/09)

Pursuant to Article 61 of the Law on Administration (Official Gazette of BiH", No. 32/02) and paragraph (2) of Article 19 of the Law on Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina ("Official Gazette of BiH, number 56/08), and Article 8a), paragraph (5) of the Law on Travel Documents of Bosnia and Herzegovina ("Official Gazette of BiH", No. 4/97, 1/99, 9/99, 27/00, 32/00, 19/01, 47/04, 53/07, 15/08 , 33/08 and 39/08), Director of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina shall issue a

**RULEBOOK
ON MANNER OF PROTECTION OF DATA ON ISSUED TRAVEL DOCUMENTS
CONTAINED IN THE CENTRAL REGISTER**

**Article 1
(Subject)**

This Rulebook shall lay down technical requirements for data protection with the authorities responsible for maintenance of the central register (hereinafter: the competent authority), technical measures for protection of business premises, documentation related to procedure for administering of central register, technical security measures for data contained in the central register and other issues related to technical protection of data on issued travel documents.

**Article 2
(Technical measures for security of business premises)**

(1)The competent authority is obliged to ensure conditions required for maintenance of the central register in compliance with the Rulebook on protection of data contained in central registers.

**Article 3
(Technical measures for protection, monitoring, and archiving
of official documents)**

- (1) All documents related to administering of the central registers on issued travel documents and any intervention must be kept protected, i.e. locked in appropriate secure safes during and after the working hours.
- (2) Business premises of the competent authorities must be secured by electronic control system of premises and constant video surveillance, especially those positions which enable direct access to data on issued travel documents contained in the central register.
- (3) During the working hours, official documents and other data sources as well as computer units must not be left without supervision.

Article 4
(Technical measures for security of data)

- (1) The competent authority is obliged to implement activities in terms of security and integrity of data in compliance with the Rulebook on protection of data contained in the central register.
- (2) Computer units and network operators (servers), that are used to store the data on issued travel documents, must contain security mechanisms for logins to work on the computer units and administrators' logins to work on network operator (the server).
- (3) Ensure archiving of data on logins in order to restrict and control the access to data and computer unit.
- (4) Provide mechanisms in order to disable any unauthorized use of data on issued travel documents by use of portable media (disks, ZIP disks, CD-ROOM, DVD ROOM, USB flash drives, etc.), communication connectors and output devices.
- (5) Ensure the protection mechanisms against action of computer viruses and other malicious programs.
- (6) Employees of the competent authorities must not use the computer equipment and informatics system containing data on issued travel documents for other business activities.

Article 5
(Entry into force)

This Law shall enter into force on the eighth day following the date of its publication in the "Official Gazette of BiH".

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Director
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