



DIGITAL DATA ORDER V 10.0

This form is intended **for users who order data from geodetic records (geodetic databases) and have the required legal basis for acquiring personal data** (data on individual persons entered in the Land Cadastre, the Building Cadastre and the Real Estate Register as individual owners and data on individual owners entered in the Real Estate Market Records as contracting parties), **users who order data on real estate with managers**, and **users who order large quantities of orthophotos**.

1. Information on the Client

Name of company or first and last name of a natural person:

Address:

Statutory representative as the responsible person:

Taxable person, identified for VAT purposes:

- YES
 NO

Identification number for VAT:

Contact person (for technical issues related to data use):

Phone:

Fax:

E-mail:

2. Legal basis for acquiring personal data (if you are ordering personal data from geodetic records, please indicate the title of the act and its articles on the basis of which you may acquire personal data)

Title of the act	Official Gazette of the Republic of Slovenia	Date of publication	Article

NB:



When personal data from geodetic records is ordered by a company processing data (a processor) on behalf of a controller, a photocopy of the contract from Article 28(3) of the General Data Protection Regulation (GDPR) governing contractual processing of personal data in accordance with Article 28 of the GDPR and containing an authorisation by the controller to acquire personal data ordered must be attached to the order. For more information see clarifications relative to the digital data order form.



3. The intended use of the data (write down the purpose for data ordering)

4. The envisaged method of data use (describe in detail the task from point 3 in the performance of which data will be used)

5. Type of data, format and coordinate system (select a coordinate system, the type of data and the data format)

Coordinate system	
<input type="checkbox"/> D48/GK	<input type="checkbox"/> D96/TM

Orthophoto at 1 : 5 000 scale		
Issuing unit: map sheet 1: 5 000		
type of data	data	data format
raster	<input type="checkbox"/> orthophoto with pixel size 0.25 m – DOF 025 <input type="checkbox"/> orthophoto with pixel size 0.5 m – DOF 050 <input type="checkbox"/> orthophoto with pixel size 0.5 m – DOF 050	<input type="checkbox"/> TIFF

Building Cadastre		
Issuing unit: individual building, cadastral area, municipality or Slovenia		
type of data	data	data format
attribute data	<input type="checkbox"/> attribute data on buildings with real estate managers and individual owners	<input type="checkbox"/> ASCII


Land Cadastre		
Issuing unit – parcels and points: individual land parcel, cadastral area, municipality or Slovenia		
type of data	data	data format
attribute data	<input type="checkbox"/> attribute data on land parcels with individual owners	<input type="checkbox"/> VK (ASCII)
	<input type="checkbox"/> attribute data on land cadastre points	<input type="checkbox"/> ASCII




Real Estate Register		
Issuing unit: individual real estate, cadastral area, municipality or Slovenia		
<i>type of data</i>	<i>data</i>	<i>data format</i>
attribute data	<input type="checkbox"/> attribute data on buildings with real estate managers and individual owners	<input type="checkbox"/> ASCII
attribute data – real estate owned by individual owner	<input type="checkbox"/> attribute data on real estate owned by: First name and surname or company name: _____ Personal registration no. or company registration number: _____	<input type="checkbox"/> ASCII
attribute data – real estate with managers	<input type="checkbox"/> attribute data on real estate managed by: Company name: _____ Company registration number: _____	<input type="checkbox"/> ASCII

Real Estate Market Records		
Issuing unit: cadastral area, municipality or Slovenia		
<i>type of data</i>	<i>data</i>	<i>data format</i>
Legal transactions Order only for transactions entered in the database between: _____ and: _____	<input type="checkbox"/> sales transactions <input type="checkbox"/> rent transactions <input type="checkbox"/> I also order data on the contracting parties	<input type="checkbox"/> ASCII

6. Quantity or spatial extent of data:

NB:  In the table above the unit by which data are issued is defined for each type of data. Please consider this information in determining and stating the spatial extent of data!

NB:  For quicker and easier preparation of data please complete the forms in full and accurately. When ordering data on owners please complete the "Declaration of personal data protection" form.

The undersigned **Client** guarantees that all of the above-stated data is correct and true and that he will use the acquired geodetic data in compliance with the **General terms and conditions of use of geodetic data of the Surveying and Mapping Authority of the Republic of Slovenia** (Chapter 3 of Clarifications relative to digital data order form hereinafter).

_____ date STAMP _____
Signature of a natural person or authorized signatory



REPUBLIC OF SLOVENIA
**MINISTRY OF THE ENVIRONMENT
AND SPATIAL PLANNING**

THE SURVEYING AND MAPPING AUTHORITY
OF THE REPUBLIC OF SLOVENIA

Zemljemerska ulica 12, 1000 Ljubljana

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E-mail: gic.gu@gov.si

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DECLARATION OF PERSONAL DATA PROTECTION

Client

First name and surname of a natural person / name of a legal person or body governed by public law:

Address / registered office:

Statutory representative as the responsible person:

hereby declares:

- that he or she will handle personal data accessed in geodetic databases in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR) (OJ L 119, 4.5.2016, p. 1, and OJ L 127, 23.5.2018, p. 2 – corrigendum) and the Personal Data Protection Act (the ZVOP-1; Official Gazette of the Republic of Slovenia, No. 94/07 – official consolidated version) governing the protection of natural persons when processing personal data or the new Personal Data Protection Act (the ZVOP-2) when it enters into force;
- that as controllers or processors they have an internal act defining procedures and measures for the protection of personal data in compliance with the European and national legislation in force in the area of personal data protection (Article 32 of the GDPR; Article 24 and paragraph two of Article 25 of the ZVOP-1) and that they implement the procedures and measures in practice;
- that all persons who will have access to personal data from geodetic databases will be briefed on how to handle or process personal data in compliance with the European and national legislation in force in the area of personal data protection and on the internal act in which as controllers or processors they have defined the procedures and measures for the protection of personal data and that they will be briefed on the provisions of the ZVOP-2 when it enters into force;
- that as controllers or processors they have a written contract under Article 28(3) of the GDPR for contractual processing of personal data from geodetic databases in compliance with Article 28 of the GDPR;
- that he or she will use personal data from geodetic databases only for legal purposes for which the data were acquired;
- that he or she understands that violations of regulations on personal data protection are punishable by fines and may entail liability for misdemeanours, criminal offences and damages.

STAMP

Date

signature of a natural / responsible person

Clarifications relative to the digital data order form shall be **kept by the Client** and they should **not be attached** to the submitted order form!

CLARIFICATIONS RELATIVE TO DIGITAL DATA ORDER FORM

The Surveying and Mapping Authority of the Republic of Slovenia issues data to domestic and international Clients; the same ordering procedure applies to all clients. Data not included on the form are freely available on the web portal Prostor (<http://www.e-prostor.gov.si>).

Completed and signed (for legal persons also stamped) form can be sent to the email address gic.gu@gov.si, but also by ordinary post service to the Surveying and Mapping Authority of the Republic of Slovenia, Issuing data department, Zemljemerska ulica 12, SI-1000 Ljubljana, Slovenia. The deadline for the preparation of the data is 20 working days.

1. CLARIFICATION REGARDING THE COMPLETION OF THE DIGITAL DATA ORDER FORM

ad 1. INFORMATION ON THE CLIENT

In the digital data order, Clients must provide the following information about themselves:

- first name and surname and address (of a natural person) or
- name, registered office, statutory representative as the responsible person and information on the contact person (of a legal person or body governed by public law).

Pursuant to Article 82 of the Value Added Tax Act (the ZDDV-1; Official Gazette of the Republic of Slovenia, No. 13/11 – official consolidated version *et seq.*) defining the obligatory elements of an invoice, the Client must provide all the required data from point 1 (in the event of, for example, material costs of data transmission).

ad 2. LEGAL BASIS FOR ACQUIRING PERSONAL DATA

In the geodetic records kept by the Surveying and Mapping Authority of the Republic of Slovenia, the following information is considered protected personal data:

- data on individual persons entered in the Land Cadastre, the Building Cadastre and the Real Estate Register as the owners (pursuant to paragraphs one and two of Article 114 of the Real Estate Recording Act (the ZEN; Official Gazette of the Republic of Slovenia, Nos 47/06 *et seq.*) in connection with Decision of the Constitutional Court of the Republic of Slovenia No. U-I-464/06-13 of 5 July 2007 and Decision of the Constitutional Court of the Republic of Slovenia No. U-I-98/11-17 of 26 September 2012) and
- data on individual persons entered in the Real Estate Market Records as contracting parties to real estate contracts of sale or rental contracts for buildings and parts of buildings (pursuant to paragraph one of Article 44 of the Real Estate Mass Valuation Act (the ZMVN-1; Official Gazette of the Republic of Slovenia, No. 77/17)).

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR) (OJ L 119, 4.5.2016, p. 1, and OJ L 127, 23.5.2018, p. 2 – corrigendum) stipulates in Article 6(1)(c) that processing is lawful only if it is necessary for compliance with a legal obligation to which the controller is subject. Pursuant to paragraph one of Article 9 of the Personal Data Protection Act (the ZVOP-1; Official Gazette of the Republic of Slovenia, No. 94/07 – official consolidated version), personal data may be processed in the public sector if the processing of personal data and the personal data to be processed are stipulated by law. The law may also

stipulate that certain personal data are processed only on the basis of prior consent of the individual person concerned.

In accordance with the regulations in force in the area of personal data protection, the Client ordering data from geodetic records must specify the legal basis (title and articles of an act) for the acquisition of data and the number and date of the act's publication in the Official Gazette of the Republic of Slovenia.

When personal data from geodetic records are ordered by a company processing data on behalf of a controller, i.e. the processor, a photocopy of the contract from Article 28(3) of the General Data Protection Regulation (GDPR) governing contractual processing of personal data in accordance with Article 28 of the GDPR must be attached to the order. The powers entrusted to the processor by the controller in relation to personal data processing must be clearly specified in the contract (it must be evident from the contract that a company may, on behalf and for the account of the controller, acquire from the Surveying and Mapping Authority of the Republic of Slovenia personal data, the purpose for which it is acquiring personal data, from which personal databases it is acquiring personal data and to which categories of individual persons the data refer). It must also be evident from the contract that the company has technical and organisational measures in place to protect personal data. The contract must include a list of the company's employees authorised to perform individual tasks in the processing of personal data and information on the scope of their authorisations concerning personal data processing. The legal basis for the acquisition of the personal data ordered by the controller must be indicated in the contract.

ad 3. INTENDED USE OF DATA

The user shall indicate the purposes for which data are ordered (for what purpose the user intends to use data).

Surveying and design engineering companies that order geodetic data to provide surveying services should, in addition to the intended purpose, indicate whether their company is listed in the Slovenian Chamber of Engineers' Register of Active Certified Engineers.

In accordance with Article 14 of the Architecture and Civil Engineering Act (the ZAIJ; Official Gazette of the Republic of Slovenia, No. 61/17), the professional tasks of certified architects and engineers may be performed by an economic operator meeting the following requirements:

- it has registered in the Slovenian Business Register at least one of the activities that are defined as architectural and technical design engineering, technical testing and analysis by regulations governing the standard classification of activities;
- it employs on a full-time basis, or on a reduced working time basis in special cases under the law regulating employment relationships, at least one certified architect or engineer; or if at least half of the company's shares are held by the members of a company who are certified architects or engineers or economic operators fulfilling the requirements for the performance of architectural or engineering activities under the said act and if one of the certified architects or engineers is also on the management board; or if the natural person who performs independently an architectural or engineering activity on a full-time basis, or on a reduced working time basis in special cases under the law regulating employment relationships, is a certified architect or engineer;
- it is insured against liability for damages in accordance with Article 15 of the ZAIJ; and
- is not undergoing bankruptcy proceedings.

If the user is not registered as an active certified engineer, it must provide proof that it meets the requirements in the form of attachments to the order form.

ad 4. ENVISAGED METHOD OF DATA USE

The Client describes in detail the task from point 3 or the purpose for which the data will be used. It is recommended that the Client indicates the relevant articles of the legislation.

ad 5. TYPE OF DATA, FORMAT AND COORDINATE SYSTEM

In the first table, the user indicates the coordinate system in which he would like to receive the data ordered. The user may choose between the old coordinate system D48/GK and the new coordinate system D96/TM. In the remaining tables, the user indicates the required type of data and format.

ad 6. QUANTITY OR SPATIAL EXTENT OF DATA

In point 5 under the title "Records", the relevant issuing unit is indicated for each set of data. This information must be taken into account when the spatial extent of data is defined and indicated.

2. CLARIFICATION REGARDING THE COMPLETION OF THE DECLARATION OF PERSONAL DATA PROTECTION

The "Declaration of Personal Data Protection" must be completed by all users ordering personal data from geodetic databases (in addition to the "Digital Data Order Form", users also complete this Declaration).

3. GENERAL TERMS AND CONDITIONS FOR THE USE OF GEODETIC DATA FROM THE SURVEYING AND MAPPING AUTHORITY OF THE REPUBLIC OF SLOVENIA

Data from the Surveying and Mapping Authority of the Republic of Slovenia (hereinafter: GURS) have the status of public information and are available under the terms of the Slovenian Creative Commons license 2.5. (recognition of authorship). The full license is accessible at: <http://creativecommons.org/licenses/by/2.5/si/legalcode>. Under this license, any user is allowed to use the data from the GURS records for commercial and non-commercial purposes, provided they indicate the data source.

The data user shall indicate the data source in every publication of data or products. Such indications shall include the following data: **"Surveying and Mapping Authority of the Republic of Slovenia, the type of data and the time to which the data refer and/or the date of the database."**

The GURS shall provide the data and services "as are", excluding any liability in relation to their quality:

- it shall not be held responsible for the content or any errors or deficiencies in the data and services;
- it shall not be held responsible for any damage caused to the user directly or indirectly by the use and/or incorrect interpretation of the data and information available on its websites, and/or which the user can download from its websites/applications;
- it shall not guarantee the continuous availability of data and services.

The GURS shall have the right to modify the structure of data and access services and the general conditions of their use at any time, and shall inform the users thereof via the website www.e-prostor.gov.si.

By confirming the general conditions and using the data or services, the user agrees to the terms and conditions of use. The right to use geodetic data shall cease immediately if the user processes the data contrary to the general conditions of use.

Any additional information can be obtained at the Main Office of the Surveying and Mapping Authority of the Republic of Slovenia, at Data Issuing Department, Zemljemerska ulica 12, SI-1000 Ljubljana, tel .: +386 1 478 48 46, e-mail: gic.gu@gov.si.