

## **Internal Rules of BULATSA for Access to Public Information**

## I. GENERAL PROVISIONS

Art. 1. The Internal Rules of BULATSA for Access to Public Information regulate the procedure for accepting, registering, allocating and considering applications and verbal requests for access to public information, preparing decisions by BULATSA to refuse or to provide public information, in accordance with the provisions of the Access to Public Information Act (APIA).

Art. 2. (1) Public information is any information related to the public life in the Republic of Bulgaria and enabling citizens to form their own opinion on the activities of the legally obligated entities.

(2) Public sector information is any information objectified on a material medium, including stored as a document, sound recording or video recording, and collected or created by a public sector organization.

Art. 3. BULATSA provides access to public information in compliance with the following basic principles:

1. openness, reliability and completeness of the information;
2. ensuring equal conditions for access to public information;
3. ensuring legality in the search for and receipt of public information;
4. protecting the right to information;
5. protecting personal data;
6. guaranteeing the security of society and the state.

Art. 4 (1) No restrictions are allowed on the right to access public information, except when it is classified information, subject to copyright or other protected secret in the cases provided for by law.

(2) Access to public information may be full or partial.

Art. 5. The activity of accepting, registering and considering applications and inquiries, and producing decisions under the APIA is organized and coordinated by the Director of the Human Resources and Administrative Services Directorate (HRAS) and is controlled by the Director General and the Head of the respective Department, depending on the nature of the requested information.

## II. REGISTRATION AND ALLOCATION OF APPLICATIONS FOR ACCESS TO PUBLIC INFORMATION

Art. 6. (1) Applications for access to public information may be in written form and verbal request.

(2) According to Art. 25, para. 1 of the APIA, the application for providing access to public information shall contain:

1. the full name, respectively the name and the registered office of the applicant;
2. description of the requested information;
3. the preferred form for providing access to the requested information;
4. the address for correspondence with the applicant.

(3) Applications received electronically at the email address [atsainfo@bulatsa.com](mailto:atsainfo@bulatsa.com) are also considered written applications and are registered in the Registry Office of BULATSA.

Art. 7. Applicants may also use a sample form (Appendix No. 1 of these Rules), which can be downloaded from the official website of BULATSA – [www.bulatsa.com](http://www.bulatsa.com).

Art. 8. Applications under the Access to Public Information Act shall be accepted by an employee of the Registry Office of BULATSA between 08:30 and 17:30 o'clock on the day of their receipt.

Art. 9. (1) Pursuant to Art. 24, para. 1 of the APIA, the making of a verbal inquiry is admissible.

(2) Verbal inquiries shall be accepted by the employees of BULATSA's Registry Office, for which a bilaterally signed protocol for acceptance of a verbal request for access to public information shall be produced (Appendix No. 3 of these Rules), which shall be registered in the automated registry system of BULATSA;

(3) The Director General of BULATSA designates the Director of HRAS Directorate as the person who shall consider the verbal requests for access to public information.

(4) Depending on the nature of the request, the Director of HRAS Directorate shall redirect the request not later than the next working day to the competent managing employee (Head of Department, Director of Directorate) in BULATSA for the provision of the requested information.

Art. 10 (1) The information shall be provided in the form requested by the applicant, unless:

1. it is not technically possible;
2. it is associated with an unjustified increase in the costs of provision;
3. it leads to the possibility of unlawful processing of this information or to infringement of copyright.

(2) In the cases under para. 1, access to the information shall be provided in a form specified in the decision to provide access.

Art. 11. The received applications shall be allocated to the Director of HRAS Directorate, the Head of the respective Department under Art. 5 and the Director of the Legal Directorate to assess whether the requested information falls within the subject matter and scope of the APIA and to collect the necessary information from the competent structural units.

Art. 12. If necessary, depending on the nature of the requested information, the applications received may also be allocated to other structural units.

### **III. TIME LIMITS AND CONSIDERATION OF APPLICATIONS FOR ACCESS TO PUBLIC INFORMATION**

Art. 13. Applications for access to public information shall be considered not later than 14 days after the date of their registration in accordance with Art. 28 of the APIA.

Art. 14. Applications that do not contain the data under Art. 25, para. 1, item 1, item 2, and item 4 of the APIA shall be left without consideration.

Art. 15. In the event that it is not clear exactly what information is requested or when it is formulated very generally, the applicant shall be notified to clarify and specify the subject of the requested public information. The notification shall be made in person against signature or by letter sent by post with return receipt to the address for correspondence with the applicant specified in the application under Art. 6 of these rules, whereby the time limit according to Art. 28, para. 1 of the APIA

shall commence on the date of specifying the subject matter of the requested public information. In the event that the applicant fails to clarify the subject matter of the requested public information within 30 days, the application shall be left without consideration.

Art. 16. The time limit under Art. 13 may be extended by no more than 10 days when the information requested in the application is of a large volume and additional time is required for its preparation.

Art. 17. The applicant shall be notified in writing of the extension of the time limit under Art. 13, indicating the reasons for the extension of the time limit within which access to the requested public information will be provided.

Art. 18. The time limit under Art. 16 may be extended by no more than 14 days when the requested information relates to a third party and its consent is required for its provision. Within 7 days of registering the application, BULATSA is obligated to request the explicit written consent of the third party.

Art. 19. When BULATSA does not have the requested information and does not have information on its location, it shall notify the applicant thereof within 14 days of registering the application.

#### **IV. DECISION TO PROVIDE OR TO REFUSE TO PROVIDE ACCESS TO PUBLIC INFORMATION**

Art. 20. (1) The requested public information shall be provided to the Director General of BULATSA in the specified in the application under Art. 6 form, accompanied by a draft decision to provide access to public information, which shall contain all the necessary details under Art. 34 of the APIA or with a draft decision to refuse to provide access to public information, indicating the legal and factual grounds for refusal under the APIA, the date of issuance of the decision and the procedure for appealing it.

(2) The decision under para. 1 shall be produced by an employee of HRAS Directorate, approved by the Head of the respective Department under Art. 5 and the Director of the Legal Directorate, after which it shall be signed by the Director General of BULATSA.

(3) The decision to provide access to public information shall be registered in the Registry Office of BULATSA and shall be served on the applicant against signature or shall be sent by mail with return receipt, or shall be sent electronically when the applicant has requested that the information be provided to him electronically and has indicated an email address.

(4) The decision to refuse to provide access to public information shall be registered in the Registry Office of BULATSA and shall be served on the applicant against signature or shall be sent by mail with return receipt.

(5) The activities under para. 3 and para. 4 shall be organized by the Director of HRAS Directorate.

Art. 21. (1) Access to public information shall be provided after payment of the specified costs and presentation of a payment document to the Registry Office of BULATSA.

(2) A protocol (Appendix No. 2) shall be produced for the provision of access to public information, which shall be signed by the applicant and the employee under Art. 9, para. 3.

(3) When the applicant has requested that access to information be provided to him

electronically and has indicated an email address for receipt, the employee under Art. 9, para. 3 shall send to the indicated email address the decision to provide access together with a copy of the information or the internet address where the data is contained. In these cases, no protocol under para. 2 shall be produced and no costs for the provision shall be paid.

(4) If the applicant has changed the email address without notifying BULATSA, or has indicated an incorrect or non-existent address, the information shall be deemed to have been received on the date of its sending.

Art. 22. In the events where the applicant fails to appear within the specified period within which access to the requested public information is provided or when he fails to pay the specified costs, these shall be considered as refusal of the applicant from the access provided to him to the requested public information.

## **CLOSING PROVISIONS**

§ 1. The provisions of the Access to Public Information Act shall apply to all matters not settled by these rules.

§ 2. These rules shall also apply to access to information from the public sector for reuse.

§ 3. Amendments and supplements to the Internal Rules of BULATSA for consideration of applications for Access to Public Information shall be made in the order of their adoption.

§ 4. These rules shall enter into force from the date of issuance of an order for their introduction by the Director General of BULATSA and shall repeal the Internal Rules of BULATSA for Access to Public Information, edition 02/11.07.2023.

**APPLICATION  
for Access to Public Information**

From .....  
(full name of the applicant / the name, registered office, address of management and other  
data of the applicant)

address: .....

contact telephone number.....

through .....

(full name of the applicant)

On the grounds of the Access to Public Information Act, I request to be provided with information  
regarding: .....

.....

and that the following documents be provided to me:

1. ....

2. ....

3. ....

I wish to receive the information requested by me in the following form:

.....

.....

.....

Signature:

.....

**PROTOCOL**  
**on providing access to public information / on providing information for reuse**

**of .....**  
**on Application with reg. No. ....**

Today, ....., this protocol was produced on the grounds of Art. 35 para. 2 of the Access to Public Information Act and the Internal Rules of BULATSA for Access to Public Information, which certifies the implementation of Decision No. .... of the Director General of BULATSA on the provision of access.

After it has been established that the amount specified in item.... of the Decision on the provision of access to public information/on the provision of information for reuse has been paid with a payment document ..... of the applicant .....

.....  
*(full name, respectively the name and seat of the legal entity and full name of its representative),*  
 address for correspondence. ....  
 was provided .....

.....  
*(indicate the information and its form of provision)*

This protocol was produced in two identical originals - one for BULATSA and one for the applicant.

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

**Recipient:** .....  
 .....  
 Applicant: .....  
 .....  
 Representative: .....  
 ....., power of attorney No. .  
 ..... dated .....  
 .....,  
 issued by a notary public .....  
 .....  
 entered under No. .... in the  
 registry of the National Chamber.

**PROTOCOL**  
**for accepting a verbal request for access to public information**

Today, .....  
 ..... (date, full name of the employee)  
 .....  
 ..... (position, Department, Directorate)  
 accepted from Mr/Mrs .....  
 ..... (full name or the name and seat of the applicant)  
 address for correspondence: .....  
 .....  
 telephone, email .....

## APPLICATION FOR ACCESS TO PUBLIC INFORMATION

[illegible]

I wish to receive the requested information in the following form: (please underline your preferred form)

1. Review of the information - original or copy;
2. Verbal reference;
3. Copy on paper;
4. Copies on technical media (diskette, CD, videotape, audiotape, fax, email);
5. Combination of forms.

Applicant: .....

Employee:.....