

Am I entitled to request urgent treatment of my request for access if the document I request is needed for protection of someone's life or liberty?

In an event of request for a public document, which on the basis of a reasonable assessment is considered necessary to protect the life or liberty of a person, the public institution shall be obliged to provide a reply within forty-eight (48) hours.

What are the document formats of access that I am entitled to request?

You are entitled to request:

- *the exact copy in print or other form of the requested public documents;*
- *the opportunity to view public documents, whenever possible, by using the institution's own equipment;*
- *the possibility of copying public documents using your own equipment;*
- *a written transcript of words contained in audio or visual form if it exists or is derived from an open meeting;*
- *a transcript of the content of a printed, audio or visual recording, in the case where such a transcript exists, using equipment that is generally accessible to the public institution.*

What should I do if the Information and Privacy Agency rejects my complaint?

In the event of a full or partial rejection of the complaint by the Agency, you may file a suit before the competent court for administrative matters within thirty (30) days from the day of receipt of the final decision by the Agency.



AGJENCIA PËR INFORMIM DHE PRIVATËSI
AGENCIJA ZA INFORMACIJE I PRIVATNOST
INFORMATION AND PRIVACY AGENCY

Public Outreach Office

038 200 62 959

Address: 'Luan Haradinaj' No.36
10000 Prishtinë/Pristina

Info.AIP@rks-gov.net
Ankesa.AIP@rks-gov.net

www.aip.rks@rks-gov.net



Republika e Kosovës
Republika Kosova-Republic of Kosovo
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INFORMATION BROCHURE

regarding the rights of citizens emanating from
THE LAW NO. 06/L-081

ON ACCESS TO PUBLIC DOCUMENTS

What types of guarantees does this law provide for me?

"The right of access to public documents produced by public institutions."

"The right to reuse the public sector Information"



Access to public documents is always allowed for documents related to:

- *public expenditures*
- *discharge of public function*
- *environment*

The right of access to documents can be restricted only if the requested information would jeopardize:

- *health*
- *public safety*
- *investigation of criminal offenses*
- *disciplinary investigation*
- *classified information*
- *personal information*
- *intellectual property*

In which institutions do I have the right to submit a request for access to public documents?

- *government and administration at central and local level;*
- *natural or legal persons, if and only in relation to the extent they exercise administrative authority or powers, exercise public functions or operate by public funds;*
- *law-making institutions (in relation to their activities);*
- *prosecution institutions (related to their activities);*
- *judicial institutions (in relation to their activities);*
- *independent institutions;*
- *political entities represented in the Assembly of Kosovo, which are funded by public funds;*
- *public companies in which the state holds majority of shares, or which exercise a public function;*

What is considered a 'public document'?

Any act, fact or information, stored in electronic form or on sound, in print, in visual or audiovisual recordings produced or maintained by a public institution;

Where can I file a complaint if the public institution fails to provide access to a requested document?

At the Information and Privacy Agency, through:
038 200 62 959
Str. 'Luan Haradinaj', No.36, Prishtinë/Pristina
info.aip@rks-gov.net / ankohu.aip@rks-gov.net

How do I file a complaint?

You can complain in writing, electronically, or orally.

DON'T FORGET!

Every public institution has an official responsible for receipt and registration of requests for access to public documents, perform the initial review of these requests, store and keep records of such requests, and report on such requests.

Who, within the public institution, decides about my request?

The responsible official holding the highest administrative position in the public institution.

What is the deadline for the public institution to reply?

The public institution is obliged, to issue a decision granting access to the requested document or issue a reasoned decision for total or partial refusal within seven (7) days from the date of registration of the request, informing you about your right to have your request reviewed and the time and place where such a request should be filed.