Access to Public Information Act


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ACCESS TO PUBLIC INFORMATION ACT (ZDIJZ)

I. INTRODUCTORY PROVISIONS

Article 1

(Contents of the Act)

(1) This Act governs the procedure which ensures everyone free access to and re-use of public information held by state bodies, local government bodies, public agencies, public funds and other entities of public law, public powers holders and public service contractors (hereinafter referred to as "the bodies").


Article 1.a
(Liable Business Entities Subject to Dominant Influence of Entities of Public Law)

(1) This Act also governs the procedure which ensures everyone free access to and re-use of public information held by companies and other legal entities of private law and subject to direct or indirect dominant influence, individually or jointly, of the Republic of Slovenia, self-governing local communities and other entities of public law. (Hereinafter: business entities subject to dominant influence of entities of public law).

(2) The dominant influence referred to in the preceding paragraph is ensured when the Republic of Slovenia, self-governing local communities or other entities of public law, individually or jointly:
- are able to exercise dominant influence on the basis of the majority proportion of the subscribed capital, or
- have the right to supervise the majority, or are entitled to naming more than half of the members of management body or supervisory authority in a company, directly or indirectly through another company or other legal entity of private law, or
- act as founders in another legal person governed by private law that is not a company, directly or indirectly through another company or other legal entity of private law.

(3) A bank is also considered to be subject to dominant influence as referred to in the paragraph 1 of this Article, if subject to legal measures under the law governing the measures of the Republic of Slovenia to strengthen banking stability.

(4) According to paragraph 1 of this Article it shall be considered that, also after cessation of the dominant influence referred to in paragraph 2 of this Article, the business entity is liable to provide public information, created when the business entity was subject to dominant influence, for a period of five years after its cessation.

(5) A business entity subject to the dominant influence of entities of public law is liable to enable access to public information, as referred to in Article 4.a of this Act, which was created at any time during the existence of dominant influence of entities of public law.

(6) In addition to the purpose referred to in Article 2 of this Act, the purpose of this Act is also to increase transparency and responsible management of public resources and financial resources of business entities subject to dominant influence of entities of public law.

(7) All provisions of this Act applying to bodies shall also apply to business entities subject to dominant influence of entities of public law unless otherwise specified by this Act.

(8) If a holder of a public mandate or a public service operator is liable under both Article 1 of this Act and paragraph 2 of this Article, the provisions of this Act regulating access to information applying to bodies shall apply in the part regulating the execution of public mandate or public service, otherwise, the provisions regulating access to information applying to business entities subject to dominant influence of entities of public law shall apply.

Article 2

(Aim of the Act)

(1) The aim of this Act is to ensure that the work of the bodies is public and open, and to enable natural and legal entities to exercise their rights to acquire information held by public authorities.
(2) With a view to achieve the aim of this Act, the bodies shall endeavor to inform the public on their work to the greatest extent possible.

Article 3

(Gender Form)

The terminology in this Act referring to persons and written in masculine form shall be used as neutral for both, feminine and masculine forms.

Article 3.a

(Definitions)

(1) The term majority proportion has the same meaning as defined in the law governing companies.
(2) The term managing authority refers to the authority executing managing entitlement in another legal entity of private law that is not a company.
(3) BAMC refers to the Bank Assets Management Company incorporated under the law governing the measures adopted by the Republic of Slovenia to strengthen banking stability.”

I.A REGISTER OF PERSONS LIABLE

Article 3.b

(Register of Legal Persons Liable for Public Information)

(1) The organisation competent for public and legal records and services incorporated under the law governing payment transactions (hereinafter: competent organisation) shall establish and keep a public register of legal persons liable (hereinafter: register of persons liable), which shall contain information on:
- persons liable referred to in Article 1 of this Act,
- the persons liable referred to in item 1 of paragraph 2 of Article 1.a of this Act where the dominant influence is exercised directly or indirectly through another company on the basis of the majority proportion of the subscribed capital, and
- the persons liable referred to in item 2 of paragraph 2 of Article 1.a of this Act, where the Republic of Slovenia, self-governing local communities or other entities of public law act directly as founders.
(2) The register of persons liable contains information on:
- the name of the legal entity's business,
- the legal entity's office and business address,
- the legal entity's registration number,
- the legal entity's tax identification number,
- the participating interest of entities of public law in the business entity share capital,
- legal grounds for public authorisation awarded or public service provided,
- the applicant in the event the registration is based on an application,
- other legal grounds for registration in the register of persons liable,
(3) For the purpose of ensuring greater transparency regarding the members of management and administrative bodies, other representatives and members of supervisory authorities of business entities subject to dominant influence of entities of public law, the register of persons liable with each liable person referred to in paragraph 1 of Article 1 of this Act also includes the following information from the business register and register of companies:

- full name of the representative,
- type of representative or member of the supervisory authority,
- date of appointment or conferral of power.

(4) The registration in and removal of the persons liable from the register of persons liable is based directly on data from official records listed in Article 3.c of this Act, and data obtained in accordance with paragraphs 1 and 2 of Article 3.c of this Act.

(5) If a legal entity is registered in the register of entities liable, it shall be presumed it is an entity liable under this Act. A legal entity may in a procedure regarding a request to access public information reject such access, shall it prove that:

- it does not meet the requirements under this Act for a liable entity, or
- the public information requested was created when the business entity was not subject to dominant influence of entities of public law.

(6) The information from the register of entities liable and information referred to in paragraph 4 of Article 3.c of this Act is public and accessible free of charge on the website of the competent organisation in a way determined by the Minister responsible for administration.

(7) The ministry responsible for financial matters shall use the information from the register of persons liable for the purpose of keeping lists stipulated by the law governing the transparency of financial relations and separate recording of different activities, for performing duties regarding state financial assets or their further transfer to competent bodies, and for performing state duties under other laws.

Article 3.c
(Obtaining Information and Calculating Proportions by the Competent Organisation)

(1) For the purpose of establishing and operating the register referred to in the previous Article the competent organisation may free of charge, automatically, and daily obtain information referred to in paragraphs 1, 2, and 3 of Article 3.b of this Act from:

- the Register of Companies and Business Register of Slovenia,
- the Central Book Entry Securities Depository,
- other official records.

(2) For the purpose of calculating indirect holdings of the Republic of Slovenia, self-governing local communities and other entities of public law in the business entity share capital by the competent organisation, the provision of the law regulating the Register of Companies that governs the limitation in access to information shall not apply in a way which would make it possible to determine whether a person is a founder (company member) of the registered entity and a founder (company member) of which registered entity the person is.

(3) The way and time limit of acquiring data from the official records administrators shall be determined by the Minister responsible for administration.

Article 3.c
(Obligation to Provide Information for Registration in the Register of Entities Liable)

(1) The ministries and the authorities of self-governing local communities shall submit to the competent organisation an on-line application for registration in the register of persons liable within their powers for entities of public law, public service operators and holders of public mandates, and legal entities of private law which are not companies of which one of the founders is a ministry or an authority of self-governing local community, no later than 15 days following the establishment of an entity of public or private law or the public authorisation awarded or the beginning of public service being provided, and submit an on-line application for removal from the register no later than in 15 days following the cessation of the conditions required for liability under this Act. If the entity liable is under the competence of the state, the on-line application is to be submitted by the competent ministry.

(2) The obligation of submitting the application for register of entities liable for registration of entities of private law which are not a companies within the time limit referred to in the previous paragraph also applies to other entities of public law, that act as their founders.

(3) After receiving a complete application for registration or removal from the register of entities liable the competent organisation registers or removes from the register of entities liable the applicant and informs it thereof. The content and form of the application shall be determined by the Minister responsible for administration.

(4) The information on the entity liable removed from the register shall be publicly available on-line from the competent organisation for the period of 10 years after the removal from the register.

II. PUBLIC INFORMATION

Article 4

(Public information)

(1) Public information shall be deemed to be information originating from the field of work of the bodies and occurring in the form of a document, a case, a dossier, a register, a record or other documentary material (hereinafter referred to as "the document") drawn up by the body, by the body in cooperation with other body, or acquired from other persons.

(2) Archive material held by the competent Archive, within the frame of public archive service in accordance with the Act governing archives, is not public information according to this Act.

(3) Re-use means the use by natural or legal entities of documents held by public sector bodies, for commercial or noncommercial purposes other than the initial purpose within the public task for which the documents were produced. Exchange of documents between public sector bodies purely in pursuit of their public tasks does not constitute re-use.
Article 4.a  
(Public Information in the Event of Business Entities Subject to Dominant Influence of Entities of Public Law).

(1) In the event of business entities subject to dominant influence of entities of public law the public information is:

- information on a concluded legal transaction on obtaining, using or managing tangible assets of a business entity or expenditures of a business entity on a contract on supply, works, or agent, consulting or other services, as well as sponsor, donor and contractual agreements and other legal transactions of equal effect.
- information on the type of representative or membership in a administrative, management or supervisory body, information on the amount of arranged or paid remuneration or credit of a member of a management or administrative body, or another representative of a business entity, and information on employment or designation of the entities listed which indicates compliance with the conditions and criteria to be met for employment or designation.

(2) In the case of business entities subject to dominant influence of entities of public law the public information is also the information resulting from the legal transactions referred to item 1 of paragraph 1 of this Article or is directly connected with them, if there exists, notwithstanding the provisions of paragraph 1 of Article 6 of this Act, an overriding public interest in disclosure referred to in Article 6 paragraph 2 of this Act.

III. BASIC PROVISIONS

Article 5

(Free access principle)

(1) Legal entities or natural persons (hereinafter referred to as "the applicants") have free access to public information.

(2) Each applicant shall have, at his request, the right to acquire information from the body by acquiring such information for consulting it on the spot, or by acquiring a transcript, a copy or an electronic record of such information.

(3) Every applicant has the right, under the same conditions as all other persons, to acquire the right to re-use information for commercial or noncommercial purposes.

(4) The body shall make its documents available through electronic means where possible and appropriate whereas this shall not imply an obligation, for the purposes of re-use of information, to provide conversion of the documents from one form to the other or to provide extracts from documents where this would involve disproportionate effort, going beyond a simple operation, nor shall it imply the obligation to continue with the creation of certain information only for the purposes of re-use of information by other bodies or other
persons.

(5) The body may exceptionally deny the applicant access to requested information in the event the applicant with one or more functionally connected requests manifestly misuses its right to access public information under this Act or it is clear the request or requests are of vexatious character.

Article 5.a  
(Exceptions to Limiting the Rights of Parties, Participants or Victims in Proceedings and Protection of Confidential Source)

(1) The body denies the applicant access to requested information if the request refers to information, access to which is forbidden or restricted under law even to parties, participants or victims in legal or administrative proceedings, or inspection procedure as governed by the law.
(2) The body denies access the applicant to requested information if the request refers to information on which the law stipulates protection of confidential source.

Article 6  
(Exceptions)

(1) The body shall deny the applicant access to requested information if the request relates to:

1. Information which, pursuant to the Act governing classified data, is defined as classified;
2. Information which is defined as a business secret in accordance with the Act governing companies;
3. Personal data the disclosure of which would constitute an infringement of the protection of personal data in accordance with the Act governing the protection of personal data;
4. Information the disclosure of which would constitute an infringement of the confidentiality of individual information on reporting units, in accordance with the Act governing Government statistics activities;
5. Information the disclosure of which would constitute an infringement of the tax procedure confidentiality or of tax secret in accordance with the Act governing tax procedure;
6. Information acquired or drawn up for the purposes of criminal prosecution or in relation to criminal prosecution, or misdemeanors procedure, and the disclosure of which would prejudice the implementation of such procedure;
7. Information acquired or drawn up for the purposes of administrative procedure, and the disclosure of which would prejudice the implementation of such procedure;
8. Information acquired or drawn up for the purposes of civil, non-litigious civil procedure or other court proceedings, and the disclosure of which would prejudice the implementation of such procedures;
9. Information from the document that is in the process of being drawn up and is still subject of consultation by the body, and the disclosure of which would lead to misunderstanding of its contents;

10. Information on natural or cultural value which, in accordance with the Act governing the conservation of nature or cultural heritage, is not accessible to public for the purpose of protection of (that) natural or cultural value;

11. Information from the document drawn up in connection with internal operations or activities of bodies, and the disclosure of which would cause disturbances in operations or activities of the body.

(2) Without prejudice to the provisions in the preceding paragraph, the access to the requested information is sustained, if public interest for disclosure prevails over public interest or interest of other persons not to disclose the requested information, except in the next cases:

- for information which, pursuant to the Act governing classified data, is denoted with one of the two highest levels of secrecy;

- for information which contain or are prepared based on classified information of other country or international organization, with which the Republic of Slovenia concluded an international agreement on the exchange or transmitting of classified information.

- For information which contain or are prepared based on tax procedures, transmitted to the bodies of the Republic of Slovenia by a body of a foreign country;

- For information from point 4 of paragraph 1 of this Article;

- For information from point 5 of paragraph 1 of this Article, unless the tax procedure is final or the person liable for tax discovered the liability in the tax return and did not pay the tax in the prescribed time.

(3) Without prejudice to the provisions in the first paragraph, the access to the requested information is sustained:

- if the considered is information related to the use of public funds or information related to the execution of public functions or employment relationship of the civil servant, except in cases from point 1. and points 5. to 8. of the first paragraph and in cases when the Act governing public finance and the Act governing public procurement stipulate otherwise;

- if the considered is information related to environmental emissions, waste, dangerous substances in factory or information contained in safety report and also other information if the Environment Protection Act so stipulates.

(4) If the applicant holds, that information is denoted classified in violation of the Act governing classified data, he can request the withdrawal of the classification according to the procedure from the Article 21 of this Act.

(5) The body can choose not to provide the applicant with the requested information, if the latter is available in freely accessible public registers or is in another way publicly accessible (publication in an official gazette, publications of the body, media, professional publications, internet and similar), and can only issue instructions as to the location of the information.
(6) The body shall deny the applicant's request to re-use information if the request relates to:

1. Information from the paragraph 1 of this Article, or

2. Information protected by the intellectual property rights of third parties, or

3. information held by bodies performing public services of public radio-television or bodies performing public service in fields of education, research and cultural activities, or

4. Information, for which another Act stipulates accessibility only to authorized persons.

Article 6.a
(Public Information of Business Entities under Dominant Influence of Entities of Public Law)

(1) Notwithstanding the provisions referred to in paragraph 1 of the previous Article the access to requested public information on business entities subject to dominant influence of entities of public law is granted if it regards basic information on concluded legal transactions referred to in item 1 of paragraph 1 of Article 4.a of this Act, including:
- information on the type of transaction;
- on a contracting partner which is a legal entity: business name, business address and account of a legal entity; on a contracting partner which is a natural person: the name and place of residence,
- contractual value and amount of individual payments,
- the date and term of the transaction and
- the same information from the annex to the contract.

(2) Notwithstanding the provisions referred to in paragraph 1 of the previous Article access to the requested public information referred to in item 2 of paragraph 1 Article 4.a of this Act is granted to ensure greater transparency as regards the use of funds by business entities subject to dominant influence of entities of public law.

(3) Notwithstanding the provisions referred to in paragraph 1 of this Article the entities liable, whose public information is not being published on-line under paragraph 4 of Article 10.a of this Act, may deny access to basic information on transactions referred to in paragraph 1 of this Article, if they demonstrate that such disclosure would have a major negative effect on their competitive position in the market, except if the information concerns donor, sponsor, consulting, contractual or other intellectual services or other legal transactions of equal effect.

(4) Under the conditions set out in the previous paragraph the business entities referred to in item 1 of paragraph 2 of Article 1 of this Act, where the participating interest of entities of public law, individually or jointly, amounts to 100%, except for public undertakings under law regulating public utility services, may deny access to basic information on transactions referred to in paragraph 1 of this Article, if they demonstrate that such disclosure would have a major negative effect on their competitive position in the market, except if the information published on-line pursuant to paragraph 4 of Article 10.a of this Act.

(5) Notwithstanding the provisions referred to in paragraph 1 of Article 4.a and paragraph 1 of the previous Article, when a business entity subject to dominant influence of entities of public law is a bank as referred to in paragraph 3 of Article 1.a of this Act, freely accessible public information also includes the following information, directly concerning the outstanding loans as risky assets, being managed as impairments in the balance sheets of this bank and that had been transferred from that bank to BAMC, on the individual loan:
- from the contract on concluded transactions: the type and value of transaction, creditor, borrower, business name and registered office of the legal entity, and
- from the decision of the bank authority competent for transaction approval: the authority that approved the transaction and the members of the authority, and the members of the management and supervising board at the time of the transaction approval, for a natural person: name and position or job title,
- from proof of insurance: the type and subject of insurance, and
- from the contract on commitment of the amounts receivable between the bank and BAMC: the business name and registered office of the bank and the defaulting counterpart, and gross final exposure of the individual defaulting counterpart and the date of the transfer to BAMC.

(6) The term outstanding loans, being managed as impairments in the balance sheets of the bank referred to in the previous paragraph shall mean the loans of legal entities established in the Republic of Slovenia that in accordance with the decision of Banka Slovenije regulating assessment of loss from loan risk of banks and savings banks, issued under the law on banking, classify as D or E, or have been treated as outstanding loans at an in-depth review of the bank’s assets effected in accordance with instructions, if any, by the European Commission or the European Central Bank.

(7) Access to public information from paragraph 5 of this Article considering loans transferred to BAMC is provided by BAMC.

Article 7

(Partial access)

If a document or a part of a document contains only a part of the information referred to in the preceding Article, which may be excluded from the document without jeopardizing its confidentiality, an authorized person of the body shall exclude such information from the document and refer the contents or enable the re-use of the rest of the document to the applicant.

Article 7.a

(Public Information in Written Charge)

Notwithstanding the provision of paragraph 1 of Article 6 of this Act, in criminal proceedings regarding criminal offence prosecuted ex officio, the information from a written charge on the name of the accused, the type of the criminal offence, estimated proceeds of crime and material damage sustained by the business entity subject to dominant influence of entities of public law, concerning a member of administrative or management body or other representative or supervisory authority of the entity liable referred to in paragraphs 2 and 3 of Article 1.a of this Act, if a criminal offence is in direct connection to the performance of work or duties, is considered to be a public information upon a final decision on investigation or upon a final written charge, if the investigation was not required or introduced, or upon service of the statement of written charge to the accused, except in cases referred to in item 6 or 8 of paragraph 1 of Article 6 of this Act.

Article 8

(Catalogue of public information)
(1) Each body shall be obliged to continuously maintain and make public in an appropriate manner (official bulletin of the body, World Wide Web, etc.), as well as submit to the applicant for consultation on the spot, the catalogue of public information partitioned into content blocks held by the body.

(2) The Ministry responsible for administration (hereinafter: the Ministry) is obliged to regularly maintain and on the internet publish the state catalogue of public information, containing the information of individual bodies from the previous paragraph.

(3) Notwithstanding the provisions referred to in paragraphs 1 and 2 of this Article, the business entities subject to dominant influence of entities of public law are obligated to publish on their websites contact information of the person or persons responsible for disclosing public information.

Article 9

(Appointment of an official)

(1) Each body shall appoint one or more officials competent for the transmission of public information.

(2) Without prejudice to the provision in the preceding paragraph, several bodies may jointly appoint one or more officials competent for the transmission of public information.

Article 10

(Transmission of information to the World Wide Web)

(1) Each body is obliged to transmit to the World Wide Web the following public information:

1. Consolidated texts of regulations relating to the field of work of the body, linked to the state register of regulations on the Web;

2. Programmes, strategies, views, opinions and instructions of general nature important for the interaction of the body with natural and legal persons and for deciding on their rights or obligations respectively, studies, and other similar documents relating to the field of work of the body;

3. Proposals for regulations, programmes, strategies, and other similar documents relating to the field of work of the body;

4. All publications and tendering documentation in accordance with regulations governing public procurements;
5. Information on their activities and administrative, judicial and other services;

6. All public information requested by the applicants at least three times;

7. Other public information.

(2) Each body should facilitate, free of charge, access to information referred to in the preceding paragraph.

(3) The Ministry also enables access to information from the first paragraph via the joint government portal e-uprava.

(4) The provisions of this Article do not apply to business entities subject to dominant influence of entities of public law.

Article 10.a
(Obtaining and Publishing Public Information On-line)

(1) For the purpose of increasing transparency and responsible management of financial resources of entities liable under this Act and because of the overriding public interest in the disclosure of information on the expenditure of these resources, the competent authority for public payments, established pursuant to the law governing the provision of payment services to spending authorities (hereinafter: the competent authority for public payments), shall collect information on the balance on the account and payment transactions executed that debit the accounts of the following registered entities liable under this Act:
- public service agencies;
- public corporations in accordance with the law governing public utility services;
- those business entities referred to in item 1 or paragraph 2 of Article 1.a of this Act, where the participating interest of entities of public law, individually or jointly, amounts to 100%.

(2) The competent authority for public payments shall establish special records on all payment transactions executed that debit the accounts of the registered persons liable containing the following information:
- balance debits,
- name or business name of the payer,
- registered office of the legal person - the payer,
- debit reference,
- date of the transaction,
- amount of the transaction,
- transaction currency code,
- balance credits,
- name or business name of the credit recipient,
- registered office and address of the recipient,
- credit reference,
- the purpose of the payment,
- the code of purpose and
- other identification markings stated in the payment order or by the execution of a payment transaction according to regulations and standards of public payments.

(3) Payment service providers, except Banka Slovenije, shall communicate free of charge to the competent authority for public payment information about the balance on the account and all payment transactions...
executed that debit the accounts of the registered entities liable referred to in the paragraph 1 of this Article in a way determined by the Minister for Finance.

(4) The competent authority for public payments publishes on-line the following public information on transactions made by the registered entities liable referred to in paragraph 1 of this Article and other registered entities liable under Article 1 of this Act, except those liable as public service operators and holders of public mandates, provided they are not at the same time registered entities liable referred to in paragraph 1 of this Article:
- date of the transaction,
- currency and the amount of the transaction,
- account, name or business name of the credit recipient, except natural persons,
- the purpose of the payment.

(5) The registered entities liable referred to in Article 1 and Paragraph 2 of Article 1.a of this Act that are public procurement contractors, grantors of concessions or public partners shall within 48 days from the award of the contract, granting of concession or selection of a contractor in a public-private partnership based on the procedure regulated by acts on public procurement, concessions and public-private partnership publish generally accessible public information from the contract on public procurement, concession or public-private partnership. This information shall be published on the websites intended for e-public procurement in a machine-readable format. The manner, possible formats and the place of publication shall be determined by the Minister for administration in agreement with the Minister for finance.

(6) The exception to publishing the name or business name and registered office of the payment recipient defined in item 3 of paragraph 4 of this Article shall not apply to natural persons registered as business entities in the Slovenian Business Register.

(7) The competent authority for public payments is allowed to disclose information from paragraph 2 of this Article not published on-line to:
- the statutory representative, business entity and the members of the management and supervisory authority of the legal entity for the purpose of performing their duties established by the law and the constitutional document;
- the national authorities, the authorities of self-governing local communities and holders of public mandates for performing their legally specified competencies,
- other entitled entities in cases specified by law.

8) Unlimited free-of-charge re-use of public information from the paragraph 4 of this Article is permitted.

(9) Based on the request to access public information the information on payment transactions from this Article that classify as generally accessible public information are accessible under this Act from the entities liable.

(10) BAMC shall publish the public information defined in indent 4 of paragraph 5 of Article 6.a of this Act on-line without delay, and the information defined in indents 1, 2, and 3 of paragraph 5 of Article 6.a of this Act within three months from the actual acquisition of information. A more detailed manner of publishing the information defined in indents 1, 2, and 3 of paragraph 5 of in Article 6.a of this Act shall be determined by Banka Slovenije on the proposal of BAMC.

(11) The business entity subject to dominant influence of entities of public law shall publish on-line, on its website, the public information referred to in paragraph 1 of Article 6.a of this Act, concerning donor, sponsor, consulting, contractual or other intellectual services, within five days from the concluded transaction.

(12) The business entity subject to dominant influence of entities of public law shall publish on-line, by publishing on its website, the public information concerning the representatives of this business entity, the members of administrative or management body, or members of the supervisory authority from indent 2 of paragraph 1 of Article 4.a of this Act, referring to the type of representative or membership in the
administrative, management or supervisory body, and information on amount of remuneration or credit of this person, specifically: the name of the person, the arranged amount of monthly remuneration, the arranged amount of severance and total amount of remuneration paid in the previous year.

Article 11

(Government regulation)

The Government shall provide in detail what shall be considered as information from the document that is in the process of being drawn up (point 9 of the first paragraph of Article 6 of this Act), methods of preparation and publication of the catalogue of public information (Article 8 of this Act), types of information referred to in point 7 of the first paragraph of the preceding Article and methods of transmission of information to the World Wide Web.

IV. REQUEST FOR ACCESS OR RE-USE PROCEDURE

Article 12

(Request)

The applicant requests access to public information by way of written request for access to or the re-use of public information, he can also issue an informal request.

Article 13

(Legal protection)

The applicant who files a written request for access to or the re-use of public information shall enjoy legal protection.

1. Oral request for access to public information
Article 14

(Informal request)

(1) If the applicant requests access to or re-use of public information by way of informal request, the body is obliged to ensure the applicant access to or re-use of public information, except in the case of information referred to in paragraph 1 or 6 of the Article 6 of this Act.

(2) If the body sustains a request, it shall forthwith enable the applicant to get acquainted with the contents of the requested information by way of submitting to him the information for consulting it on the spot or by ensuring him a transcript, a copy or an electronic record of such information or the re-use thereof.

(3) If the applicant requests that the information be submitted to him for the consultation on the spot, the body is obliged to ensure the applicant the consultation on the spot in such a manner that the applicant shall have enough time to get acquainted with its contents.

(4) Informal request from the first paragraph is not considered as an administrative procedure request within the meaning of the Act governing general administrative procedure.

2. Written request for public information

Article 15

(Rules of procedure)

(1) The bodies shall decide about a written request (hereinafter referred to as "the request") for access to public information in the procedure provided by this Act.

(2) For (the) questions concerning the procedure with written request, which are not governed by this Act, the provisions laid down in the Act governing general administrative procedure shall apply.

Article 16

(Filing the request)

(1) The applicant shall file a request for access to public information with the body which is considered by the applicant to hold such information.
(2) In filing a request for information referred to in the preceding paragraph in electronic form, the provisions of the Act governing electronic commerce and signature shall apply.

Article 17

(Required contents of request)

(1) The request must contain the indication of the body with which it is being filed, the personal name, company or the name of the legal entity, the indication of the potential representative or the plenipotentiary, as well as the address of the applicant, or the address of his representative or plenipotentiary.

(2) In his request for access to public information, the applicant must specify:

1. The information he wishes to get acquainted with,

2. The way he wishes to get acquainted with the contents of the requested information (consultation on the spot, a transcript, a copy, an electronic record).

(3) The applicant is not required to give the legal grounds for the request or expressly characterize it as a request for the access to public information. If it is evident from the nature of the request that the latter concerns access to public information under this Act, the body shall consider the request pursuant to this Act.

(4) In his request for the re-use of public information the applicant must specify:

1. The information he wishes to re-use,

2. The way he wishes to acquire the contents of the requested information (classical or electronically record and usually also the form and carrier of the record);

3. The purpose he wishes to re-use the information for (commercial or noncommercial purposes)

Article 18

(Supplementing the request)

(1) If the request is incomplete and, hence, the body cannot deal with it, the body must invite the applicant to supplement it within the time limit laid down by the body. The time limit may not be less than 3 working days.

(2) Official referred to in Article 9 of this Act is obliged to provide the applicant with the appropriate assistance in supplementing the request.
(3) If the applicant does not supplement the request within the time limit laid down in the first paragraph, or if the request does not fulfill the conditions set out in Article 17 of this Act even following its supplementation and, hence, the body cannot deal with it, the body shall act in accordance with the Article 19 of this Act.

Article 19

(Dismissal of the Request)

The body shall dismiss the request by order, if the procedural conditions laid down in Articles 17 and 18 of this Act are not fulfilled.

Article 20

(Conduct of the body in cases when it does not hold the requested information)

If the body, which has received the request, does not hold the requested information, it must immediately, and at the latest within the time limit of 3 working days beginning from the day of receiving the request, assign the request to the body which is, in relation to the contents of the request, competent for resolving the request, and notify (about that) the applicant.

Article 21

(Deciding on the request)

(1) A representative or an official referred to in Article 9 of this Act shall conduct and decide on the procedure regarding a request for or re-use of access to public information within the body, according to the provisions of the Act governing general administrative procedure.

(2) When the applicant in his request appeals to the prevailing public interest for the disclosure according to second paragraph of the Article 6 of this Act or if the representative or the official judges, this provision has to be used, the matter is, based on the suggestion of the representative, decided on by the:

- Government, when the body liable is a government administration body, public prosecutor's office, attorney general's office, entity of public law, the founder of which is the state, public powers holder or public service contractor on a state level;

- Supreme Court, when the body liable is a court;

https://www.ip-rs.si/index.php?id=324
- Council of local self-governing community, when the body liable is a body of local self-governing community, entity of public law, the founder of which is a self-governing community, public powers holder or public service contractor on a local self-government level.

- The body itself, when not one of the bodies stated in the previous indents

(3) Provisions on procedure and jurisdiction from the previous paragraph also apply for a request for withdrawal of the classification according to the fourth paragraph of Article 6 of this Act.

(4) In the case referred to in the second and third paragraph of this Article an appeal is allowed in accordance with Article 27 of this Act.

Article 22

(Decision)

(1) If the body sustains a request for access, it shall not issue a special decision but it shall make an official note.

(2) If the body refuses the request for access, in whole or in part, it shall issue a written decision.

(3) If the body, in case of a request for re-use of information, charges for the re-use or in accordance with this Act states other conditions, it shall issue a written decision.

(4) The decision to refuse shall also contain, among other components, the explanation of grounds for the refusal of the request, as well as a caution on legal remedy.

(5) If the body refuses the request, in whole or in part, in accordance with provision of point 2 of paragraph 5 of Article 6 of this Act, it must in the decision state the person which disposes with the rights of intellectual property, or at least state the person from which the body acquired its scope of the rights of intellectual property.

(6) If the body does not ensure the applicant access to information within the time limit laid down in Article 23 of this Act, and if it does not render and serve the decision on the refusal of the request or the decision on sustaining of re-use of public information on the applicant, the request shall be deemed as refused by the body.

Article 23

(Time limit for the decision)
The body shall decide about the applicant’s request immediately, and at the latest within the time limit of 20 working days beginning from the day of receiving the complete request.

Article 24
( Exceptional circumstances )

(1) In cases when the body requires more time for the transmission of requested information due to the implementation of partial access to public information in accordance with the provisions laid down in Article 7 of this Act, or due to comprehensive documentation, it may extend the time limit laid down in the preceding Article for not more than 30 working days.

(2) The body is obliged to decide about the extension of the time limit, including the explanation of the grounds for the extension, by an order, which it shall serve on the applicant. The body is obliged to reach the decision at the latest within the time limit of 15 working days after the receipt of request.

(3) Appeal against the order referred to in the preceding paragraph is not possible.

(4) In the case when the provisions of second paragraph of Article 21 of this Act apply, the liable body shall submit a suggestion of the decision to the competent body within the time limit of 15 working days after the receipt of request, with the competent body deciding on the request within the time limit of further 15 working days, after the receipt of the suggestion of decision.

Article 25
( Access to information )

(1) If the body sustains a request, it shall forthwith enable the applicant to get acquainted with the contents of the requested information by way of submitting to him the information for consultation on the spot or by ensuring him a transcript, a copy or electronic record of such information.

(2) If the requested information is protected in accordance with the Act governing copyright, the body, in the case referred to in the preceding paragraph, shall enable the applicant to get acquainted with the information by way of submitting to him the information for consultation on the spot.

(3) If the applicant requests the information to be submitted to him for consultation on the spot, the body is obliged to ensure the applicant (the) consultation on the spot in such a manner that the applicant has enough time to get acquainted with the contents of the information.

(4) If the applicant deems that the information obtained (, which he has become acquainted with,) is not the public information he had stated in his request, he may request from the body to ensure him acquaintance
with the public information he had stated in his request. The body must decide about a request referred to in
the preceding paragraph immediately, and at the latest within the time limit of 3 working days.

(5) The Government shall specify the methods of transmission of public information.

Article 26

(Refusing a request)

The body may refuse the applicant’s request, in whole or in part, if it finds the requested information or
document to be an exception under Article 6 of this Act.

2. A Specific Procedural Rules

Article 26.a

(Proceedings of Business Entities Under Dominant Influence of Entities of Public Law)

(1) A business entity subject to dominant influence of entities of public law acts in proceedings with request
for access to public information in accordance with Articles 12, 13, 14, 16, 17, 18, 19, 23, 24, 25 and 26 of
this Act and provisions of the law on general administrative procedures unless otherwise specified by this
Act.

(2) If a business entity in a proceeding referred to in the previous paragraph denies access to public
information or provides it only partially, it shall with a written answer in a form of a letter notify the applicant
of the reasons for not disclosing the information requested. The reply shall contain a notice on the possibility
of appeal to the Commissioner for Access to Public Information within 15 days from the receipt of the
written answer. The answer in writing shall be sent to the applicant by registered mail or e-mail to the
applicant's address.

(3) The business entity shall within 20 days from the receipt of the request enable access to public
information or send a written answer from the previous paragraph to the applicant, otherwise access shall be
understood as denied.

(4) The written answer of the business entity referred to in paragraph 2 of this Article and the silence of the
business entity from the previous paragraph shall be considered as a decision of refusal.

3. Appellate proceeding

Article 27

(The right of appeal)
(1) The applicant has the right of appeal against the decision by which the body has refused the request, as well as against the order by which the body has dismissed the request.

(2) The applicant also has the right of appeal in the case referred to in the fourth paragraph of Article 25 or when the information received is not in the form, requested in accordance with the second and fourth paragraph of Article 17 of this Act.

(3) The Commissioner for Access to Public Information shall decide on the appeal.

(4) Appellate proceeding shall be implemented in accordance with the provisions laid down in the Act governing general administrative procedure.

(5) In appeal proceedings based on the appeal referred to in paragraph 4 of Article 26.a of this Act the Commissioner for Access to Public Information shall demand from the business entity subject to dominant influence of entities of public law all the documents concerning the matter or that reasons be provided for the lack of decision within the period prescribed by law.
(6) If the Commissioner for Access to Public Information in the appeal procedure from the previous paragraph establishes the appeal to be substantiated, it shall also decide on the business entity's request to access the public information.

4 Enforcement Proceedings

Article 27.a
(Enforcement)

(1) The enforcement proceedings shall be conducted in accordance with the law on general administrative procedure unless otherwise specified by this Act.
(2) The Commissioner for Access to Public Information is competent for the administrative enforcement proceedings under this Act.
(3) The administrative enforcement shall be carried out on the proposal of the applicant based on an enforceable decision and decision on consent to enforcement. No appeal shall be filed against the decision on consent to enforcement.
(4) The enforcement shall be executed under compulsion of the authority or the business entity subject to dominant influence of entities of public law bound to fulfil the obligation.

Article 28

(The Commissioner for Access to Public Information)
- Deleted; See the Information Commissioner Act -

Article 29

(Status of the Commissioner and dismissal of the Commissioner from office)
Article 30

(Professional service of the Commissioner)
- Deleted; See the Information Commissioner Act -

V. JUDICIAL PROTECTION

Article 31

(Administrative dispute)

An administrative dispute may begin against the decision by the Commissioner in accordance with the statute.

VI. PROMOTION AND COUNSELING IN RELATION TO ACCESS TO AND RE-USE OF PUBLIC INFORMATION

Article 32

(Tasks of the Ministry and supervision of implementation of the Act)

(1) The Ministry shall perform promotional and developmental tasks in relation to access to public information.

(2) Tasks of the Ministry referred to in the preceding paragraph are in particular (as follows):

1. Informing the public about the means and conditions for the access to public information;

2. Providing counseling to other bodies in relation to the application of the provisions of this Act;

3. Other promotional and developmental tasks.

(3) The Ministry performs inspection and supervision over the implementation of this Act, except for the provision referred to paragraph 3 of Article 10.a of this Act, for the implementation of which the body
responsible for public payments is competent.

(4) The Commissioner is within the frame of the appellate proceeding competent also for the supervision over the implementation of this Act and executive acts based on the Act.

Article 33

(Citizens’ Rights Ombudsman)

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Deleted (Official gazette, no.  61/05)

(Footnote (1))

Citizens’ Rights Ombudsman is also competent, in accordance with the statute, for the protection of the right of access to public information as a special domain.

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VII. COST AND OTHER CONDITIONS FOR TRANSMITTING AND RE-USE OF PUBLIC INFORMATION

Article 34

(Cost of the transmission of information)

(1) Consultation on the spot of the requested information shall be free of charge when no partial access under Article 7 of this Act is required.

(2) The body may charge the applicant the material costs for the transmission of a transcript, copy or electronic record of the requested information.

Article 34a

(Price and other requirements for re-use of information)

(1) The body may charge for the re-use of information for commercial purposes, except in case of re-use for the purpose of providing information, ensuring the freedom of expression, culture and art and media's re-use
of information.

(2) The price may not exceed the costs of collecting, producing, reproducing, and disseminating, together with a reasonable return on investment. The price must be adjusted for cost-effectiveness, set within a common accounting period and consistent with applicable accounting principles of the body concerned. The cost calculation method for the price is itself public information, and the body must in accordance with this Act, transmit it to every applicant which so requests.

(3) The body does not charge for the re-use of information if it transmits the same information to the internet free of charge.

Article 35
(Government regulations)

(1) The Government shall on the basis of the ex ante opinion of the Commissioner for Access to Public Information prescribe common charging rules a uniform bill of costs, on the basis of which the bodies which decide about proceedings shall charge for the costs referred to in Article 34 of this Act.

(2) The Government shall prescribe detailed measures and conditions for establishing the price from the Article 34a.

Article 36
(The publication of cost schedule and price)

(1) Any body must publish the cost schedule referred to in the preceding Article as well as submit it for consultation on the spot to any applicant.

(2) The body usually transmits all conditions on re-use of information, the price from the first paragraph of Article 34a, as well as the cost calculation method which he will consider with special requests into the internet in advance.

(3) The body is obliged to notify the applicant on the payment of costs and, if the applicant so demands gives the applicant an advanced notification on the amount (of costs) charged for the transmission of information.

(4) If the applicant’s request relates to information of greater scope, the body may require from the applicant an advanced deposit of the assessed amount for the full coverage of the costs of information transmission.
Article 36. a

(Non-discrimination)

(1) The price from the Article 34a or other applicable conditions for the re-use of documentsshall be non-discriminatory for comparable categories of re-use.

(2) If documents are re-used by a public sector body as input for its commercial activities which fall outside the scope of its public tasks, the same charges and other conditions shall apply to the supply of the documents for those activities as apply to other users.

(3) The re-use of information shall be allowed and open to all applicants at the same price and under the same conditions. The number of applicants to which a body grants the right to re-use shall not be limited. The body will not with a contract or any other agreement or decision grant an applicant such re-use of information, which would exclude the re-use of information by other users.

(4) Without prejudice to the provision in the preceding paragraph a public sector body can grant an exclusive right for the re-use of information, if this is unavoidably necessary for the provision of a public service or other services in the public interest. The validity of the reason for granting such an exclusive right shall be subject to regular review, and shall, in any event, be reviewed every three years. The applicant can appeal the decision of the public sector body.

(5) All prescribed data on granting and reviewing of the exclusive arrangements on the re-use of information shall be transmitted to the Commissioner and made public by the body. The Commissioner manages a record of all exclusive rights granted.

(6) The Government shall provide in detail the conditions on re-use of information and granting of exclusive rights from the fourth paragraph of this Article as well as the content and the manner of publication and the related record keeping.

VIII. REPORTING

Article 37

(Annual reports)

(1) State and local government bodies are obliged to draw up an annual report on the implementation of this Act and submit it to the Ministry by 31 January for the previous year.
(2) The government shall provide the prescribed report content referred to in the preceding paragraph.

(3) The Government shall accept a Joint Annual Report on the implementation of this Act, based on the received reports referred to in paragraph 1 of this Article by every 31 March for the previous year, and submit it to the National Assembly of the Republic of Slovenia for information. The Government shall publish the Joint Annual Report on the web.

Article 38

(Adopting and publishing the joint annual report)

- Deleted; See the Act amending the Access to Public Information Act (ZDIJZ-C) -

IX. PENAL PROVISIONS

Article 39

(Liability for misdemeanor)

(1) A fine of EUR 1,000 shall be imposed upon a person for the misdemeanor of destruction, concealment, or of making in any other way inaccessible of a document, a case, a dossier, a register, a record or a documentary material containing public information, with the intention of making such information inaccessible to the public.

(2) A fine of EUR 1,200 shall be imposed upon the responsible person of the body or business entity subject to dominant influence of entities of public law committing the offence from the previous paragraph.

(3) A fine of EUR 800 shall be imposed upon the responsible person of the body committing the offence:
- if within the period referred to in Article 23 of this Act he/she shall unduly fail to provide the public information requested,
- shall fail to publish the catalogue of public information referred to in Article 8 of this Act, or shall fail to publish public information on-line in accordance with Article 10 of this Act, or
- shall fail to submit in due time the annual report referred to in Article 37 of this Act,
- shall fail to publish the public information from Article 10.a on-line in the period referred to in paragraph 10 of Article 26 of this Act.

(4) A fine of EUR 800 shall be imposed upon the responsible person of the business entity subject to dominant influence of entities of public law committing the misdemeanor from indent 1 of the previous paragraph or if they fail to publish on their website all the public information referred to in paragraphs 11 and 12 of Article 10.a of this Act.

(5) A fine of EUR 300 shall be imposed upon the responsible person of the ministry or authority of a self-governing local community that shall fail to transmit to the competent organisation information in accordance with paragraph 1 of Article 3.č of this Act and the responsible person of entities of public law that shall fail to
transmit to the competent organisation information in accordance with paragraph 2 of Article 3.č of this Act.

(6) A fine of EUR 700 to 1,400 shall be imposed upon the individual and a fine of EUR 2,000 to 30,000 shall be imposed upon a legal entity or an entrepreneur, who re-uses the public information for commercial purposes, for which the body charges a price or states other conditions and the body did not allow such re-use in accordance with paragraph 3 of Article 22 of this Act.

(7) By urgent offence proceedings from the previous paragraph the competent body may impose any fine within the range determined.

Article 39.a
(Offence Provisions Regarding Centralised Collection of Information from Payment Service Providers)

(1) A fine of EUR 2,500 to 10,000 shall be imposed upon the payment service provider, except on Banka Slovenije, that does not provide the information referred to in paragraph 3 of Article 10.a of this Act to the authority competent for public payments, or provides it with false or incomplete information.

(2) A fine of EUR 1,000 to 4,000 shall be imposed upon the responsible person of a payment service provider, except on Banka Slovenije, for an offence referred to in the preceding paragraph.

(3) By urgent offence proceedings the authority competent for public payments may impose any fine within the range determined by this Article.

X. TRANSITORY AND FINAL PROVISIONS

Article 40
(Commencement of the work of the Commissioner)

The Commissioner shall commence with his work by September 2003 at the latest.

Article 41
(Regulations and other Government acts)

(1) The Government shall publish a catalogue referred to in the second paragraph of the Article 1 of this Act at the latest within six months following the entry into force of this Act.

(2) The Government shall issue the regulations laid down in Article 11 and the fifth paragraph of Article 25 of this Act at the latest within four months following the entry into force of this Act.

(3) The Government shall issue the cost schedule referred to in Article 35 of this Act at the latest within six
months following the entry into force of this Act.

Article 42
(Acts by the bodies)

(1) The bodies shall draw up the catalogues referred to in Article 8 of this Act within one year following the entry into force of the regulation laid down in Article 11 of this Act.

(2) The bodies shall publish the cost schedule referred to in Article 35 of this Act at the latest within one month following its entry into force.

Article 43
(Nomination of the person responsible)

The bodies shall nominate the officials referred to in Article 9 of this Act at the latest within three months following its entry into force.

Article 44
(Transmission of the documents to the World Wide Web)

The bodies are obliged, at the latest within six months following the entry into force of the regulation laid down in Article 11 of this Act, to transmit to the World Wide Web the public information referred to in Article 10 of this Act.

Article 45
(Expiration)

On the date of entry into force of this Act, the first paragraph of Article 38 and the first paragraph of Article 40 of the Act governing archives material and archives (Official Gazette of the Republic of Slovenia, No.
20/97 and 32/97 – corrigendum) shall cease to be in force.

Article 46

(Effective date of the Act)

This Act shall enter into force on the fifteenth day after its publication in the Official Gazette of the Republic of Slovenia.

No 010-01/02-11/2


Act amending the Access to public information Act (ZDIJZ-A) (Official gazette of RS, no. 61-2663/2005) includes the following transitional and final provisions:

Article 31

(1) Contracts and other arrangements in existence on the day of entry into force of this Act which grant exclusive re-use of public information to one or more persons and do not qualify under the conditions of the fourth paragraph of Article 36a shall be terminated at the end of the contract or in any case not later than 31st December 2008.

(2) Until the passing of the Act which will regulate the Commissioner's organization, the number of Commissioner's expert and technical staff is regulated as the requirements of the working process dictate.

(3) Without prejudice to the provisions of the Act governing classified data, the Commissioner (government official) has, without a prior permission, access to classified data.

Article 32

(Issue of regulations)

The government will within three months after the entry into force of this Act issue regulations referred to in the Articles 26, 28 and 29.
This Act shall enter into force on the 15th day after its publication in the Official Gazette of the Republic of Slovenia.

Note: Articles 26, 28 and 29 of the Act on revisions and additions to the Act on access to public information (ZDIJZ-A) concern Articles 35, 36a and 37 of the Act on access to public information (ZDIJZ).

Act amending the Access to public information Act (ZDIJZ-B) (Official gazette of RS, no. 28/06) includes the following final provision:

Article 3

This Act shall enter into force on the 15th day after its publication in the Official Gazette of the Republic of Slovenia.

Act amending the Access to public information Act (ZDIJZ-C) (Official gazette of RS, no. 23/14) includes the following transitional and final provisions:

Article 23

The competent organisation shall establish a register of entities liable referred to in Article 3.b of this Act no later than six months from the entry into force of this Act and ensure the conditions for the submission of online applications of entities liable pursuant to Article 3.č of the Act no later than one month in advance of this deadline. The competent organisation registers the persons liable under items 2 and 3 of paragraph 1 of Article 3.b of this Act within five days from the establishment of the register of persons liable.

Article 24

(1) The Minister for administration shall issue the regulation referred to in paragraph 6 of Article 3.a, paragraph 3 of Article 3.c and paragraph 3 of Article 3.č, within three months from the entry into force of this Act and the regulation referred to in paragraph 5 of Article 10.a of this Act within six months from the entry into force of this Act.

(2) The Minister for finance shall issue the regulation referred to in paragraph 3 of Article 10.a of this Act within four months from the entry into force of this Act.

Article 25
The ministries and the authorities of self-governing local communities shall submit an up-to-date record of entities liable within their powers referred to in paragraph 1 of Article 3.č of the Act to the competent organisation after five but no longer than six months from the entry into force of this Act.

Article 26

(1) Business entities subject to dominant influence of entities of public law have to fulfil the obligation from paragraph 3 of Article 8 of this Act within one month from the entry into force of this Act.
(2) BAMC ensures publication of public information referred to in paragraph 10 of Article 10.a of this Act on-line within three months from the entry into force of this Act.
(3) Banka Slovenije shall determine a more detailed way of publication referred to in paragraph 10 of Article 10.a of this Act within one month from the entry into force of this Act.

Article 27

The Government shall accept rules for charging and a uniform bill of costs referred to in Article 35 of this Act within five months from the entry into force of this Act. Until that time, the provisions from Articles 34 and 35 of the Public Information Access Act (Official Gazette of the Republic of Slovenia, No. 51/06 – official consolidated version and 117/06 – ZDavP-2) shall apply for charging the costs of public information disclosure.

Article 28

(1) In paragraph 2 of Article 7 of the Act Governing the Remuneration of Managers of Companies with Majority Ownership held by the Republic of Slovenia or Self-Governing Local Communities (Official Gazette of the Republic of Slovenia No. 21/10 and No. 8/11) the part of the text "shall be protected as confidential information" shall cease to have effect.
(2) In the Act Defining the Measures of the Republic of Slovenia to Strengthen Bank Stability (Official Gazette of the Republic of Slovenia, No. 105/12 and 63/13 – ZS-K) shall cease to have effect:
- in paragraph 7 of Article 4 the part of the text "except in the case of information confidential under the law on banking."
- in paragraph 8 of Article 11 the part of the text “except in the case of reporting suspicion of a criminal offence.”

Article 29

(1) This Act shall enter into force on the 15th day after its publication in the Official Gazette of the Republic of Slovenia.
(2) The provisions referred to in indents 1, 2, and 3 of paragraph 5 of Article 6.a come into force three months from the entry into force of this Act.
(3) The provisions referred to in paragraphs 1–9 of Article 10.a are to come into force six months from the entry into force of this Act.

Act amending the Access to public information Act (ZDIJZ-D) (Official gazette of RS, no. 50/14) includes the following transitional and final provisions:
Article 4

Deleted; see decision of the Constitutional Court of Slovenia

Article 5

This Act shall enter into force on the 15th day after its publication in the Official Gazette of the Republic of Slovenia.