

Date signed: 19.07.2012

Publication date: 26.09.2012 00:00

Registered with the Ministry of Justice on September 13, 2012 Registration no. 25456

**Order of the Ministry of Transport of the Russian Federation
(Russian Ministry of Transport)
of July 19, 2012 no. 243, Moscow**

"On enactment of the Procedure of formation and maintenance of automated centralized databases of personal data on passengers and personnel (crew members) of means of transportation and of provision of data contained therein"

Pursuant to Article 11 of the Federal Law of February 9, 2007 no. 16-FZ "On transport security" (Collected Legislation of the Russian Federation, 2007, no. 7, art. 837; 2008, no. 30 (part 2), art. 3616; 2009, no. 29, art. 3634; 2010, no. 27, art. 3415; 2011, no. 7, art. 901; 2011, no. 30 (part 1), art. 4569, 4590) and in accordance with subparagraph 5.2.53.16 paragraph 5 of the Regulation on the Ministry of Transport of the Russian Federation, enacted by the resolution of the Government of the Russian Federation of July 30, 2004 no. 395 (Collected Legislation of the Russian Federation, 2004, no. 32, art. 3342; 2006, no. 15, art. 1612, no. 24, art. 2601, no. 52 (part 3), art. 5587; 2008, no. 8, art. 740, no. 11 (part 1), art. 1029, no. 17, art. 1883, no. 18, art. 2060, no. 22, art. 2576, no. 42, art. 4825, no. 46, art. 5337; 2009, no. 3, art. 378, no. 4, art. 506, no. 6, art. 738, no. 13, art. 1558, no. 18 (part 2), art. 2249, no. 32, art. 4046, no. 33, art. 4088, no. 36, art. 4361, no. 51, art. 6332; 2010, no. 6, art. 650, art. 652, no. 11, art. 1222; no. 12, art. 1348, no. 13, art. 1502, no. 15, art. 1805, no. 25, art. 3172, no. 26, art. 3350, no. 31, art. 4251; 2011, no. 14, art. 1935, no. 26, art. 3801, art. 3804, no. 32, art. 4832, no. 38, art. 5389, no. 46, art. 6526, no. 47, art. 6660, no. 48, art. 6922; 2012, no. 6, art. 686, no. 14, 1630, no. 19, art. 2439), it is hereby ordered as follows:

1. Procedure for formation and maintenance of automated centralized databases of personal data on passengers and personnel (crew members) of means of transportation is hereby enacted.
2. This Order comes into force on December 1, 2013.
3. Federal Service for Transport Oversight, after the commissioning of automated centralized databases of personal data on passengers and of the automated system of control over transfer of personal data on passengers and personnel (crew members) of means of transportation, shall organize in due course due diligence of the procedure of submission of information to automated centralized database of personal data on passengers and personnel (crew members) of means of transportation.

M. Sokolov, Minister

Procedure for formation and maintenance of automated centralized databases of personal data on passengers and personnel (crew members) of means of transportation and of provision of data contained within

I. General provisions

1. This procedure was developed pursuant to the Federal Law of February 9, 2007 no. 16-FZ "On transport security" (1), subject to the Federal Law of 27 July 2006 no. 149-FZ "On information, information technology and protection of information" (2) and on the basis of the Comprehensive Program of public security in transportation, enacted by the instruction of the Government of the Russian Federation of July 30, 2010 no. 1285-r (3), and defines the basis of the formation and maintenance of automated centralized databases of personal data on passengers and personnel (crew members) of means of transportation (hereinafter ACDPDP) as well as of the submission of the data they should contain.

2. ACDPDP are part of the integrated government information system of transport security (hereinafter IGIS TS) implemented pursuant to the Federal Law of February 9, 2007 no. 16-FZ "On transport security." The information contained in ACDPDP is considered government information resource (4). In order to take measures to ensure national sovereignty over information flows in transport and compliance with transport security requirements, relevant databases are organized, including their initial formation, by Russian legal entities with the equipment necessary for their operation to be installed in the territory of the Russian Federation.

3. Principles on which ACDPDP are built and function are as follows:

- 1) compliance with the constitutional rights of citizens in the automated processing of information containing personal data;
- 2) provision of technological possibilities of information exchange between existing and newly created information systems of the information exchange participants;
- 3) technological independence of the ACDPDP structure and its functioning of the current administrative, organizational and other changes in activities of the information exchange participants;
- 4) confidentiality of information; 5) integrity and reliability of the information.

4. ACDPDP is formed and maintained and the data contained therein is provided through information and telecommunication networks, information technology and IGIS TS.

5. ACDPDP are formed in a centralized manner as a combination of databases of personal data on passenger transportation by all modes of transportation. ACDPDP, in accordance with the requirements of paragraph 2 of Article 11 of the Federal Law of February 9, 2007 no. 16-FZ "On transport security" are formed for the following modes of transport:

- 1) domestic and international air transportation;
- 2) long distance railway transportation;
- 3) international sea, inland waterway transportation in international and interportal modes between ports located in territories of different subjects of the Russian Federation, excluding transportation between the federal city of Moscow and the Moscow region and federal city of Saint-Petersburg and the Leningrad region;
- 4) transportation by road, including on-demand, in international and intercity modes between different settlements located in territories of different subjects of the Russian Federation, excluding transportation between the federal city of Moscow and the Moscow region and federal city of Saint-Petersburg and the Leningrad region.

6. ACDPDP are formed based on information provided by:

- 1) transport infrastructure entities and carriers;
- 2) federal executive authorities;
- 3) foreign governments and organizations in the framework of international cooperation in transport security.

7. Carriers and transport infrastructure entities ensure submission of data on passenger transportation, including personal data on passengers and personnel (crew members) of means of transportation obtained from:

- 1) registered passenger transportation operation (registered operation) during travel document (ticket) issuance;
- 2) formation of passenger lists when conducting on-demand passenger transportation (via on-demand routes);
- 3) formation of personnel (crews) of means of transportation (hereinafter the data on passenger transportation).

Types of registered passenger transportation operations include: travel document (ticket) booking, its sale, return, passenger check-in, passenger boarding the means of transportation, change or cancellation of transportation.

The list of registered passenger transportation operation is determined by technologies used for data transfer on different types of transport, listed in Chapter III of this Procedure.

8. Personal data on passengers and personnel (crew members) of means of transportation transferred to ACDPDP in accordance with Par. 5 Art. 11 of the Federal Law of February 9, 2007 no. 16-FZ "On transport security" should include:

- 1) full name;
- 2) date of birth;
- 3) type and number of identity document used to book travel documents (ticket);
- 4) point of departure, destination, type of route (non-stop, transit);
- 5) date of travel;
- 6) gender;
- 7) nationality.

8.1. During booking travel documents (tickets), data specified in item 8 of the present Procedure is to be transferred to ACDPDP.

8.2. During formation of passenger lists when conducting on-demand passenger transportation, data specified in item 8 of the present Procedure is to be transferred to ACDPDP.

8.3. For personnel (crew) of means of transportation, information on the position held in crew should be transferred to ACDPDP in addition to data specified in item 8 of the present Procedure.

Information on the position held may be provided as the name of the position or as the personnel grade.

9. Personal data on passengers transferred to ACDPDP is accompanied by data describing the transaction registered in the information system of the carrier or the transport infrastructure entity when processing the corresponding transportation of passengers (hereinafter the data on registered operation).

Data on registered passenger transportation operation is determined for each type of transport.

10. Procedure for the transfer of the passenger transport data for the formation of ACDPDP is described in Chapter 3 hereof and applies to passenger transport by air, road, rail, sea and inland waterway transport.

II. Organization of information exchange

11. Information exchange participants in the formation and maintenance of ACDPDP are suppliers and users of information on passenger transport as well as the IGIS TS operator.

12. Carriers and transport infrastructure entities (hereinafter, suppliers of information) in accordance with the authorized scope of responsibility in the issuance of travel documents (tickets) ensure the submission of the passenger transport data to the IGIS TS operator.

Transport infrastructure entities or foreign carriers who own means of transport engaged in international transportation of passengers to the Russian Federation, from the Russian Federation and (or) through the territory of the Russian federation, or who use them on other legal grounds, ensure transfer of data on passenger transportation in accordance with the present Procedure to ACDPDP, unless specified otherwise by international agreements of the Russian Federation..

13. Federal executive authorities authorized by the Government of the Russian Federation to function in transportation security, the Interior Ministry of Russia, and the Federal Security Service of Russia (hereinafter, user) use the information contained in ACDPDP.

14. The IGIS TS Operator forms and maintains the ACDPDP, including the collection, processing and provision of the data they contain. The IGIS TS Operator in accordance with its responsibilities in the formation and maintenance of the ACDPDP and within its scope of authority is responsible for the following:

- 1) organizational, technical, methodological and other support to the formation and maintenance of the ACDPDP;
- 2) ensuring operation of hardware and software systems, means of communications and other assets necessary for formation and operation of ACDPDP, population with information and further improvements to ACDPDP;
- 3) information security of the ACDPDP;
- 4) access by the information exchange participants to the ACDPDP;
- 5) submission to the Federal Service for Transport Oversight of the results of transfer of passenger personal data;
- 6) drafting of changes to the technologies used for transfer of information on passenger transport to the ACDPDP and submission thereof for approval in due course.

15. Submission of data to ACDPDP by information providers is conducted electronically and automatically according to a schedule, by selecting necessary data from the information system of the transport infrastructure entity or the carrier and uploading it to an exchange file (message) of an agreed upon format in accordance with the provisions of Chapter 3 of this Procedure or interactively by entering data on passenger transportation on the ACDPDP Internet portal.

Technology for transfer of data to ACDPDP interactively is selected by the IGIS TS operator. The IGIS TS operator provides carrier (transport infrastructure entity) with settings required for connection to the ACDPDP Internet portal.

16. Data for inclusion in the ACDPDP are provided by federal executive authorities in electronic form at the request of the IGIS TS operator as an exchange file of the agreed format.

17. ACDPDP data are provided to the users electronically on request through direct access to ACDPDP and on schedule in accordance with the provisions contained in Chapter 3 hereof, using the exchange file of the agreed format. Direct access to following ACDPDP data is provided: ACDPDP data that match the search query; summary data in the form of reports in agreed formats. Search query formats, forms of requests for summary data and formats of providing information to the users are governed by agreements referred to in Par. 18 hereof. Users are provided with character tables, classifications and technical manuals that contain information about transport infrastructure entities and facilities, vehicles, carriers and passenger schedules, used in the processing of passenger personal data and constituting an integral part of the ACDPDP and regularly updated.

18. Information interaction between information providers and the IGIS TS operator and between the IGIS TS operator and users is based on agreements.

19. Due diligence of transfer of information to the ACDPDP is held by the empowered federal executive authorities at government control in sphere of transport security.

III. Procedure of submission of information on passenger transportation for the formation of ACDPDP

General provisions on submission of data on passenger transport by all modes of transport

20. Data on passenger transportation transferred automatically can be transmitted:
 as CSV files (comma-separated values text file format for representation of table data as per RFC 4180¹ specification); with semicolon as separator;
 as PAXLST messages of the UN/EDIFACT standard (text format for passenger list submission), if supported by the transfer technology for data on passenger transportation of the selected means of transportation.

In CSV exchange files the times of departure, arrival and registered operation should be listed in UTC.

21. Data on passenger transportation transferred in CSV file format is formatted into a main and a service data block.

22. Contents of a CSV file main data block are determined by the specifics of passenger transportation by selected means of transportation.

23. The service data block of a CSV file should contain the following information (fields):
 date and time of registered operation in the automated system of the carrier (transport infrastructure entity) - **TIMESTAMP**;
 version number - **NUMBER(5)**.

24. Data is exported from the originating system into a CSV (Comma Separated Values) file as per RFC 4180. Semicolon is used as separator.

¹ <http://www.rfc-editor.org/rfc/rfc4180.txt>

25. Before data is transfer to ACDPDP, every single CSV file should be compressed using an algorithm selected by the IGIS TS operator.

26. .Transferred CSV file names should conform to the following template:

IDYY YY_MM_DD_HH_mm_ss_mss.csv
(ID_YYYY_MMJDD HHjiiim_ss_mss.csv.zip), where:

ID – unique carrier ID (transport infrastructure entity ID, other organization ID);
 YYYY – year (i.e. 2010);
 MM – month (01 to 12);
 DD – day (01 to 31);
 HH – hour (00 to 23);
 mm – minutes (00 to 59);
 ss – seconds (00 to 59);
 mss – milliseconds (00 to 999).

Names of all transferred files should be unique for a single information provider.

27. FTP (File Transfer Protocol) may be used for transfer of CSV files in accordance with RFC 2228². Connection should be established in FTP passive mode.

28. For transfer of PAXLST messages an application level Type B can be used (as per RFC 2351³).

29. Data transfer is conducted utilizing the ACDPDP interaction subsystem (gateway), to which a carrier or a transport infrastructure entity connects. The IGIS TS operator provides the carrier (transport infrastructure entity) with ACDPDP gateway connection parameters.

30. The carrier (transport infrastructure entity) should ensure transfer of data on passengers to ACDPDP with a delay of no more than 30 minutes after entering data into the carrier's (transport infrastructure entity's) information system, unless specified otherwise by the technology of transfer of data on passenger transportation by a selected means of transportation.

31. Information on personnel (crew) of means of transportation is transfer to ACDPDP after the crew is formed, but no later than 24 hours before departure of the means of transportation in question.

In case of changes (additions) to the crew composition the information on those changes is transferred to the ACDPDP immediately, but no later than the moment of departure of the means of transportation.

32. Data transfer is carried out on a round-the-clock basis.

33. Public or specially protected IP networks are used for data transfer. To facilitate data transfer, the carrier (transport infrastructure entity) creates a main and a backup transfer channel.

34. The bandwidth of the data transfer channel from the originating system to the ACDPDP external gateway should be sufficient to ensure data transfer in under 10 minutes.

35. Data transfer channels from the originating system to the ACDPDP external gateway should terminates in the IGIS TS operator's machine room⁴.

² <http://www.rfc-editor.org/rfc/rfc2228.txt>

³ <http://www.rfc-editor.org/rfc/rfc2351.txt>

36. The possibility of switching to the backup channel should be available within 15 minutes after the main channel malfunctions.

37. Information in this Chapter can be provided and explained by the IGIS TS operator.

38. Tables for encoding individual ACDPDP fields listed in this Procedure can be amended by the IGIS TS operator when appropriate.

39. The IGIS TS operator can clarify technological issues concerning submission of information to ACDPDP.

40. Data for the automated centralized databases of personal data on passengers and personnel (crew) of means of transportation is transferred in Russian, using Cyrillic alphabet, and (or) using the Latin alphabet in the language of the document of identification presented during processing or booking travel documents (tickets), formation of the passenger list and formation of the personnel (crew) of a means of transportation.

Data transfer from the machine-readable area of the document of identification presented during the purchase (booking) of a ticket is conducted using Latin symbols, without conversion to Cyrillic.

41. When forming the information for subsequent submission to ACDPDP, UTF-8 codepage is used, as per RFC 3629 and ISO/IEC 10646 Annex D, without the byte ordering mark.

Technologies for transfer of information on passenger air transportation

42. The existing information and telecommunications infrastructure of air carriers and transport infrastructure entities – providers of information on passenger transportation via air – is utilized to transfer information on passenger transportation to ACDPDP.

43. The procedure for submission of information on passenger transportation to ACDPDP includes extraction of personal data on passengers and data on the registered operation from the information and telecommunications infrastructure of air carriers and transport infrastructure entities (airport operators) and subsequent transfer of this data by electronic means to ACDPDP in accordance with the present Procedure. Data transfer is initiated by the air carriers and transport infrastructure entities in accordance with the requirements set by section 27 of Doc 9944 of the International Civil Aviation Organization (hereinafter ICAO).

44. An air carrier operating scheduled international passenger transportation, as well as non-scheduled passenger transportation in the Russian Federation, from the Russian Federation and through the territory of the Russian Federation and for carriers-residents of the Russian Federation within the territory of the Russian Federation on the aircraft Charter agreement (air Charter), transfers to ACDPDP data on passengers formed during passenger check-in at the airport no later than 15 minutes before aircraft departure.

Entity of transport infrastructure that performs passenger check-in of air carriers operating scheduled passenger transportation, as well as non-scheduled passenger transportation from the Russian Federation transfers to ACDPDP data on passengers that is formed during check-in but no later than 15 minutes before aircraft departure.

⁴ Machine room address is provided by the IGIS TS operator upon request.

45. An air carrier operating scheduled domestic passenger transportation transfers to ACDPDP data on passengers obtained during booking (purchase) of travel documents (tickets) or formed during passenger check-in no later than 6 hours and no later than 15 minutes before aircraft departure.

Entity of transport infrastructure that performs passenger check-in of air carriers operating scheduled domestic passenger transportation transfers to ACDPDP data on passengers that is formed during check-in no later than 6 hours and no later than 15 minutes before aircraft departure.

46. Transfer of data to ACDPDP by air carriers on passengers obtained during booking (purchase) of travel documents (tickets) more than a day before departure is conducted no later than 24 hours prior to aircraft departure.

47. An air carrier transfers to ACDPDP the data on the aircrew as per item 31 of the present Procedure.

48. An air carrier operating overflights through the territory of the Russian Federation transfers information to ACDPDP on passengers and aircrew members in accordance with the present Procedure.

49. Information on passengers and aircraft crew members is transferred in form of CSV files or PAXLST messages in case of automatic submission to ACDPDP.

50. When transfer information on passengers and crew members in a CSV file, the main data block should contain the following fields:

a) personal data on passenger (aircraft crew member):

surname	- VARCHAR2(40);
name	- VARCHAR2(30);
patronymic (or middle name, if exists)	- VARCHAR2(30);
date of birth	- DATE;
gender	- VARCHAR2(1) ⁵ ;
nationality	- VARCHAR2(30);
type of document of identification	- NUMBER(2) ⁶ ;
number of document of identification	- VARCHAR2(20);
point of departure	- VARCHAR2(20);
destination	- VARCHAR2(20);
route type (direct, transit)	- NUMBER(1) ⁷ ;
travel date (date and time of aircraft departure)	- DATE, TIME;
personal data type (data on passenger or crew member of the means of transportation)	- NUMBER(1) ⁸ ;
position (category) (only for crew members of the means of transportation)	- VARCHAR2(20);

b) data on registered operation:

registered operation	- NUMBER(2) ⁹ ;
date and time of registered operation	- DATE, TIME;
code of the carrier conducting the actual air transportation	- NUMBER(5);

⁵ Gender codes are listed in Table 6 of this Procedure.

⁶ Codes for documents of identification are listed in Table 1 of the present Procedure.

⁷ Route type codes are listed in Table 2 of the present Procedure.

⁸ Personal data type codes are listed in Table 5 of the present Procedure.

⁹ Travel document operation type codes are listed in Table 3 of the present Procedure.

flight number - VARCHAR2(8);
 reservation number (PNR locator) - VARCHAR2(12);
 date and time of arrival to destination (on schedule) - DATE, TIME.

51. Data transfer is conducted using the UN/EDIFACT format. When transfer data from information and communications systems of air carriers international or industrial references and classifiers should be used when encoding message fields.

52. When transfer information on passengers and crew members as PAXLST messages the composition of transferring data should conform to data composition specified in item 51 of the present Procedure, and its presentation format should meet the requirements of the Guidelines on Advance Passenger Information (API), WCO/IATA/ICAO, 2010¹⁰.

53. Personal data on passengers and crew members when conducting international transportation should conform to the data in the machine-readable part of the document based on which the transportation was formalized.

54. Structure and specifications of machine-readable data are defined by requirements and recommendations of part 1 of ICAO Doc 9303¹¹.

55. If the information and telecommunications system of the air carrier does not support Cyrillic symbols, data is transfer to ACDPDP without conversion to Cyrillic alphabet.

Technologies for transfer of data on passenger road transportation

56. Main data block of the CSV file contains the following data:

a) personal data on passenger (crew member):

surname	- VARCHAR2(40);
name	- VARCHAR2(30);
patronymic (or middle name, if exists)	- VARCHAR2(30);
date of birth	- DATE;
gender	- VARCHAR2(1) ¹² ;
nationality	- VARCHAR2(30);
type of document of identification	- NUMBER(2) ¹³ ;
number of document of identification	- VARCHAR2(20);
point of departure	- VARCHAR2(20);
destination	- VARCHAR2(20);
route type (direct, transit)	- NUMBER(1) ¹⁴ ;
travel date (date and time of aircraft departure)	- DATE, TIME;
personal data type (data on passenger or crew member of the means of transportation)	- NUMBER(1) ¹⁵ ;
position (category) (only for crew members of the means of transportation)	- VARCHAR2(20);

¹⁰ http://www.icao.int/Security/FAL/Documents/2010_API_Guidelines_Final_Version_ICAO.2011_full_x2.pdf.

¹¹ http://www.icao.int/publications/Documents/9303_pl_vl_cons_ra.pdf.

¹² Gender codes are listed in Table 6 of this Procedure.

¹³ Codes for documents of identification are listed in Table 1 of the present Procedure.

¹⁴ Route type codes are listed in Table 2 of the present Procedure.

¹⁵ Personal data type codes are listed in Table 5 of the present Procedure.

б) data on registered operation:

registered operation	- NUMBER(2) ¹⁶ ;
road carrier ¹⁷	- NUMBER(5);
transport infrastructure entity (bus terminal) ¹⁸	- NUMBER(5);
route number	- VARCHAR2(8);
seat number	- VARCHAR2(4);
cash transaction date and time	- DATE, TIME;
point of sale number or surname of the cashier who sold the ticket	- VARCHAR2(20);
date and time of arrival to destination (on schedule)	- DATE, TIME;
vehicle (bus) registration plate	- VARCHAR2(12);
vehicle (bus) brand	- VARCHAR2(12).

57. Personal data on passengers transfer in compliance with the requirements set by item 30 of the present Procedure, but no later than the time of vehicle departure.

58. Data transfer on vehicle (bus) registration plate and brand is mandatory only if transfer personal data on personnel (crew) of the vehicle.

Technologies for transfer of data on passenger railroad transportation

59. Main data block of the CSV file contains the following data:

a) personal data on passenger (crew member):

surname	- VARCHAR2(40);
name	- VARCHAR2(30);
patronymic (or middle name, if exists)	- VARCHAR2(30);
date of birth	- DATE;
gender	- VARCHAR2(1) ¹⁹ ;
nationality	- VARCHAR2(30);
type of document of identification	- NUMBER(2);
number of document of identification	- VARCHAR2(20);
point of departure	- VARCHAR2(20);
destination	- VARCHAR2(20);
route type (direct, transit)	- NUMBER(1);
date and time of departure	- DATE, TIME;
personal data type (data on passenger or crew member of the means of transportation)	- NUMBER(1) ²⁰ ;
position (category) (only for crew members of the means of transportation)	- VARCHAR2(20);

б) data on registered operation:

operation	- NUMBER(2) ²¹ ;
carrier ²²	- NUMBER(5);
train number	- VARCHAR2(8);

¹⁶ Travel document operation type codes are listed in Table 3 of the present Procedure.

¹⁷ ID assigned by the IGIS TS operator.

¹⁸ ID assigned by the IGIS TS operator.

¹⁹ Gender codes are listed in Table 6 of this Procedure.

²⁰ Personal data type codes are listed in Table 5 of the present Procedure.

²¹ Travel document operation type codes are listed in Table 3 of the present Procedure.

²² ID assigned by the IGIS TS operator.

train slot	- VARCHAR2(8);
coach number	- VARCHAR2(8);
passenger place number	- VARCHAR2(4);
ID of the computing center that sold the place	- VARCHAR2(8);
ID of the computing center that issued the place	- VARCHAR2(8);
cash transaction data and time	- DATE, TIME;
point of sale terminal code	- VARCHAR2(20);
date and time of arrival	- DATE, TIME;
number of places for one registered operation -	VARCHAR2(2).

60. Personal data on passengers transfer in compliance with the requirements set by item 30 of the present Procedure, but no later than the time of train departure. Personal data on personnel (crew members) of the means of transport (train) should be conducted after formation of the vehicle crew, but no later than the time of train departure.

61. Transfer of data to ACDPDP should be conducted with a delay of no more than 60 minutes after entering the data to the carrier's (transport infrastructure entity's) information system.

Technologies for transfer of data on passenger sea and inland water transportation

62. Water carriers and transport infrastructure entities provide the IGIS TS operator with data on passengers and crew members in accordance with the provisions of Rule 9/2 of article XI-2 of the International Convention for the Safety of Life at Sea of 1974²³.

Main data block of the CSV file contains the following data:

- a) personal data on passenger (crew member):
- | | |
|--|-------------------------------|
| surname | - VARCHAR2(40); |
| name | - VARCHAR2(30); |
| patronymic (or middle name, if exists) | - VARCHAR2(30); |
| date of birth | - DATE; |
| gender | - VARCHAR2(1) ²⁴ ; |
| nationality | - VARCHAR2(30); |
| type of document of identification | - NUMBER(2) ²⁵ ; |
| number of document of identification | - VARCHAR2(20); |
| place of departure | - VARCHAR2(20); |
| destination | - VARCHAR2(20); |
| date and time of departure | - DATE, TIME; |
| personal data type (data on passenger or crew member of the means of transportation) - | NUMBER(1) ²⁶ ; |
| position (category) (only for crew members of the means of transportation) - | VARCHAR2(20); |
- b) data on registered operation:
- | | |
|-----------------------------|-----------------------------|
| operation | - NUMBER(2) ²⁷ ; |
| water carrier ²⁷ | - NUMBER(5); |

²³ Decree of the Council of Ministers of the USSR No. 975 of November 2, 1979 "On acceptance of the International Convention for the Safety of Life at Sea of 1974 by the USSR",

²⁴ Gender codes are listed in Table 6 of this Procedure.

²⁵ Codes for documents of identification are listed in Table 1 of the present Procedure.

²⁶ Personal data type codes are listed in Table 5 of the present Procedure.

²⁷ ID assigned by the IGIS TS operator.

vessel class code by navigation zone ²⁸	- NUMBER(1);
vessel registration number	- VARCHAR2(8);
vessel name	- VARCHAR2(20);
vessel nationality	- VARCHAR2(2);
voyage number	- VARCHAR2(8);
cash transaction date and time	- DATE, TIME;
point of sale number or surname of the cashier who sold the ticket	- VARCHAR2(20);
date and time of arrival to destination port (on schedule)	- DATE, TIME;
number of places for one registered operation	- VARCHAR2(2).

63. Transfer of personal data on passengers should be conducted in accordance with the requirements set by item 29 of the present Procedure, but no later than the time of vessel departure.

64. Personal data on personnel (crew members) of the means of transport (vessel) should be conducted after formation of the vehicle crew, but no later than the time of vessel departure..

65. For transportation of passengers via international routes the transfer of personal data on passengers and crew members should be conducted: for vessels arriving to the Russian Federation – no later than 24 hours prior to arrival to the port of destination; for vessels leaving the Russian Federation – no later than 24 hours prior to departure from the port of departure.

If a vessel's voyage from the port of departure to the destination port takes less than 24 hours, transfer of personal data on passengers should be conducted no later than the moment of the vessel's departure.

66. For passenger transportation via inland waterway routes of the Russian Federation personal data on passengers transfer in compliance with the requirements set by item 30 of the present Procedure, but no later than the time of vessel departure.

In case of amendments (additions) to composition of vessel passengers the data on those amendments (additions) is transfer to ACDPDP on a one-off basis after the passenger composition is finalized, no later than the moment of vessel's departure.

IV. Data security at formation and maintenance of ACDPDP

67. Data security in frames of ACDPDP and during information exchange is carried out in accordance with the legislation of the Russian Federation.

68. IGIS TS operator, providers and users of information during collection, storage, processing and transfer of personal data of passengers and personnel (crew members) of means of transportation are required to follow the Federal Law of July 27, 2006 no. 152-FZ "On personal data" (27), Federal Law of July 27, 2006 no. 149-FZ "On information, information technology and data security," Decree of the Government of the Russian Federation No. 1119 from November 1, 2012 "On approval of requirements for personal data security during its processing in personal data information systems"(28), and this Procedure. Security of personal data during their processing in ACDPDP and during the information exchange within the scope of responsibility of the participants is provided through a system of protection of personal data, which includes organizational measures and means of protection of information (including cryptography) and information technology used. The choice and implementation of procedures and techniques of data security are made in accordance with the requirements on protection of personal

²⁸ Vessel class codes (by navigation zone) are listed in Table 4 of the present Procedure,

data during its processing in personal data information systems as set by the Decree of the Government of the Russian Federation No. 1119 of November 1, 2012 (29).

69. Provision of data to users from the ACDPD is conducted in accordance with the requirements on protection of personal data during its processing in personal data information systems as set by the Decree of the Government of the Russian Federation No. 1119 of November 1, 2012.

70. Processing of passenger data in ACDPDP is carried out in accordance with Par. 2 Art. 5 of the Federal Law of July 27, 2006 no. 152-FZ "On personal data."

-
- (1) Collected Legislation of the Russian Federation, 2007, no. 7, art. 837; 2008, no. 30 (part 2), art. 3616; 2009, no. 29, art. 3634; 2010, no. 27, art. 3415; 2011, no. 7, art. 901; 2011, no. 30 (part 1), art. 4569, 4590.
 - (2) Collected Legislation of the Russian Federation, 2006, no. 31 (part 1), art. 3448; 2010, no. 31, art. 4196; 2011 no. 15, art. 2038; 2011, no. 30 (part 1), art. 4600.
 - (3) Collected Legislation of the Russian Federation, 2010, no. 32, art. 4359; 2011, no. 3, art. 555; 2011, no. 33, art. 4943; 2011, no. 47, art. 6670.
 - (4) Par. 9 Art. 14 of the Federal Law of July 27, 2006 no. 149-FZ "On information, information technology and data protection."
 - (5) Par. 8 Art. 11 of the Federal Law of February 9, 2007 no. 16-FZ "On transport security"; subpar. 5.5.12.1 of the Provision on the Federal Service for Transport Oversight, enacted by the resolution of the Government of the Russian Federation of July 30, 2004 no. 398.
 - (6) Determined by the IGIS TS operator.
 - (7) Assigned by the IGIS TS operator.
 - (8) Server room address is provided by IGIS TS operator on request.
 - (9) Site address is provided by IGIS TS operator on request.
 - (10) [http //www.aviadocs.net/icaodocs/Cir/309_ru.pdf](http://www.aviadocs.net/icaodocs/Cir/309_ru.pdf)
 - (11) For reference: English.: PAXLST - UN / EDIFACT Passenger List Message Specification.
 - (12) For reference: English. Machine Readable Zone.
 - (13) [http :// www.icao.int/publications/Documents/9303_pl_vl_cons_ru.pdf](http://www.icao.int/publications/Documents/9303_pl_vl_cons_ru.pdf)
 - (14) Codes of identity documents are listed in Table 1 of the Appendix hereto.
 - (15) Codes of route types are listed in Table 2 of the Appendix hereto.
 - (16) Codes of types of transactions with travel documents are listed in Table 3 of the Appendix hereto.
 - (17) Identifier assigned by IGIS TS operator to be specified.
 - (18) Identifier assigned by IGIS TS operator to be specified.
 - (19) Codes of identity documents are listed in Table 1 of the Appendix hereto.
 - (20) Codes of route types are listed in Table 3 of the Appendix hereto.
 - (21) Codes of types of transactions with travel documents are listed in Table 2 of the Appendix hereto.
 - (22) Identifier assigned by IGIS TS operator to be specified.
 - (23) Codes of identity documents are listed in Table 1 of the Appendix hereto.
 - (24) Codes of types of transactions with travel documents are listed in Table 2 of the Appendix hereto.
 - (25) To be determined by IGIS TS operator.
 - (26) Codes of vessel classes (by navigation area) are listed in Table 4 of the Appendix hereto.
 - (27) Collected Legislation of the Russian Federation, 2006, no. 31, art. 3451; 2009, no. 48, art. 5716; no. 52, art. 6439; 2010, no. 27, art. 3407; no. 31, art. 4173, 4196; no. 49, art. 6409; no. 52, art. 6974; 2011, no. 23, art. 3263; 2011, no. 31, art. 4701.
 - (28) Legislation bulletin of the Russian federation, 2012, No. 45, art. 6257
 - (29) Registered by the Ministry of Justice of Russia on April 3, 2008, registration no. 11462.

This document is publicly available at <http://www.rg.ru/2012/09/26/bazy-dok.html>