



REPUBLIKA HRVATSKA
SIGURNOSNO-OBAVJEŠTAJNA AGENCIJA

CATALOGUE OF INFORMATION

Zagreb, 8 March 2013



1. BASIC INFORMATION

1.1. The SOA is a body of state authority which systematically collects, analyses, processes and evaluates information relevant for national security, with the aim of detecting and preventing activities of individuals or groups directed against the viability, independence, integrity and sovereignty of the Republic of Croatia, aimed at a violent overthrow of the state authority structure, threatening to violate human rights and basic freedoms established by the Constitution of the Republic of Croatia and the fundamentals of the economic system of the Republic of Croatia.

1.2. The SOA Headquarters are located in Zagreb, Savska cesta 39/1.

1.3. The work of the SOA is directed by the Director. The Director of the SOA is appointed by a decision co-signed by the President of the Republic of Croatia and the Prime Minister for a four-year term on the basis of the previously obtained opinion of the Croatian Parliament's committee responsible for national security. The same person can be re-appointed to the position of the SOA Director.

1.4. Regulations defining the work of the SOA are as follows:

- Constitution of the Republic of Croatia ("Narodne novine" 85/10 - consolidated text)
- Act on the Security and Intelligence System of the Republic of Croatia ("Narodne novine" 79/06 and 105/06 - corrigendum)
- Strategy of National Security of the Republic of Croatia ("Narodne novine" 32/02)
- Annual Guidelines for the Work of Security and Intelligence Agencies
- National Strategy for the Prevention and Suppression of Terrorism ("Narodne novine" 139/08)
- Data Secrecy Act ("Narodne novine" 79/07, 86/12)
- Security Vetting Act ("Narodne novine" 85/08, 86/12)
- Information Security Act ("Narodne novine" 79/07)
- Electronic Communications Act ("Narodne novine" 73/08, 90/11, 133/12)
- Civil Servants Act ("Narodne novine" 49/12 - consolidated text)
- Regulation on the content, form, filling in and handling the Security Vetting Questionnaire ("Narodne novine" 114/08)
- Regulation on the obligations in the field of national security of the Republic of Croatia for legal and natural persons in telecommunications ("Narodne novine" 64/08)



- Regulation on information security measures (“Narodne novine“ 46/08)
- Regulation on classified information marking, the content and form of Security clearance and the Statement on classified information handling
- Regulation on the appearance, content and right of use of the official identification card and badge of the SOA official personnel (“Narodne novine“ 124/06)
- Regulation on the right to bear and use firearms for the SOA official personnel (“Narodne novine“ 124/06)
- Regulation on the establishment of disciplinary courts of the SOA (“Narodne novine“ 124/06)
- Regulation on the internal structure of the SOA
- Regulation on the internal order of the SOA

1.5. Scope of work

The SOA collects and analyses, in the country and abroad, information on individuals, groups and organisations which participate in or are linked to:

- intelligence activity directed against the Republic of Croatia,
- terrorist activities,
- activities aimed at overthrowing the structure of state authority of the Republic of Croatia,
- extremist and violent activities which may threaten the democratic order or fundamental human rights and freedoms,
- activities intended to threaten the security of the highest ranking state officials and protected facilities and areas
- organised crime which threatens national security and the economic system of the Republic of Croatia
- war crimes committed against the citizens of the Republic of Croatia and other activities aimed at threatening the national security of the Republic of Croatia.

The SOA also:

- collects information relevant for the economic system of the Republic of Croatia
- conducts security vetting,



- participates in the counterintelligence protection of protected persons, facilities and areas in the country and abroad and collects information of relevance to their security,
- participates in the organisation and implementation of information security in state bodies and ensures the protection of classified information,
- cooperates with foreign security, intelligence and other corresponding services through exchange of information and equipment and joint activity from its scope of work.



2. SUBMITTING A REQUEST FOR ACCESS TO INFORMATION

A request for exercising the right of access to information can be submitted:

- in written form by mail to the Security and Intelligence Agency of the Republic of Croatia, address: Savska cesta 39/1, Zagreb
- by e-mail: informiranje@soa.hr
- by fax, number: 01/688-1951

A written request for access to information has to contain:

- title and seat of the body of public authority which the request is being submitted to,
- data important for recognising the requested information,
- name, surname and address of the natural person submitting the request,
- company i.e. title of the legal person and its seat.

The person submitting the request is not obliged to give the reasons for requesting access to information and may also propose the manner of receiving the information.

ADDENDUM 1: Form No 2 - Request for access to information form

3. EXCEPTIONS TO THE RIGHT OF ACCESS TO INFORMATION

The right of access to information may be denied in accordance with the Act.

4. TIME ENSURING THE EXERCISE OF THE RIGHT OF ACCESS TO INFORMATION

The right of access to information is exercised in accordance with the time limits determined by the Act.



5. INFORMATION TABLE

The table of information consists of the following:

1. **INFORMATION:** contains the type of information
2. **CONTENT:** provides a more detailed description of a certain information type
3. **AVAILABILITY:** contains the purpose and manner of ensuring access to information as follows:

A - information available to the public without a special request (information published on the SOA web site, regulations and acts published in the Official Gazette "Narodne novine", public announcements, information published in the press)

B - information available to the authorised holders of the right to information at their request

C - information not available to the public in accordance with the provision of the Act on the Right of Access to Information

INFORMATION	CONTENT	AVAILABILITY
Work information	Information published on the SOA web site	A
	Information published in the press	A
	Public announcements	A
Structure	Information on the internal structure of the SOA	C
	Information on the internal order of the SOA	C
Regulations	Regulations published in the Official Gazette "Narodne	A



	novine”	
	Regulations with no determined level of classification used for official purposes, marked as “UNCLASSIFIED”	C
	Regulations classified by a certain level of classification	C
Reports	Figures/reports on the work of the SOA	C
	Reports from areas of the security and intelligence work	C



Registries of personal and other data	Records of personal and other data collected by conducting activities from the SOA scope of work	B/C
Human resources, material and financial issues	Figures/group information on employees	C
	Information on employees	C
	Information on material and financial issues	C
Administrative and non-administrative cases	1. Statistical reports on the number of received and solved cases	B
	2. Information on the state of documentation	B/C
	Information with no determined level of classification used for official purposes, marked as "UNCLASSIFIED"	B/C

