

Action Plan

Strategic objective	Policy	Measure/action to achieve the strategic objective	Official responsible for the execution of the measure/action	Indicator
1. System implemented for the prevention and containment of the unlawful forms of personal data processing and violation of natural persons' rights;	Prevention policy	Alignment of national legislation on personal data protection with new EU legal framework	Secretary General	Legal amendments adopted
				Statutory instruments of secondary legislation issued
		Remedying weaknesses committed so far and standardising good practices in process of modernising national legal framework and subsequent implementation of General Data Protection Regulation	Secretary General/directors of directorates	Number of revisions of statutory instruments
				Analyses by thematic area
		Building a system for feedback, recommendations and proposals from large group of stakeholders	Head of Administrative Legal Services Department	Number of recommendations addressed
				Number of communications with stakeholders
				Number of correspondence items exchanged
				Number of meetings held
		Introducing uniform standards for application of legal framework on personal data protection	Directors of Legal Affairs, International Cooperation, Planning and Training Directorate and of Legal Procedures and Supervision Directorate	Number of directions
				Number of recommendations
			Number of opinions	
			Number of firm obligations to be met	
			Number of codes of conduct	
			Number of meetings held	
	Deepening and broadening cooperation with non-governmental sector, academic community, as well as public- and private-sector organisations	Director of Legal Affairs, International Cooperation, Planning and Training Directorate	Number of joint initiatives	
			Number of partners	
	Asserting CPDP's recognisability as national supervisory authority	Head of Administrative Legal Services Department	Number of complaints	
			Number of alerts	
			Number of requests for opinions	
			Number of requests for consultations	
		Number of meetings		
		Number of administrative services requested		
		Common communication strategy developed and approved		
		Number of directions/recommendations issued		
	Drawing up directions and recommendations for prevention of abuse and violation of persons' rights based on allegations of violation of rights in complaints received	Head of Legal Procedures and Procedural Representation Department		
Monitoring policy	Adopting proactive approach to bringing national legislation into conformity with personal data protection principles	Head of Legal Opinions and International Cooperation Department	Number of analysed draft statutory instruments concerning personal data protection	
			Number of opinions on harmonisation of draft statutory instruments concerning personal data protection	
	Analysing proposals for statutory instruments relevant to personal data protection and formulating proposals, including for amendments	Head of Legal Opinions and International Cooperation Department	Number of recommendations addressed	
			Number of communications with stakeholders	
		Number of correspondence items exchanged		
		Number of meetings held		

2. Supervision mechanism effectively applied;	Control and accountability policy	Introducing accountability principle according to latest amendments to EU legislation	Director of Legal Procedures and Supervision Directorate	Rules drawn up
		Encouraging the introduction and applications of codes of conduct	Directors of Legal Procedures and Supervision Directorate and Legal Affairs, International Cooperation, Planning and Training Directorate, assisted by Director of Information Funds and Accountability Directorate	Directions drawn up
				Number of opinions/decisions
				Number of meetings held
				Number of correspondence items exchanged
		Personal data protection accreditation and certification processes in place and developed	Heads of Planning, Training and Project Management Department and Control and Administrative Penal Procedure Department, Director of Information Funds and Accountability Directorate	Number of codes approved
				Register of organisations with codes of conduct
				Accreditation procedure adopted
		Accrediting bodies to monitor compliance with codes of conduct	Heads of Planning, Training and Project Management Department and Control and Administrative Penal Procedure Department	Certification scheme adopted
				Number of organisations certified
		Introducing data protection officer institute, according to latest amendments to EU legislation, and channeling interaction with data controllers through data protection officer	Directors of Legal Affairs, International Cooperation, Planning and Training Directorate and Information Funds and Accountability Directorate, Head of Resource Management Department	Register of accrediting organisations established
				Register of certified organisations established
		Encouraging employment of self-assessment mechanisms through use of self-assessment questionnaire	Head of Control and Administrative Penal Procedure Department	Number of procedures
		Reviewing and, where necessary, updating self-assessment questionnaire	Head of Control and Administrative Penal Procedure Department	Number of organisations accredited
	Reviewing and, where necessary, updating CPDP control activity instruction	Head of Control and Administrative Penal Procedure Department	Data protection officer position introduced and methodology developed for interaction between data protection officer and Commission	
	Developing methodologies conforming to current priorities in control activity	Head of Control and Administrative Penal Procedure Department	Register of data protection officers	
	Issuing directions for alignment of data controllers' practice and introducing uniform rules for control over them on matters of public interest and social relevance	Lead: Director of Legal Procedures and Supervision Directorate, support: Director of Legal Affairs, International Cooperation, Planning and Training Directorate	Number of self-assessment questionnaires completed	
			Self-assessment questionnaire analysed and/or updated	
	Effective and efficient supervision, including through conduct of sectoral checks	Lead: Director of Legal Procedures and Supervision Directorate, support: Director of Information Funds and Accountability Directorate	Instruction analysed and/or updated	
			Number of internal instruments	
Number of recommendations				
Number of directions				
Applying effective protection of natural persons' rights	Head of Legal Procedures and Procedural Representation Department	Number of checks		
		Number of firm obligations to be met		
Reviewing and, if necessary, updating Ordinance No. 1 for compatibility with General Data Protection Regulation	Secretary General	Number of authorisations issued		
		Register of internal infringements of General Data Protection Regulation		
European coherence policy	Lead: Director of Legal Affairs, International Cooperation, Planning and Training Directorate, support: Director of Legal Procedures and Supervision Directorate	Register of measures taken in accordance with exercise of corrective powers		
		Number of complaints		
		Number of well-founded complaints		
		Analysis performed and/or Ordinance updated		
Participation in consistency mechanism, cooperation, mutual assistance, joint operations		Number of procedures carried out		
		Number of joint operations		
		Number of correspondence items exchanged		

3. Comprehensive system in place for training in personal data protection, public awareness raising events and initiatives;	Prevention policy	Carrying out information campaigns among target groups in society	Heads of Planning, Training and Project Management Department and Administrative Legal Services Department	Information campaigns carried out (number of participating media, spots, brochures, items published, websites)	
		Developing electronic modules for distance learning, system and platform for delivery courses in personal data protection	Planning, Training and Project Management Department	Number of training modules developed	
				Electronic training platform built and functioning	
				Number of electronic trainings delivered	
				Number of participants	
	Setting up and launching into operation data protection training centre	Heads of Administrative Legal Services Department and Resource Management Department	Training centre set up and launched into operation		
			Delivery of face-to-face trainings	Head of Planning, Training and Project Management Department	Number of trainings delivered
					Number of participants
	Publicity and inclusion policy	Pursuing active media policy on topical issues of public concern	Head of Administrative Legal Services Department	Trainees' level of satisfaction (in %)	
				Number of data protection officers trained	
				Number of media which provided coverage of CPDP	
		Arranging events to raise public awareness	Heads of Planning, Training and Project Management Department and Administrative Legal Services Department	Number of items published	
				Number of interviews	
Number of open days					
Using various channels to raise public awareness of the institution's work		Head of Administrative Legal Services Department	Number of lectures		
			Number of visits by pupils/students/citizens to get familiar with institution's operation		
		Number of websites			
		Number of social networks			
		Number of partner institutions which have published information about CPDP			

4. Sustainable administrative services provided to citizens and data controllers;	Accessibility policy	Easing access to administrative services by applying e-government concept	Head of Administrative Legal Services Department and Director of Information Funds and Accountability Directorate	Number of administrative services accessible online to citizens and legal persons	
		Sustained application of integrated administrative services principle	Head of Administrative Legal Services Department	Number of services requested Number of services provided	
		Laying down procedures and introducing practice of full accessibility of information, with option for multiple free access and unobstructed forwarding: open data approach	Director of Information Funds and Accountability Directorate	Number of documents accessible Number of documents retrieved	
	Sustainable-development and management-of-change policy	Regular summarising and reporting of all novelties in the field of personal data and technologies	Lead: Director of Legal Affairs, International Cooperation, Planning and Training Directorate, support: directors of Legal Procedures and Supervision Directorate and Information Funds and Accountability Directorate	Number of reports drawn up and approved and measures taken for their execution Number of internal bulletins compiled	
		Building system for obtaining feedback, recommendations and proposals from large number of stakeholders	Head of Administrative Legal Services Department	Number of recommendations addressed Number of correspondence items exchanged Number of meetings held	
		Interaction with academic community, including through joint projects and initiatives	Head of Planning, Training and Project Management Department	Number of projects and initiatives elaborated jointly with academic community Number of projects and initiatives implemented jointly with academic community	
		Diversifying sources of funding (EU-financed projects, public-private partnership, co-financing with interested parties, initiating legislative amendments on provision of paid administrative services to data controllers: fees charged for training and revenues from imposition of sanctions)	Head of Planning, Training and Project Management Department	Number of project proposals approved Number of projects successfully completed Number of donor programmes to which applications were submitted Number of project proposals to other sources of funding	
	5. Proactive approach applied to international cooperation;	European coherence policy	Participation at various levels and in various formats in drawing up guidelines and opinions regarding implementation of new legal framework and other current issues, rules and guidelines	Director of Legal Affairs, International Cooperation, Planning and Training Directorate	Number of working meetings (at national and international level) Number of statutory instruments harmonised
			Participation in consistency mechanism, cooperation, mutual assistance, joint operations	Lead: Director of Legal Affairs, International Cooperation, Planning and Training Directorate, support: Director of Legal Procedures and Supervision Directorate	Number of procedures carried out Number of joint operations Number of correspondence items exchanged
			Exchange of information and requests with similar authorities in process of drawing up new legal framework and other questions of mutual interest	Head of Legal Opinions and International Cooperation Department	Number of requests Number of information items exchanged
			Institutional preparation for Presidency of EU Council	Secretary General	Number of trainings delivered for purposes of Presidency Number of meetings held for purposes of Presidency
Partnership policy		Deepening cooperation with similar authorities, public sector and NGOs through joint projects and initiatives	Director of Legal Affairs, International Cooperation, Planning and Training Directorate	Number of joint projects elaborated Number of joint projects implemented Number of joint initiatives carried out	
		Deepening cooperation with similar authorities by hosting international forums and meetings	Director of Legal Affairs, International Cooperation, Planning and Training Directorate	Number of international meetings hosted	

6. System of initiatives in place for upgrading the professional qualification of the CPDP and its administration;	Quality management policy	Arranging annual attendance of professional qualification upgrading courses by administration employees	Head of Resource Management Department	Number of trainings
		Encouraging feedback from data controllers and citizens for improvement of CPDP's performance	Directors of directorates	Number of meetings implemented Number of changes in procedures on proposal by DC and citizens
		Exploring opportunities to introduce Common Assessment Framework (CAF) of European Foundation for Quality Management (EFQM)	Secretary General	Good practices studied and/or Common Assessment Framework (CAF) of European Foundation for Quality Management (EFQM) introduced
		Participation in system of trainings guaranteeing high-quality rulemaking	Head of Resource Management Department	Number of employees trained and who attended courses
		Delivery of specialised qualification upgrading trainings in connection with Presidency of EU Council	Head of Resource Management Department	Number of employees who went through training Number of trainings
		Reviewing and, if necessary, updating Procedure for Organisation of Training of CPDP Administration Employees	Head of Resource Management Department	Analysis performed and Procedure for Organisation of Training of CPDP Administration Employees
		Drawing up and implementing internal rules for human resources management at CPDP	Head of Resource Management Department	Internal rules for human resources management at CPDP drawn up and implemented
7. Advanced openness and transparency processes.	Sustainable-development and management-of-change policy	Suppressing corrupt practices	Secretary General	Code of Ethics drawn up and adopted Submit alert about corruption' added to CPDP Internet site
		Streamlining internal arrangements for maintaining information content on CPDP website	Director of Information Funds and Accountability Directorate	Internal arrangements for maintaining information content on CPDP website streamlined
		Improving access to website content through elaboration of adaptive design	Director of Information Funds and Accountability Directorate	Adaptive design elaborated
		Adding French-language version to CPDP website	Director of Information Funds and Accountability Directorate	New language version added to CPDP website
		Development and approval of CPDP Common Communication Strategy	Head of Administrative Legal Services Department	CPDP common communication strategy developed and approved