



## **DIGITAL DATA ORDER V 9.1**

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| <input type="checkbox"/> I hereby order the stated data<br><input type="checkbox"/> Please send a pro-forma invoice |
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### **1. Information on the Client**

Correct (registered) name of company or first and last name of a natural person:

Address (street/town, house number, ZIP code and post office name):

Taxable person, identified for VAT purposes:

- YES  
 NO

Identification Number for VAT

Contact person (person responsible for technical issues related to data use):

Phone:

Fax:

E-mail:

**NB:**



*If the client is a company requesting data on behalf of a public administration or local self-government body, the request shall be accompanied by the authorization by which the body in question authorizes the Client to implement the request, otherwise the Client will be charged for the data.*

### **2. Data on the data payer (if the Client is not the Payer):**

Correct name of company or first and last name of a natural person:

Address (street/town, house number, ZIP code and post office name):

Taxable person, identified for VAT purposes:

- YES  
 NO

Identification Number for VAT

Contact person:

Phone:



### 3. The intended use of the data (mark one indent):

- access to own data for own use (for data on land properties and buildings)
- implementation of the assignments of the public administration and local self-government bodies (The authorized persons shall provide the authorization – see note under Item 1.)

- implementation of assignments under public authority:

Act reference:

Assignment / project title:

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- performance of geodetic activity:

Company registered with the Slovenian Chamber of Engineers as a design engineering and/or geodetic company

- YES  
 NO, enclosures to the order as proof of fulfilling conditions

- the purpose of re-use:

- use for lucrative purposes  
 use for non-lucrative purposes  
 use by the media for information purposes

### 4. Detailed description of assignment in which geodetic data is to be used:

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### 5. Type of data, its structure and formats:



**NB:** Data may be ordered in one format only. Should more than one format be marked, only the first marked format will be prepared.

#### Digital orthophoto at 1 : 5 000 scale

Issuing unit: map sheet 1 : 5 000

| Type of data | Data   | data formats                  |
|--------------|--|-------------------------------|
| raster       | <input type="checkbox"/> Digital orthophoto with pixel size 0.5 m - DOF 050<br><input type="checkbox"/> Digital orthophoto with pixel size 0.5 m - DOF 025 | <input type="checkbox"/> TIFF |

#### Building Cadastre

Issuing unit: individual building, cadastral area, municipality or Slovenia

| type of data                 | data   | data formats                   |
|------------------------------|--|--------------------------------|
| Graphical and attribute part | <input type="checkbox"/> graphical data on buildings   | <input type="checkbox"/> SHP   |
|                              | <input type="checkbox"/> attribute data on buildings<br><input type="checkbox"/> attribute data on buildings with real estate administrators<br><input type="checkbox"/> attribute data on buildings with real estate administrators and owners <sup>2</sup> | <input type="checkbox"/> ASCII |

#### Land Cadastre

Issuing unit - parcels: individual land parcel, cadastral area, municipality or Slovenia

Issuing unit - points: individual point, land parcel, cadastral area, municipality, regional surveying and mapping authority or Slovenia

| type of data   | data   | data formats  |
|----------------|--|---|
| graphical part | <input type="checkbox"/> parcel boundaries and parcel numbers  | <input type="checkbox"/> SHP<br><input type="checkbox"/> ASCII (only land cadastre display) |
| attribute part | <input type="checkbox"/> attribute data on land parcels with owners <sup>2</sup><br><input type="checkbox"/> attribute data on land parcels without owners | <input type="checkbox"/> VK <sup>1</sup>  |
|                | <input type="checkbox"/> attribute data on land cadastre points  | <input type="checkbox"/> ASCII  |


| <b>Real estate register</b><br>Issuing unit: individual real estate, cadastral area, municipality or Slovenia |   |  |
|---|---|--|
| <i>type of data</i>   | <i>data</i>   | <i>data formats</i>  |
| textual part  | <input type="checkbox"/> descriptive data on real estate<br><input type="checkbox"/> descriptive data on real estate with real estate administrators and owners (only legal entities)<br><input type="checkbox"/> descriptive data on real estate with real estate administrators and owners <sup>2</sup> | For one or more items of real estate according to the enclosed list<br><input type="checkbox"/> XML<br><input type="checkbox"/> ASCII<br><br>For the territory of a municipality or Slovenia<br><input type="checkbox"/> ASCII |
| textual part – real estate owned by you   | <input type="checkbox"/> descriptive data on real estate owned / administrated by:<br><br>First name and surname or company name:<br>_____<br><br>Personal registration no. or company registration number:<br>_____  | For an owner of less than 2000 items of real estate<br><input type="checkbox"/> XML<br><input type="checkbox"/> ASCII<br><br>For an owner of more than 2000 items of real estate<br><input type="checkbox"/> ASCII             |

| <b>Real estate market records</b><br>Issuing unit: individual transaction, cadastral area, municipality or Slovenia |  |                                |
|---|--|--------------------------------|
| <i>type of data</i>   | <i>Data</i>  | <i>Format</i>                  |
| Legal transactions<br><br>Order only for transactions entered in the database between: _____ and: _____             | <input type="checkbox"/> sales transactions<br><input type="checkbox"/> rent transactions<br><br><input type="checkbox"/> I also request information on the contracting parties <sup>2</sup> | <input type="checkbox"/> ASCII |


<sup>1</sup> VK – ASCII text databases of the land cadastre written data

<sup>2</sup> The data shall be issued only if there is a legal basis for the issuing of data and the Client shall be bound to complete the "Statement of the user of geodetic data which contain personal data" form.

**6. Quantity or spatial extent of data:**

**NB:**  *In the table above the unit by which data are issued is defined for each type of data. Please consider this information in determining and stating the spatial extent of data!*

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**NB:**  *For quicker and easier preparation of data please complete the forms in full and accurately (4 pages); when ordering data on owners please complete the "Statement of the user of geodetic data which contain personal data" form. The request for information for study purposes shall be confirmed by the educational institution by completing the Educational Institution Confirmation rubric below.*

The undersigned **Client** guarantees that all of the above-stated data is correct and true and that he will use the acquired geodetic data in compliance with the **General terms and conditions of use of geodetic data of the Surveying and Mapping Authority of the Republic of Slovenia.**

\_\_\_\_\_ *date*

SEAL

\_\_\_\_\_ *Signature of physical person or authorized signatory*

**Educational Institution Confirmation**

We hereby confirm that the client is requesting the stated information for study purposes – for writing a paper, a final thesis, etc.

\_\_\_\_\_ *date*

SEAL

\_\_\_\_\_ *Mentor's name and surname*

\_\_\_\_\_ *Mentor's signature*



REPUBLIC OF SLOVENIA  
**MINISTRY OF THE ENVIRONMENT  
AND SPATIAL PLANNING**

THE SURVEYING AND MAPPING AUTHORITY  
OF THE REPUBLIC OF SLOVENIA

Zemljemerska ulica 12, 1000 Ljubljana

T: +386 1 478 48 00

F: +386 1 478 48 34

E: pisarna.gu@gov.si

www.gu.gov.si

## STATEMENT OF THE USER OF THE GEODETIC DATA WHICH CONTAIN PERSONAL DATA\*

We, **the undersigned** (state complete name client, address, ZIP code and post office name):

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**hereby state that:**

- we shall manage the received geodetic data that include personal data in compliance with the Personal Data Protection Act (Official Gazette of RS, No. 94/07 - official consolidated text; hereinafter referred to as ZVOP-1);
- we shall not disclose the data to other users;
- the received personal data will only be used for the purpose for which they were received;
- the protection of personal data will be implemented in compliance with Article 24 of ZVOP-1;
- we have adopted an internal act pertaining to the protection of personal data in compliance with Article 25 of ZVOP-1;
- in the event of outsourcing the processing of data which include personal data to any data processor registered to implement such activities and who adheres to proper procedures and measures under Article 24 of ZVOP-1, we shall on the basis of Article 11 of ZVOP-1 lay down mutual rights and obligations in a written contract which shall set forth the procedures and measures for the protection of personal data as stipulated in Article 24 of ZVOP-1;
- we are cognizant that violations of the provisions of ZVOP-1 represent offences punishable by fines as set forth in the penal provisions of ZVOP-1.

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(The Client shall state the name and article of the legal instrument based on which the Client is entitled to acquire personal data, and the reference number and date of issue of the Official Gazette of the Republic of Slovenia in which the legal basis was published.)

\_\_\_\_\_

*date*

SEAL

\_\_\_\_\_

*Signature of physical person or authorized signatory*

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\* This form is to be filled in by those clients who order land survey data from the Land cadastre, Building cadastre, Real estate register or Real estate market records that include personal data – information concerning the owners or contracting parties.



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Clarifications relative to the digital data order form shall be kept by the Client and they should not be attached to the submitted order form!

## **CLARIFICATIONS RELATIVE TO DIGITAL DATA ORDER FORM**

The Surveying and Mapping Authority of the Republic of Slovenia issues data to domestic and international Clients; the same ordering procedure applies to all clients. An order form in English is available to the international clients. Data not included on the form are freely available on the web portal Prostor (<http://www.e-prostor.gov.si>).

Completed and signed (for legal persons also stamped) form can be sent to the email address [gic.gu@gov.si](mailto:gic.gu@gov.si), but also by ordinary post service to the Surveying and Mapping Authority of the Republic of Slovenia, Issuing data department, Zemljemerska ulica 12, SI-1000 Ljubljana, Slovenia or by faxing it to the number +386 1 478 48 45. The deadline for the preparation of the data is 20 working days.

### **1. CLARIFICATION REGARDING COMPLETION OF THE DIGITAL DATA ORDER FORM**

#### ad 1. DATA ON THE CLIENT

In pursuance to Article 82 of the Value Added Tax Act (ZDDV-1) which lays down the elements of an invoice, the Client shall supply all of the requested data under item 1.

If the client is a company requesting data on behalf of a public administration or local self-government body, the request shall be accompanied by the authorization by which the body in question authorizes the Client to implement the request, otherwise the Client will be charged for the data.

#### ad 2. DATA ON THE DATA PAYER

Item 2 is to be completed only when the Client is not the data payer. Even in such an event, in pursuance of Article 82 of the Value Added Tax Act (ZDDV-1) which lays down the elements of a correct invoice, the Client shall supply all of the requested data.

#### ad 3. PURPOSE OF THE USE OF DATA

- **access to own data for own use**

This purpose is to be marked by those who, as real estate owners, wish to obtain data on the real estate properties in their ownership, which have been registered as such into the Land Cadastre, the Building Cadastre or into the Real estate register.

- **implementation of the assignments of the bodies of the public administration and the local self-government**

It applies to the public administration and local self-government bodies for the purpose of implementing official assignments.

- **implementation of assignments under public authority**

In this case the Client shall list the legal act (law, rules of procedure, etc.) under which the authority was given and provide the title of the activity which the Client is to implement under this authority. It does not apply to contractual work.

- **Performance of geodetic activity**

Geodetic activity may be performed by legal and natural persons that are registered as companies or sole proprietors in the Slovenian Business Register (*Poslovni register Slovenije*) under 'geodetic activity' and fulfil the conditions stipulated by the laws and regulations governing geodetic activity.

If a geodetic company is not registered with the Slovenian Chamber of Engineers (*Inženirska zbornica Slovenije*) as a design engineering and/or geodetic company, it must provide proof that it fulfils the conditions by submitting the following enclosures to the digital data order:

- proof of registered geodetic activity: the activity '71.121 Geodetic measurements, mapping' is registered by a geodetic company or a sole proprietor in the Slovenian Business Register;
- proof of liability insurance: a copy of an insurance contract as proof that insurance has been obtained in accordance with the Geodetic Activity Act (*ZGeoD-1*);
- proof of the engagement of a responsible land surveyor: a copy of the employment contract of a certified engineer who is registered with the Slovenian Chamber of Engineers and has a geodetic licence.

- **The purpose of re-use:**

- use for lucrative purposes: this purpose of use should be marked by corporations or other business entities in the market, performing in gainful activity and their purpose of the establishment is to create profit.
- use for non-lucrative purposes: this purpose of use should be marked by natural persons, students, societies, non-governmental organisations etc.
- use by the media for information purposes: this purpose shall be marked by companies, in the commercial register entered as newspaper, television and radio companies, which will use the data for the purpose of public notification and public informing.

#### ad 4. DESCRIPTION OF ASSIGNMENT IN WHICH GEODETIC DATA IS TO BE USED

The Client shall describe in detail the assignment in which the geodetic data will be used either directly or indirectly. The Client shall also specify the number of products, copies, services, etc. and whether they can be used to access directly to the original data.

#### ad 5. TYPE OF DATA, THEIR STRUCTURE AND FORMAT

The data may be requested in one format only. Should more than one format be marked, the data will be issued in the first-marked format.

#### ad 6. QUANTITY OR SPATIAL EXTENT OF DATA

In item 6 the issuing unit is defined for each segment of data. Please consider this information in determining and stating the volume of spatial data!

## **2. CLARIFICATION CONCERNING COMPLETION OF THE STATEMENT OF THE USER OF GEODETIC DATA WHICH INCLUDE PERSONAL DATA**

The statement shall be completed and signed by the Clients ordering geodetic data which include personal data. Geodetic data which include personal data are data on owners as recorded in the Land Cadastre, in the Building Cadastre or in the Real estate register and data on the contracting parties as recorded in the Real estate market records.

The Client shall state:

- Their basic data: Name, address, zip code and post office name.
- The name and article of the legal instrument based on which the Client is entitled to acquire personal data, and the reference number and date of issue of the Official Gazette of the Republic of Slovenia in which the legal basis was published.

## **3. COMPLAINT REGARDING THE DIGITAL DATA ACQUIRED**

Deadline for submission of complaints: not later than 8 days following receipt of data.

## **4. GENERAL TERMS AND CONDITIONS FOR THE USE OF GEODETIC DATA FROM THE SURVEYING AND MAPPING AUTHORITY OF THE REPUBLIC OF SLOVENIA**

Data from the Surveying and Mapping Authority of the Republic of Slovenia (hereinafter: GURS) have the status of public information and are available under the terms of the Slovenian Creative Commons license 2.5. (recognition of authorship). The full license is accessible at: <http://creativecommons.org/licenses/by/2.5/si/legalcode>. Under this license, any user is allowed to use the data from the GURS records for commercial and non-commercial purposes, provided they indicates the data source.

The data user shall indicate the data source in every publication of data or products. Such indications shall include the following data: **"Surveying and Mapping Authority of the Republic of Slovenia, the type of data and the time to which the data refer and/or the date of the database."**

The GURS shall provide the data and services "as are", excluding any liability in relation to their quality:

- it shall not be held responsible for the content or any errors or deficiencies in the data and services;
- it shall not be held responsible for any damage caused to the user directly or indirectly by the use and/or incorrect interpretation of the data and information available on its websites, and/or which the user can download from its websites/applications;
- it shall not guarantee the continuous availability of data and services.

GURS shall have the right to modify the structure of data and access services and the general conditions of their use at any time, and shall inform the users thereof via the website [www.e-prostor.gov.si](http://www.e-prostor.gov.si).

By confirming the general conditions and using the data or services, the user agrees to the terms and conditions of use. The right to use of geodetic data shall cease immediately if the user processes the data contrary to the general conditions of use.

Any additional information can be obtained at the Main Office of the Surveying and Mapping Authority of the Republic of Slovenia, at Data Issuing Department, Zemljemerska ulica 12, SI-1000 Ljubljana, tel .: +386 1 478 48 46, e-mail: [gic.gu@gov.si](mailto:gic.gu@gov.si).