



Republika Hrvatska
XV. gimnazija
IB World School
Zagreb, Jordanovac 8



OBAVIJEST O DIGITALIZACIJI UREDSKOG POSLOVANJA

XV. gimnazija, kao ustanova regulirana primarno Zakonom o odgoju i obrazovanju u osnovnim i srednjim školama (NN 87/08, 86/09, 92/10, 105/10, 90/11, 5/12, 16/12, 86/12, 126/12, 94/13, 152/14, 07/17, 68/18, 98/19, 64/20, 151/22) i Zakonom o ustanovama (NN 76/93, 29/97, 47/99, 35/08, 127/19, 151/22), obvezna je u svom radu primjenjivati Zakon o općem upravnom postupku (NN 47/09, 110/21) i Uredbu o uredskom poslovanju (NN 75/21).

U skladu s izmjenama ovih propisa, ponajprije Uredbe o uredskom poslovanju, kao i radi osiguravanja lakše dostupnosti XV. gimnazije kao tijela javne vlasti u skladu s načelima prava na pristup informacijama, XV. gimnazija je u najvećoj mogućoj ostvarivoj mjeri digitalizirala svoje poslovanje. Slijedom toga, umjesto odašiljanja pismena poštanskim putem, XV. gimnazija omogućava dvosmjernu službenu komunikaciju elektroničkim putem – elektroničkom poštom.

Službena e-mail adresa XV. gimnazije je xvg@mioc.hr.

Usljed navedenog, Vama, kao roditeljima/skrbnicima učenika XV. gimnazije od 1. rujna 2024. godine omogućeno je podnošenje molbi, zahtjeva, prijedloga, prigovora i drugih pravnih lijekova i svih drugih pismena putem navedene e-mail adrese. Također, omogućeno je i odašiljanje odluka, obavijesti, rješenja i drugih pismena na Vašu e-mail adresu. Prilikom dostavljanja pismena XV. gimnaziji zaprimit ćete povratnu poruku elektroničke pošte kojom će biti potvrđen primitak pismena, a prilikom zaprimanja pismena od XV. gimnazije bit ćete zamoljeni potvrditi primitak poruke elektroničke pošte.

Važno je napomenuti kako ćete pismena putem elektroničke pošte zaprimati u obliku privitka te kako će pismeno uvijek biti u strojno čitljivom i kvalificiranim elektroničkim potpisom potpisanom formatu. Kvalificirani elektronički potpis u skladu je s Uredbom (EU) br. 910/2014 o elektroničkoj identifikaciji i uslugama povjerenja za elektroničke

NOTICE ON THE DIGITALIZATION OF ADMINISTRATIVE PROCEDURES AND OFFICE OPERATIONS

XV. gimnazija, as an institution regulated primarily by the Elementary and Secondary Education Act (OG 87/08, 86/09, 92/10, 105/10, 90/11, 5/12, 16/12, 86/12, 126/12, 94/13, 152/14, 07/17, 68/18, 98/19, 64/20, 151/22) and the Institutions Act (OG 76/93, 29/97, 47/99, 35/08, 127/19, 151/22), is obliged to apply the General Administrative Procedure Act (OG 47/09, 110/21) and the Decree on Office Operations (OG 75/21) in its regular activities.

In accordance with the changes to the said acts, the most important one being the Decree on Office Operations, as well as to ensure easier access to XV. gimnazija as a public authority, in accordance with the principles of the right to access information, XV. gimnazija digitalized its operations to the greatest possible extent. Among other changes, instead of sending letters traditionally by post, XV. gimnazija enables a two-way official communication by electronic means - by e-mail.

The official e-mail address of XV. gimnazija is xvg@mioc.hr.

Consequently, as of September 1, 2024, it is possible for you, as parents/guardians of a XV. gimnazija student, to submit requests, proposals, objections and other legal remedies and all other documents via the aforementioned e-mail address. It is also possible for XV. gimnazija to send decisions, notices, solutions, and other legal documents to your e-mail address directly. When submitting a letter to XV. gimnazija, you will receive a return e-mail confirming the receipt of the letter, and upon receiving the letter from XV. gimnazija, you will be asked to confirm you had received the e-mail.

It is important to note that you will receive the letter via e-mail in the form of an attachment, and that the letter will always be in a machine-readable format signed with a qualified electronic signature. Such qualified electronic signature is in accordance with the Regulation (EU) No. 910/2014 on electronic identification and trust services for electronic

transakcije na unutarnjem tržištu, donesenom 23. srpnja 2014. godine, te s relevantnom domaćom zakonodavnom regulativom. U slučaju zaprimanja pismena koje nije potpisano kvalificiranim elektroničkim potpisom ili ne dolazi iz domene @mioc.hr, molimo da o tome obavijestite XV. gimnaziju. Također, na Vaše traženje, pismo potpisano kvalificiranim elektroničkim potpisom i dostavljeno putem elektroničke pošte može Vam biti dostavljeno i u pisanom otpravku na kućnu adresu.

Za dostavljanje pismena XV. gimnaziji, kao i za zaprimanje pismena donesenih od strane XV. gimnazije, potrebna je Vaša suglasnost. Uzimajući u obzir relevantne propise o zaštiti osobnih podataka, ponajprije Uredbu (EU) 2016/679 o zaštiti pojedinaca u vezi s obradom osobnih podataka i o slobodnom kretanju takvih podataka (tzv. GDPR), potpisom ove obavijesti i dostavom iste dajete suglasnost za prikupljanje i obradu podataka o svojoj adresi elektroničke pošte od strane XV. gimnazije kao voditelja obrade isključivo za opisani način komunikacije. U slučaju dodatnih pitanja vezanih uz zaštitu osobnih podataka u XV. gimnaziji, na mrežnoj stranici www.mioc.hr dostupna je Politika privatnosti XV. gimnazije, a sve upite možete uputiti i na adresu elektroničke pošte dpo@mioc.hr.

Napominjemo kako ovim putem, uzimajući u obzir relevantne propise o obiteljskim odnosima i roditeljskoj skrbi, tražimo suglasnost obaju roditelja/skrbnika, premda dostava može biti izvršena oboma ili samo jednom, ukoliko o tome roditelji/skrbnici postignu dogovor.

Ova suglasnost daje se za cijelo vrijeme trajanja školovanja učenika u XV. gimnaziji, no u svakom trenu može se povući ili se podaci koji su u njoj, na zahtjev stranke, mogu izmijeniti. O bilo kakvim potrebnim izmjenama danih podataka molimo da obavijestite XV. gimnaziju u što kraćem roku od njihove izmjene na gore navedenu službenu adresu elektroničke pošte XV. gimnazije, a kako bi se osigurala pravovremenost u dostavi te izbjegnula dostava neovlaštenim osobama.

(Molimo da sljedeću izjavu popunite tiskanim slovima)

**Ja/mi, kao roditelj/roditelji/skrbnik/skrbnici
učenika/učenicice**

_____ ,

koji/koja u školskoj godini _____ pohađa

transactions in the internal market, dated July 23, 2014, and with relevant domestic legislation. If you receive a letter that is not signed with a qualified electronic signature or does not come from the @mioc.hr domain, please inform XV. gimnazija. Also, upon your request, a letter signed with a qualified electronic signature and delivered via e-mail can also be delivered to you in a traditional way, signed, stamped, and delivered to your home address.

However, for you to be able to deliver a letter to XV. gimnazija, as well as to be able to receive letters issued by XV. gimnazija in the aforementioned electronic way, we do need your consent. Considering the relevant regulations on the protection of personal data, primarily Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (the so-called GDPR), by signing this notification and delivering it to XV. gimnazija, you give your consent to the collection and processing of personal information about your e-mail address by XV. gimnazija as a controller, solely for the described method of communication. In case of additional questions related to the protection of personal data by XV. gimnazija, please refer to our Privacy Policy, which is available on the website www.mioc.hr, and you can also send all inquiries to the e-mail address dpo@mioc.hr.

Please note that, considering the relevant national regulations on family relations and parental care in the Republic of Croatia, we are obliged to ask for the consent of both parents/guardians, where applicable, although the delivery can be made to both or only one of them, if the parents/guardians reach such an agreement.

This consent is given for the entire duration of the student's education in the XV. gimnazija, but it can be withdrawn at any time or the data in it can be changed at the request of the Signing Party. In order to ensure timely delivery and avoid delivery to unauthorized persons, please inform XV. gimnazija via the above-mentioned official e-mail address of any relevant changes to the given data as soon as the changes have taken effect.

(Please complete the following statement in capital letters)

**I/we, as the parent / parents / guardian / guardians
of the student**

_____ ,

who attends grade _____ (e.g. 3.N) in the

_____ razredni odjel (npr. 3.N) XV. gimnazije,
dajem/dajemo suglasnost* za korištenje moje/naših
adrese elektroničke pošte

1) _____

2) _____

na način opisan ranije u ovoj obavijesti, te sam
suglasan/smo suglasni da se sve odluke koje se
odnose na učenika/učenicu dostavljaju koristeći
navedenu adresu/adrese elektroničke pošte.

POTPIS RODITELJA/SKRBNIKA:

1. _____

2. _____

**Ukoliko niste suglasni s ovakvim načinom dostave, nije potrebno dostavljati ispunjenu obavijest već istu možete zanemariti, te će se za dostavu svih pismena koristiti uobičajeni način dostave preporučenom pošiljkom na kućnu adresu, uz primjenu pravila o osobnoj dostavi ukoliko su takva propisana.*

school year _____, hereby give consent* to the
use of my/our e-mail address(es)

1) _____

2) _____

in the manner described earlier in this notice, and
I/we agree that all decisions relating to the student
are delivered using the afore stated e-mail
address(es).

PARENTS'/GUARDIANS' SIGNATURES:

1. _____

2. _____

**If you do not agree with this method of delivery, it is not necessary to submit the filled-out notice, feel free to disregard it. In that case the usual method of delivery by registered mail to the home address will be used for the delivery of all letters, applying the rules on personal delivery if such are prescribed.*