

The CCIN and you

Any person whose rights (rights acknowledged by the law relating to the protection of data) have been unrecognised may refer to the President of the Commission in order that the President of the Commission may take all measures required to stop the violation.

Why refer to the CCIN?

- You are not authorised to access your personal information;
- Your right to access your personal information is refused;
- You are not allowed to amend or delete your personal information;
- Your information is in an entity's possession but the entity refuses to tell you the purpose of the data processing;
- You did not receive a satisfactory answer to your request for more information;
- And so on.

How to refer to the CCIN?

You can refer to the President of the CCIN by letter, without omitting to state your identity, the motivations of your request, and to describe all details relating to the processing concerned in order to trigger the authorisation (verification) procedure. After having pronounced your request admissible, the President of the Commission will as a result ensure that all methods at his disposal are used to proceed with the verifications, even investigations if needed.

You can also contact the Secretariat of the CCIN for information or advice.

The CCIN will intervene if you have already attempted to exercise your right to contact the data controller.

The handling of your claim (request)

Immediately after receiving your letter, the Secretariat of the CCIN acknowledges receipt and your claim (request) is transferred to the appropriate service in charge of its investigation.

After the investigation of your claim (request):

You may receive the answer directly;

- If your claim is determined as unfounded after further judicial analysis;
- To inform you of your rights and the steps you need to accomplish;
- To redirect your complaint to another administration;
- For all other reasons that do not necessitate the intervention of the data controller.

You may receive an answer at a later date;

- If your complaint must be controlled by the data controller;
- If it concerns a request for the right to an indirect access;
- If your claim raises complicated questions.

If your request cannot be handled by the CCIN as it is outside of the Commission's area of expertise (competence), you will be informed by letter.

The CCIN can:

- Intervene as mediator during an amicable settlement of the problem, in particular during the exercise of the right to access data and the right to oppose to appear in a processing or be the object of market research;
- Check persons and organisations that exploit personal data;
- Inform the justice of offences.

Consulting the register of processing records

The register of processing records is the public register where all automated processing implemented in the public sector and in the private sector are recorded.

You can consult the public register of processing records by presenting yourself directly at the Secretariat of the CCIN or by asking for an appointment. You can then check directly if a computerised treatment has been officially declared, and whether it is legal or not.

The processing relating to public security relating to offences, convictions, or security measures and/or relating to the prevention, investigation, observations or the investigation or the prosecution or convictions of criminal offences executed by a judicial or administrative authority, are not recorded in the public register of processing records. Thus, you are not authorised to consult them.

Nevertheless, to find out whether such a processing exists, you can check the annual Ministerial Order related to the automated processing of personal data implemented by natural or legal entities governed by public (common) law, public authorities or organisations governed by private law entrusted with a mission of general interest or a concessionaire of public utility which is published in the Journal of Monaco before the 1 April every year.