

This instruction is aimed at facilitating the use of the Public Information Bulletin of the Bureau of the Inspector General for Personal Data Protection by persons interested in obtaining information on the Bureau's activity.

Definitions

GIODO	Inspector General for Personal Data Protection
GIODO Bureau	Bureau of the Inspector General for Personal Data Protection
BIP	Public Information Bulletin of GIODO Bureau
Sitemap	site presenting an easily navigated BIP structure. Link available in site footer
Metadata	information on who and when published a file; when the file was generated and by whom or who is responsible for its contents including public information

Use

BIP site of GIODO Bureau is equipped with a pull-down subject menu allowing for a quick access to the information required. The menu is located at the top of the site and divided into thematic groups. When you point with a cursor at a specific thematic group, the menu of this group will pull down automatically (if it is a pull-down menu). The pull-down items of the menu and the thematic groups (lower level menu) are marked with a dimmed triangle at the bottom right corner of a given menu item or thematic group. Navigation consists in clicking on a selected thematic item, as a result of which a page with a chosen theme is displayed in a browser window. The main menu is always visible, regardless of the type of web page currently viewed in BIP. It is also possible to browse the site with the use of a second menu available on the right side. In this menu, a thematic group currently read is in bold. Links to the information available on other websites will open in a new window. The logo of BIP is located at the upper left corner of the site; it constitutes a link to a nation-wide website on public information.

Metadata structure

Each text and file containing public information placed on BIP site of GIODO Bureau comprises a pull-down footer (metadata) in which the following information is automatically recorded:

- Who published the contents or attached the file?
- When has the viewed page been recently modified (date and time)?
- Who is responsible for the contents?

The above mentioned information is displayed when you click on metadata link.

Search module

Additionally, it is possible to find the information required by means of search mechanism. You have to enter your search term in the „search” field, located at the upper right corner, and confirm your search by clicking on the „Search” button. You can also search a phrase by

putting a search term in question marks (e.g. “computer IP”). Next, you have to select the searched item from the presented list by clicking on its title. The proper operation of the site requires a website browser in HTML (HyperText Markup Language) 4 format, equipped with JavaScript technology, Cookies status management system and DOM (Document Object Model) interface. These criteria are met by all popular browsers. Documents uploaded on the site are available in Portable Document Format [pdf] and chosen items - in Microsoft Word Document [doc]. Each attachment is accompanied by the information on file type (file type icon) and its name. When you choose a link, the browser asks you whether you want to display or save the file. If you choose “display”, the programme associated with a given file type will be activated, which is necessary to browse it (the same happens when you save a file on a disc and then click on it).