

SUMMARY

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Topic: Improving the practice of working with clients' personal data in municipal institutions

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Relevance of the research topic. At present, technical means allow the collection and processing of significant amounts of socially significant information necessary for the effective functioning of state mechanisms, the flow of social processes, and the realization of human rights.

Object of research is public relations related to the turnover of personal data.

Subject of the study is the process of working with personal data in municipal institutions, including the definition of the concept and types of personal data, the conditions and principles for their processing, the legal status of the subjects involved in the turnover of personal data, and the place of personal data in the restricted access information system.

Purpose of the study is to comprehensively analyze the system for regulating personal data in the Russian Federation, as well as the development and justification of proposals and recommendations for improving the practice of working with personal data in municipal institutions.

To achieve this goal, the following **tasks** are set:

- to concretize the concept, principles and conditions for the processing of personal data;
- to systematize the duties of entities engaged in the processing of personal data;
- analyze the organizational and legal characteristics of the UIA "MFC" in Essentuki;
- to conduct an analysis of visits and statistics of services rendered to the UIA "MFC" in Essentuki;
- detail the system of work with personal data of clients in the UIA "MFC" in Essentuki;
- to develop the basic directions of perfection of work with personal data of clients in municipal institutions.

Results of the research is that the theoretical conclusions and practical suggestions formulated by the author make a definite contribution to the science of state and municipal management, and can also be used in further scientific research.