

General Conditions for the use of Data Bridge (Andmesild)

1. General Provisions

1.1 These general conditions provide clients of accounting software integrated with the Data Bridge service an overview of the rights and obligations related to the use of the service.

1.2 By starting to use the Data Bridge, the user agrees to these general conditions.

2. Definitions

2.1 Adapter – A set of technical services that enables software systems to exchange data with each other;

2.2 Data Bridge (Andmesild) – A convenience service created for the purpose of submitting annual reports, functioning as a data transmission and processing adapter between accounting software and the annual report submission portal;

2.3 User – An authorized person (a member of the management board of a legal entity or an accountant) who possesses a security token to use the Data Bridge;

2.4 Security Token – An identifier based on a legal entity, required for establishing a connection to the Data Bridge and for data exchange.

3. Data Bridge service level agreement

3.1 Composition of Data and Retention Periods

3.1.1 The Data Bridge allows a user with the required security token to transmit data contained in the accounting software that is necessary for preparing the annual report. It processes data in a structured reporting format into a suitable form. The data transmitted through the interface includes:

3.1.1.1 Records describing economic activities with corresponding amounts;

3.1.1.2 Classifiers used in the structured reporting format;

3.1.1.3 Personal identification code of the user utilizing the security token;

3.1.1.4 Registration code of the legal entity associated with the data;

3.1.1.5 The period of the described economic activity;

3.1.1.6 Identifier of the software used by the user;

3.1.1.7 A summarizing identifier of the described economic activity.

3.1.2 The Data Bridge retains the data listed in section 3.1.1 for the purpose of performing the related operations for a period of one year from the moment the data is transmitted to the Data Bridge.

3.1.3 The Data Bridge retains logs related to the transmission of data used for the preparation of the annual report for a period of one year. These logs enable the identification of:

3.1.3.1 The personal identification code of the user utilizing the security token;

3.1.3.2 The user's IP address;

3.1.3.3 The reference associated with the security token, which allows the identification of the legal entity

3.1.3.4 The exact date and time of service usage

3.1.3.5 The technical stages related to data processing:

3.1.3.5.1 Validation of the technical file;

3.1.3.5.2 Validation of the business logic – assessing whether correct classifier identifiers are used and whether the file contains business logic errors.

3.1.4 The controller responsible for the data retained in the Data Bridge is the Centre of Registers and Information Systems (RIK), and the processors are the accounting software providers integrated with the Data Bridge and their clients who use the Data Bridge service.

3.1.5 The data subject's rights are outlined in the data protection terms of the Centre of Registers and Information Systems, available at www.rik.ee

3.2 Service Availability¹

		M-F	S, S
3.2.1	Working Hours	6:00 – 22:00	6:00 – 22:00
3.2.2	User Support Working Hours	8:30 – 17:00	-

3.3 Service Interruptions

3.3.1	Planned outage notice period, with a duration of less than 60 minutes	6 h
3.3.2	Planned outage notice period, with a duration of over 60 minutes	48 h
3.3.3	The maximum total duration of planned outages per year	96 h
3.3.4	The maximum duration of a single planned outage	4 h
3.3.5	The maximum number of planned outages per month	4 pcs
3.3.6	The allowed total duration of unplanned outages per year	96 h
3.3.7	The maximum duration of a single unplanned outage	8 h

4. Rights and Obligations of the Client of Accounting Software Integrated with the Data Bridge

- 4.1 By agreeing to the General Conditions, a special non-personalized security token is provided to the client's authorized person (board member or accountant) for using the Data Bridge.
- 4.2 The user is responsible for the secure handling of the token. In case of a security breach, the user/client is required to notify the Centre of Registers and Information Systems immediately at info@rik.ee.
- 4.3 The Data Bridge allows the user to retrieve the following within 1 year from the transmission of the data required for preparing the annual report:
- 4.3.1 The result of the validation performed upon receiving the data;
 - 4.3.2 The results generated based on the transmitted data (e.g., interim report (report elements));
 - 4.3.3 The original copy of the transmitted data file.
- 4.4 By signing the annual report, the client confirms the legality of the data contained in the report.

5. Rights and Obligations of the Centre of Registers and Information Systems

- 5.1 The Centre of Registers and Information Systems (hereinafter RIK) is obliged to provide the service in accordance with the terms outlined in the General Conditions and to ensure user support for accounting software providers in resolving service-related issues.
- 5.2 RIK is obligated to verify whether the client's user is an authorized person based on the data recorded in the business register and the annual report portal.
- 5.3 RIK has the right to close access to the Data Bridge service in case of suspected security token leakage or if the client has not actively used the service for more than 2 years.
- 5.4 RIK is not responsible for the legal correctness of the content of the annual reports.

¹ This is an informational point that provides accounting software clients with a general understanding of the availability of the Data Bridge service. Ensuring user support for the Data Bridge service and communicating service interruptions is the responsibility of the accounting software providers.