

Executive Council Resolution No. (25) of 2020
Concerning the Central Register of
Employees of the Government of Dubai¹

We, Hamdan bin Mohammed bin Rashid Al Maktoum, Crown Prince of Dubai, Chairman of the Executive Council,

After perusal of:

Law No. (3) of 2003 Establishing the Executive Council of the Emirate of Dubai;

Law No. (31) of 2009 Establishing the Dubai Government Human Resources Department and its amendments;

Law No. (11) of 2014 Establishing the Dubai Electronic Security Centre;

Law No. (26) of 2015 Regulating Data Dissemination and Exchange in the Emirate of Dubai;

Law No. (30) of 2015 Establishing the Smart Dubai Government Establishment;

Law (2) of 2016 Establishing the Dubai Data Establishment and its amendments; and

Resolution No. (2) of 2017 Approving the Policies Document on Classification, Dissemination, Exchange, and Protection of Data in the Emirate of Dubai,

Do hereby issue this Resolution.

Definitions

Article (1)

The following words and expressions, wherever mentioned in this Resolution, will have the meaning indicated opposite each of them unless the context implies otherwise:

Emirate: The Emirate of Dubai.

Government: The Government of Dubai.

Executive Council: The Executive Council of the Emirate of Dubai.

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¹Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.

DGHR:	The Dubai Government Human Resources Department.
DESC:	The Dubai Electronic Security Centre.
DDE:	The Dubai Data Establishment.
Government Entity:	Any of the Government departments, public agencies or corporations, councils, authorities, or other public entities affiliated to the Government, excluding free zone authorities.
Law:	Law No. (26) of 2015 Regulating Data Dissemination and Exchange in the Emirate of Dubai.
Employee:	A male or female person who occupies a budgeted post in a Government Entity, regardless of the type of his employment.
Register:	The Central Register of Employees of the Government of Dubai established pursuant to this Resolution.
Dubai Data Manual:	A document which is approved by the DDE; which includes a set of rules, standards, forms, and procedures regulating the dissemination, exchange, and protection of Dubai Data; and which must be used as a reference by Government Entities.
Electronic Platform:	An electronic system which is composed of hardware, software, networks, storage systems, and a connectivity and communication website; and through which the Dubai Data, including the Data of Employees, is disseminated and exchanged.
Data:	A collection of organised or unorganised information, facts, concepts, instructions, observations, or measurements, in the form of numbers, alphabets, symbols, images, or any other form, that are collected, produced, or processed by Government Entities. This includes any information.
Permit:	An approval issued by the DGHR authorising a Government Entity, an individual, or another entity, to access the Data of Employees in the Register.
System:	The Government Resources Planning System that contains the Data of Employees of the Government Entities adopting this

system, and that is managed and controlled by the Smart Dubai Government Establishment.

Document: The Policies Document on Classification, Dissemination, Exchange, and Protection of Data in the Emirate of Dubai approved under the above-mentioned Resolution No. (2) of 2017.

Objectives of the Register

Article (2)

The Register aims to:

1. provide a reliable source for the Data of Employees;
2. compile and classify the Data of Employees, and ensure its accuracy and reliability;
3. manage and monitor the Data of Employees within a centralised framework;
4. contribute to the planning and decision-making processes related to human resources at the level of Government and Government Entities; and
5. boost the implementation of the Smart Transformation policies of the Emirate.

Scope of Application

Article (3)

This Resolution applies to:

1. all Government Entities in the Emirate; and
2. the Data of all Employees.

Creation and Management of the Register

Article (4)

- a. A register known as the "Central Register of Employees of the Government of Dubai" will be created on the Electronic Platform. The DGHR and the DDE will, each within its own powers as assigned under the legislation in force and this Resolution, manage and control the Register.
- b. The Register will be the only official source in the Emirate for the Data of Government Employees.

- c. A Government Entity will be entitled, without obtaining a Permit, to use the Data of its Employees which is available in the Register.

Functions of the DGHR

Article (5)

For the purposes of achieving the objectives of the Register, the DGHR will have the duties and powers to:

1. determine the mandatory and optional Data to be entered in the Register after being approved by the DDE; and follow up compliance by Government Entities in this regard when they enter the Data of their Employees in the Register;
2. develop quality standards for the Data of Employees that will be entered in the Register; and implement these standards, in coordination with the Government Entities, after being approved by the DDE;
3. classify the Data of Employees in the Register after being approved by the DDE, and follow up compliance by Government Entities with the classification;
4. approve the plan for providing the Data of Employees and for entering this Data in the Register, and follow up the implementation of that plan in accordance with the standards adopted by the DGHR in this respect;
5. issue Permits in accordance with the Document and the conditions, requirements, and procedures adopted by the DGHR in this respect;
6. maintain the confidentiality and privacy of the Data of the Register;
7. submit to the DDE a quarterly report on compliance by Government Entities with the implementation of the plan referred to in sub-paragraph (4) of this Article, and on the relevant completion percentages; and
8. exercise any other duties or powers vested in the DGHR that are necessary for achievement of the objectives of the Register.

Functions of the DDE

Article (6)

For the purpose of achieving the objectives of the Register, the DDE will have the duties and powers to:

1. develop the Register and link it to other Primary Registers maintained in the Emirate;
2. approve the Data quality standards developed by the DGHR, and verify compliance by Government Entities with these standards;
3. verify that Government Entities comply with their obligations in respect of entering mandatory and optional Data in the Register;
4. approve the description and classification of the Data that Government Entities must enter in the Register, in accordance with the relevant rules prescribed by the Dubai Data Manual; and supervise compliance by Government Entities with such description and classification;
5. train Employees on, and raise their awareness of, various ways of using the Register and the conditions and rules governing its use;
6. prepare a manual on using the Register, and make this manual available to Government Entities;
7. take the necessary action to maintain the confidentiality and privacy of the Data of the Register;
8. submit, at the end of each year, a report to the Executive Council on compliance by Government Entities with the provisions of this Resolution, on the relevant completion percentages, and on the relevant recommendations of the DDE;
9. coordinate with the DESC on all matters related to the security and protection of Data and electronic systems; and on linking these systems to the Electronic Platform; and
10. exercise any other duties or powers vested in the DDE that are necessary for achievement of the objectives of the Register.

Functions of the Smart Dubai Government Establishment Article (7)

In its capacity as the entity responsible for managing the System, the Smart Dubai Government Establishment will:

1. modify the System to be consistent with the Register, in terms of the Data entered therein, the classification and description of this Data, and other relevant requirements and standards prescribed by the DDE in coordination with the DGHR;

2. coordinate with the Government Entities linked to the System, with a view to enabling the Smart Dubai Government Establishment to modify the System as stipulated in sub-paragraph (1) of this Article;
3. feed the Data that is entered in the System into the Register; and
4. coordinate with the DESC on all matters related to the security and protection of Data and electronic systems.

Functions of the DESC **Article (8)**

For the purposes of this Resolution, the DESC will, in its capacity as the Government Entity responsible for the security and protection of Government information, telecommunication networks, and electronic systems:

1. coordinate with the DDE to link the Electronic Platform to the DESC;
2. audit the System on a regular basis to ensure that it meets all security standards adopted by the DESC in this respect; and
3. cooperate with the DDE on all matters related to the security and protection of the Data and electronic systems to which this Resolution applies.

Obligations of Government Entities **Article (9)**

For the purposes of this Resolution, a Government Entity must:

1. describe the Data that it must enter into the Register in accordance with the Dubai Data Manual;
2. develop a plan to provide the Data of its Employees and enter the same into the Register; and obtain the DGHR approval of the same;
3. apply the adopted quality standards to the Data that it must enter into the Register;
4. feed the Register with the Data of its Employees through the System, where the Government Entity adopts the System; through its own systems, where the Government Entity does not adopt the System; or through any other means prescribed by the DDE for this purpose;

5. take the necessary action to ensure its compliance, within the time frame prescribed by the DGHR in coordination with the DDE, with the provisions of this Resolution, and the resolutions issued in pursuance hereof, with respect to the Data of its Employees; and
6. comply with any other obligations prescribed by the DGHR or the DDE in respect of the Register and the achievement of its objectives.

Issuing Implementing Resolutions

Article (10)

The Chief Executive Officer of the DDE will, in coordination with the Director General of the DGHR, issue the resolutions required for the implementation of the provisions of this Resolution.

Repeals

Article (11)

Any provision in any other resolution will be repealed to the extent that it contradicts the provisions of this Resolution.

Commencement and Publication

Article (12)

This Resolution comes into force on the day on which it is issued, and will be published in the Official Gazette.

Hamdan bin Mohammed bin Rashid Al Maktoum
Crown Prince of Dubai
Chairman of the Executive Council

Issued in Dubai on 16 August 2020
Corresponding to 26 Thu al-Hijjah 1441 A.H.