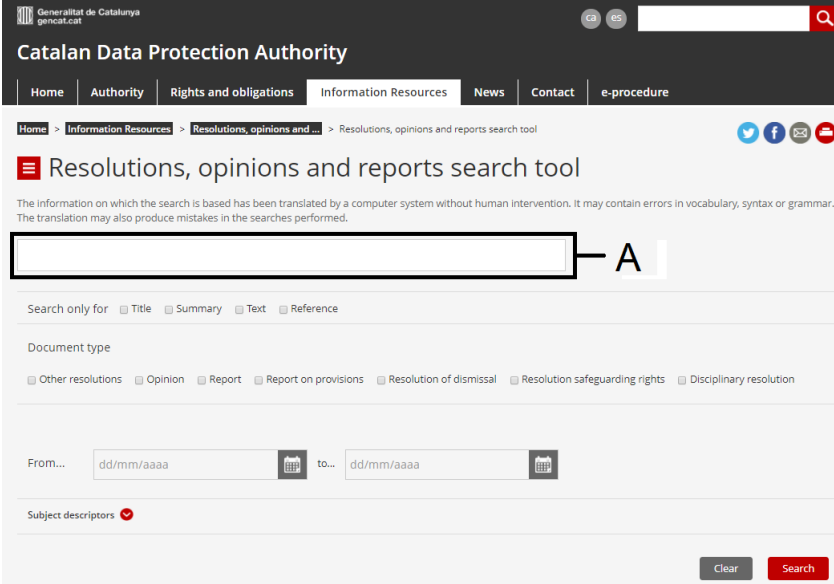


## Help in the search for resolutions, opinions and reports

There are various ways to perform a search to access resolutions, opinions and reports issued by the Catalan Data Protection Authority.



The screenshot shows the website of the Generalitat de Catalunya (gencat.cat) with the Catalan Data Protection Authority header. The main navigation menu includes Home, Authority, Rights and obligations, Information Resources, News, Contact, and e-procedure. The current page is titled "Resolutions, opinions and reports search tool". Below the title, there is a search input field with a red box around it and a red letter 'A' pointing to it. Below the search field, there are options to search for "Title", "Summary", "Text", and "Reference". There are also options for "Document type" including "Other resolutions", "Opinion", "Report", "Report on provisions", "Resolution of dismissal", "Resolution safeguarding rights", and "Disciplinary resolution". At the bottom, there are date pickers for "From..." and "to..." and a "Subject descriptors" section. A "Clear" button and a "Search" button are at the bottom right.

You can search by typing in one or more words in the section marked with the letter A in the diagram.

The search result will ALWAYS show any documents that contain:

- That word
- Synonyms of that word
- Words with the same root as that word

The following should be taken into account if you introduce more than one word:

- If a space is left between two words, this space is equivalent to “or”.

Example: responsible (space) processing: the search engine will show all documents that contain one word or the other.

- If you use “AND” between two words with quotation marks around them, both of those words will be present in the search results.

Example: “responsible” AND “processing”: the search engine will show any documents that contain the two words.

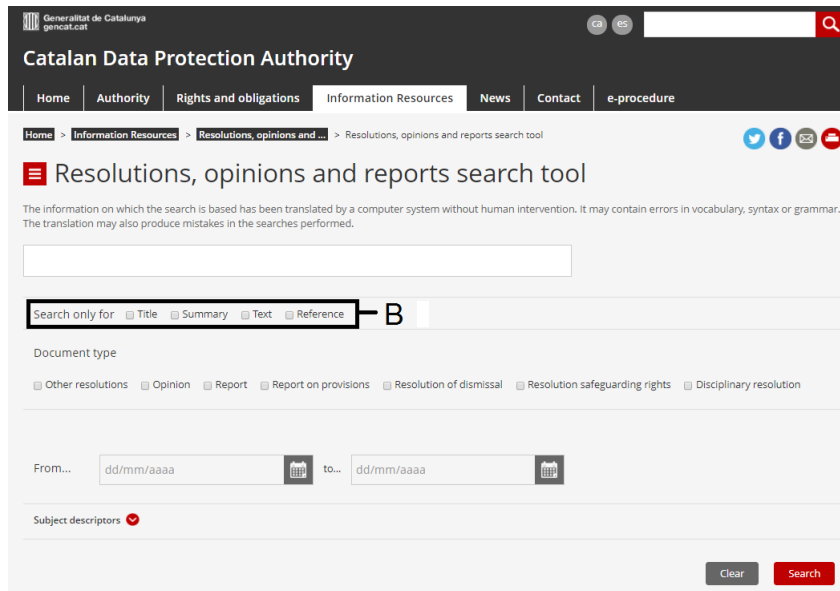
- If you use quotation marks around a phrase, the search engine will show documents in which those exact words appear in that order.

You also have the option of indicating the fields in which you want to make the search (title, summary, text and reference), as shown with the letter B in the diagram. If you only indicate

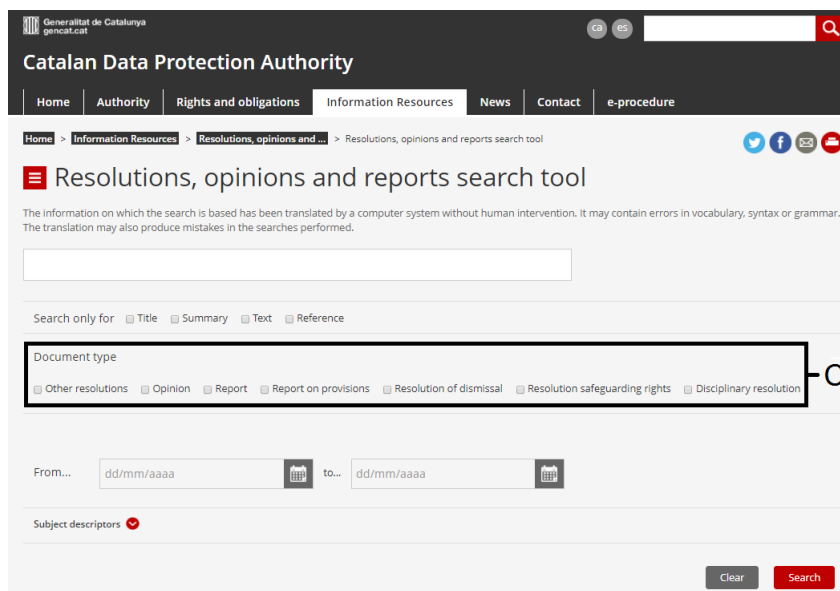
the reference, the search will be performed as if you had entered words between quotation marks.

Example: CNS 4/2017: the search engine will show the documents in which this reference is found.

In all other cases, the search will be performed as explained above.



You can choose the kind of document you want to search, as shown by the letter C in the diagram.

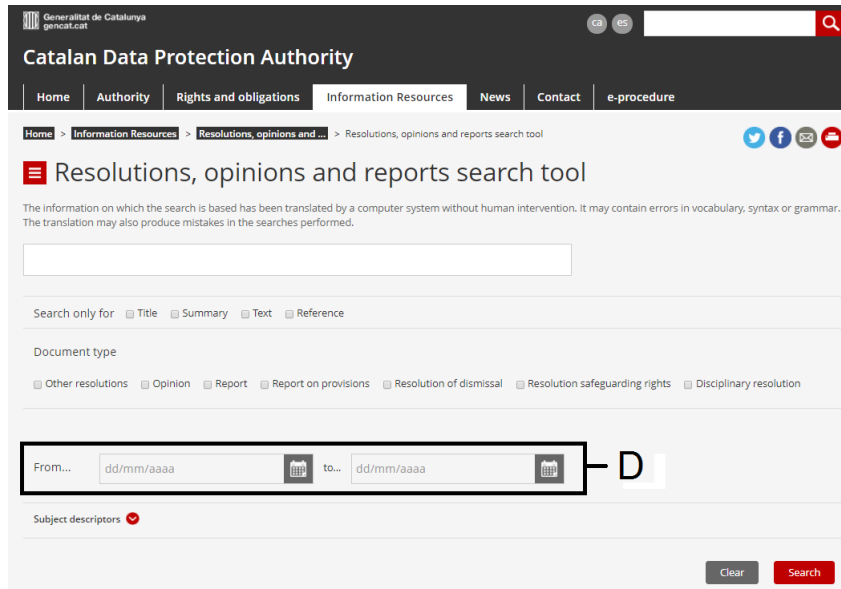


The types of document that can be selected are:

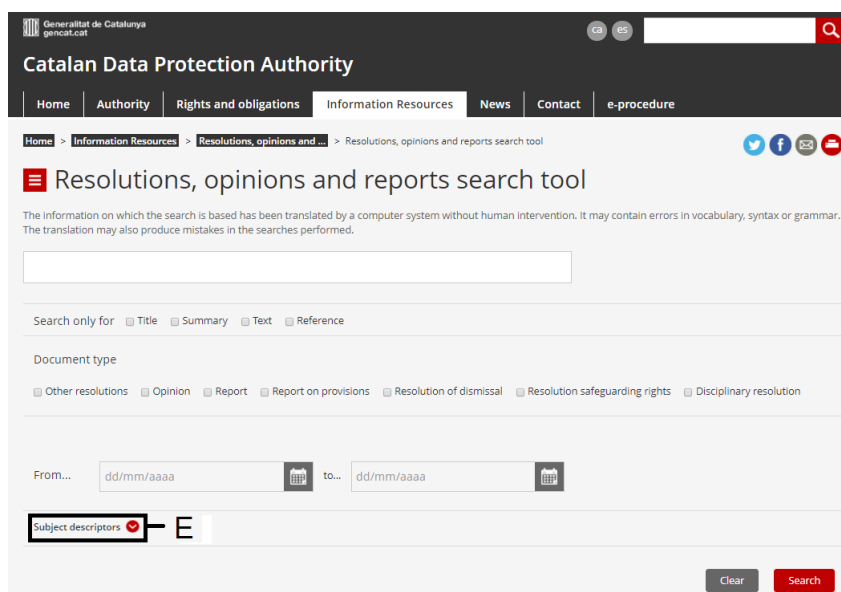
- Other resolutions
- Opinion
- Report

- Report on provisions
- Resolution to shelve / not to proceed
- Resolution for the protection of rights
- Resolution imposing a penalty

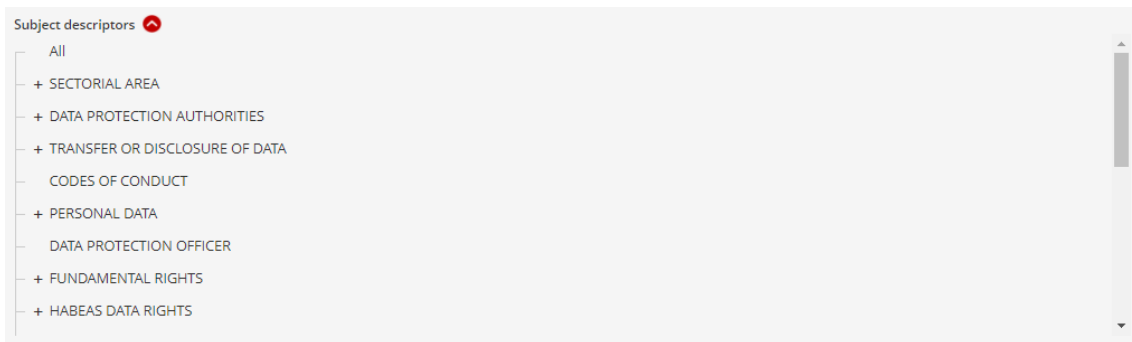
You can search resolutions by their date, and opinions and reports by the date they were issued. It is also possible to search for all documents that exist between two specific dates, as shown in the diagram marked with the letter D.



Finally, you can perform the search using “SUBJECT DESCRIPTORS”. Click on the arrow marked with the letter E in the following diagram to display the descriptors and select the ones you want.



The search engine will show the descriptors in the following way:



You can use a general descriptor or limit the search with more specific choices. Just click on the + box beside certain descriptors, which indicates the existence of more specific options.

Searches can be made combining the different systems by, for example, typing one or more words in section A, together with a "SUBJECT DESCRIPTOR" (section E) and/or a specific date (section D).

Once you have selected the criteria to be used to search the document you're looking for, click on the "SEARCH" button at the bottom of the screen.