

# Ministry for Health Data Protection Policy

The [Data Protection Act, 2001](#) (henceforth, Act) regulates the processing of personal data whether held electronically or in manual format. The Ministry for Health (henceforth MFH) which in terms of the Act is the Data Controller for a number of processing operations within the Ministry is set to fully comply with the Data Protection principles as set out in the same Act.

## 1.0 Purposes for Processing

MFH collects and processes information on data subjects in the execution of its role of providing a service to its clients and to fulfil its portfolio of responsibilities entrusted to it within the ambit of the Public Administration Act, the Financial Administration and Audit Act, Procurement and Financial Regulations, and applicable health laws, EU Directives, Legal Notices, policies and regulations. In this regard it may be required in certain instances to access personal data from entities falling under MFH's portfolio in accordance with Maltese Law. All data processed is in accordance with the Data Protection Act, 2001, the aforementioned Acts and regulations.

## 2.0 Recipients of Data

Personal data given to MFH is processed by MFH employees in a confidential manner in the course of executing their duties and will not be disclosed to third parties without your consent or unless obliged to under a specific law, international convention/instrument or EU Regulation/Directive.

## 3.0 Your Rights

You are entitled to know what information is being kept by MFH about you, the reason why, who has access to it and how it is kept. The Act outlines a formal procedure for dealing with data subject access requests, which the Ministry follows. In this regard, requests to access personal data must be made in writing and addressed to the Data Controller, Ministry for Health, 15 Palazzo Castellania, Merchant's Street, Valletta – VLT 1171 or by email on [dp.meh-health@gov.mt](mailto:dp.meh-health@gov.mt). An identification document such as a photocopy of the Identity Card or photocopy of your Passport as data subject making the request, must be submitted with the request. This identification document will be returned to you by MFH when submitting the reply in writing.

Additionally, you have the right as data subject to request that information be amended, erased or not used in the event that the data held is incorrect. In this regard, MFH will take the appropriate corrective action in the event that it is proved that the information held is incorrect.

MFH aims to comply as quickly as possible with requests for access to personal data and will ensure that it is provided within a reasonable time unless there is good reason for delay.

When a request for access cannot be met within a reasonable time, the reason will be explained in writing.

#### **4.0 Data Protection Officers**

MFH has appointed Data Protection Officers (DPOs) to deal with data protection issues within the Ministry. In this regard you may enquire with the DPOs to know more about affording data protection measures in the processing of personal data by writing to the DPOs at the above address.