

**Office of the Director General, Healthcare Services**  
**Ministry for Health**

**Data Protection Policy**

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586) regulate the processing of personal data whether held electronically or in manual form. The office of the Director General, Healthcare Services is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

**Purposes for collecting data**

The office of the Director General, Healthcare Services collects and processes information to carry out its obligations in accordance with present legislation. All data is collected and processed in accordance with Data Protection Legislation and other Laws of Malta

**Recipients of data**

Personal Information is accessed by the employees who are assigned to carry out the functions of the office of the Director General, Healthcare Services and the Ministry for Health. Personal Data will be disclosed to the data subject who submit request to issue the Vaccine Digital Certificate. Disclosure can also be made to third parties but only as authorized by law. On submission of request through e-ID or through input of ID number and date of birth, data is cross-references with the Central Database detail to verify authentication. Passport number utilised for the certificate issue will be verified with the data subject ID number.

**Your rights**

You are entitled to know, free of charge, what type of information the Director General, Healthcare Services and the Ministry for Health holds and processes about you and why, who has access to it, how it is held and kept up to date, for how long it is kept, and what the Unit is doing to comply with data protection legislation.

The GDPR establishes a formal procedure for dealing with data subject access requests. All data subjects have the right to access any personal information kept about them by Director General, Healthcare Services and the Ministry for Health either on computer or in manual files. Requests for access to personal information by data subjects are to be made in writing and sent to the Director General, Healthcare Services of the Ministry for Health. Your identification details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, you may be required to present an identification document.

The office of the Director General Healthcare Services, Ministry for Health aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within a reasonable timeframe and in any case not later than one month from receipt of request, 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 to the data subject making the request. Should there be any data breaches, the data subject will be informed accordingly.

All data subjects have the right to request that their information is not used or is amended if it results to be incorrect. Data subjects may also request that their data is erased. Requests can be submitted by e-mail to [covid-vaccine@gov.mt](mailto:covid-vaccine@gov.mt) or by telephone to 145. Your identification

details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, you may be required to present an identification document.

These rights may be restricted, if applicable, as per Data Protection Legislation.

In case you are not satisfied with the outcome of your access request, you may refer a complaint to the Information and Data Protection Commissioner, whose contact details are provided below.

## **Retention Policy**

The processing of personal data is governed by data protection legislation, including the General Data Protection Regulation (EU) 2016/679 (GDPR) and Data Protection Act (Cap 586 in the Laws of Malta).

The following schedule outlines the retention requirements for the various categories of documentation within the Minsitry for Health.

Category of Document	Retention Period	Justification
Data pertaining to Vaccine administration	10 years after death for data subjects residing in Malta or 10 years after last recorded interaction with Public Health Institutions for non-residents	Existent retention policy pertaining to Health records

Data that needs to be destroyed after the noted timeframes will be disposed of in an efficient manner ensuring that such information is no longer available within the Director General, Healthcare Services and the Ministry for Health

**The Data Protection Officer** may be contacted on [dpo.hcs@gov.mt](mailto:dpo.hcs@gov.mt)

### **Director General, Healthcare Services (Data Controller)**

The Data Controller, Mr Clarence Pace may be contacted at:

Director General Healthcare Services,  
15, Triq il-Merkanti  
Valletta, VLT 1171

Telephone: 145

Email: covid-vaccine@gov.mt

### **The Information and Data Protection Commissioner**

The Information and Data Protection Commissioner may be contacted at:  
Level 2, Airways House,  
High Street,  
Sliema SLM 1549  
Telephone: 23287100  
Email: [idpc.info@idpc.org.mt](mailto:idpc.info@idpc.org.mt)

The Ministry for Health reserves the right to update Privacy Policy

Last updated: 7th April 2021