

## ***Primary HealthCare***

### ***Data Protection Policy***

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 440) regulate the processing of personal data whether held electronically, or in manual form. The Primary HealthCare (PHC) is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

#### **Purposes for collecting data**

The PHC 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, the Medical and Kindred Professions Act, the Department of Health Constitution Ordinance and any other laws and regulation to which the Primary Health Care may be subject.

#### **Recipients of data**

Personal information is accessed by the employees who are assigned to carry out the functions of the PHC. Personal Data will be disclosed to caring professionals within health department in line with the carrying out of their duties, with other personnel within the health department to monitor disease trends and take appropriate action. Data of staff is used by the PHC administration for the carrying out of its functions including salary computation etc. Disclosure can also be made to third parties but only as authorised by law.

#### **Your rights**

You are entitled to know, free of charge, what type of information the PHC 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 the PHC 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 Chief Executive Officer, Primary HealthCare, 7 Harper Lane Floriana, FRN 1940. 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 PHC 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 amended, erased or not used in the event the data results to be incorrect.

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.

The PHCD Data Controller may be contacted at:

**Department of Primary HealthCare, 7 Harper Lane Floriana, FRN 1940.**

Telephone: 2557 6100

Email: [dpo.phc@gov.mt](mailto:dpo.phc@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: 2328 7100

Email: [idpc.info@gov.mt](mailto:idpc.info@gov.mt)