

## ***Management and Personnel Office - Data Protection Policy***

The Data Protection Act, 2001 regulates the processing of personal data whether held electronically or in manual form. The Management and Personnel Office (MPO) is set to fully comply with the Data Protection Principles as set out in the Act.

### *Purpose/s for collecting data:*

MPO collects and processes information to carry out its functions according to the Public Service Management Code (PSMC). All data is collected and processed in accordance with the Data Protection Act 2001, and any other law/regulation to which MPO may be subject.

### *Recipients of data:*

Employees of this Department, who are assigned to carry out the functions of this Department, access the information you give us. Personal Data may also be disclosed to departments/third parties, who may also have access to your data as authorised by law. All data is collected and processed in accordance with the Data Protection Act, 2001. MPO employs occasionally the services of MITA to process personal data on behalf of MPO in accordance with instructions from the controller. MITA have adequate security measures to prevent accidental damage or loss of data.

### *Your rights:*

You are entitled to know, free of charge, what information MPO holds and processes about you and why; who has access to it; how it is kept up to date; and what the Department is doing to comply with its obligations under the Data Protection Act, 2001.

The Data Protection Act, 2001 sets down a formal procedure for dealing with data subject access requests, which MPO follows.

All data subjects have the right to access any personal information kept about them by the Department, either on computer or in manual files. Requests for access to personal information by data subjects are to be made in writing and addressed to MPO's Data Protection Officer. Your identification details such as ID number, name and surname and address have to be submitted with this request. In case we encounter identification difficulties, you may be required to submit a photocopy of an identification document such as the Identity Card, driving license or passport, which document will be returned after identification is established.

MPO aims to comply, as quickly as possible, with requests for access to personal information 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 to the data subject making the request.

All data subjects have the right to request that their information be amended, erased or not used in the event the data is incorrect.

The Data Protection Officer,  
***HR Systems & Data Management Department***  
***Management and Personnel Office***  
***Office of the Prime Minister***  
***Auberge de Castille***  
***Valletta – VLT 2000***  
***Tel. No. 22001045/Fax No. 22001053***

or at the following e-mail address

***hrs-datamgt.mpo@gov.mt***