

**Data Protection and Information Coordination Directorate**  
**Data Protection Policy**

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586), including the regulations made thereunder, regulate the processing of personal data whether held electronically or in manual form if it forms part of a filing system. The *Data Protection and Information Coordination Directorate* is set to fully comply with the applicable provisions of the data protection legislation.

**Legal Basis and Purposes of Processing**

The legal basis and the purposes of processing with regard to the processing operations conducted by the *Data Protection and Information Coordination Directorate* are the following:

<b>Processing Operation</b>	<b>Legal Basis for processing</b>	<b>Purposes of Processing</b>
Processing of FOI requests	Personal data is processed in accordance with a legal obligation – the Freedom of Information Act Cap 496.	To provide access to official documents held by the public authorities.

**Recipients of Personal Data**

Your personal data will be processed by the *Data Protection and Information Coordination Directorate*. No further disclosure will take place unless authorised by law.

**Your rights**

Your rights as data subjects in connection with the processing of your personal data are:

- The right to receive a copy of your personal data undergoing processing, including information in relation to the processing activities.
- The right to request us to rectify personal data you think is inaccurate. You also have the right to ask us to complete personal data you think is incomplete.
- The right to request the erasure of your personal data in certain circumstances.
- The right to request the restriction of your personal data in certain circumstances.
- The right to portability of your personal data in relation to information that you have given us.
- The right to object to the processing of your personal data if we are able to process your information because the process forms part of our public tasks or is in our legitimate interests.
- The right to not be subject to a decision based solely on automated processing including profiling.
- The right to withdraw your consent at any time, where applicable.

Requests to exercise your rights are free of charge and should preferably be made in writing and sent to the Data Protection Officer of the *Data Protection and Information Coordination Directorate*. Your identification details such as ID number, name and surname must be submitted with the request for the purpose of verifying your identity. In case the controller has reasonable doubts concerning your identity, you may be requested to provide additional information necessary to confirm it.

The *Data Protection and Information Coordination Directorate* aims to comply as quickly as possible with the request and is obliged to respond without undue delay and at the latest within one (1) month from receipt of request.

The right exercised by the data subject may be limited or restricted, where necessary, pursuant to the applicable law.

## Retention Policy

The following schedule outlines the retention requirements for the various categories of documentation within the *Data Protection and Information Coordination Directorate*.

Category of Document	Retention Period	Justification
FOI Requests	1 year after FOI request is closed	The period in question is being established in order to ascertain that procedures emanating from the FOI Act and its Code of Practice can be followed up effectively and efficiently.

Data that needs to be deleted after the established timeframes will be destructed in a secure manner to ensure that such information is no longer processed within the *Data Protection and Information Coordination Directorate*.

### The Data Protection Officer

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

### The Data Controller

The *Data Protection and Information Coordination Directorate* may be contacted at:

Block 28, Flat 19  
Vincenti Building,  
Triq id-Dejqa,  
Il-Belt Valletta  
Email: [foicu@gov.mt](mailto:foicu@gov.mt)  
Website: <https://foi.gov.mt>

### The Information and Data Protection Commissioner

You have the right to lodge a complaint with the supervisory authority, which could be reached at the following contact details:

The Information and Data Protection Commissioner  
Airways House,  
Triq il-Kbira  
Tas-Sliema SLM 1549  
Telephone: +356 2328 7100  
Email: [idpc.info@idpc.org.mt](mailto:idpc.info@idpc.org.mt)  
Website: <https://idpc.org.mt>