

Subject Access Request Form (GDPR)

Name _____ Surname _____

Address _____

Town _____ ID No. _____

Tel/Mob No. _____ E-mail _____

I am writing to make a subject access request in accordance with the General Data Protection Regulation (EU) 2016/679.

Please specify the data you require, together with any other relevant details to help us identify the information requested.

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I confirm that the information given on this application form to the Ministry for Health is true, and I understand that the Ministry may need more information to confirm my identity (such as an ID card/Passport/Driving Licence) and to provide the information that I am requesting.

Signature: _____

Date: _____

Kindly return this completed form to the Ministry for Health's Data Protection Officer as indicated below:

Postal Address: Data Protection Officer – People Management Division, Ministry for Health, 15, Merchants Street, Valletta

E-mail address: peoplemanagementdpo.health@gov.mt

Does the information requested include information relating to another person? If so, written consent and identification from the third party is required.

Subject Access Policy

The Ministry for Health will provide information in response to any reasonable subject access request and will ensure data is kept in an accessible form to facilitate subject access.

The Ministry for Health, at the request of the data subject, shall provide to the data subject without excessive delay and without expense, written information as to whether personal data concerning the data subject is processed, provided that any such application shall be made in writing and signed by the data subject. If such data is processed, the Ministry for Health shall provide the data subject with written information in a comprehensible form about:

- (a) Actual information about the data subject which is processed;
- (b) Where this information has been collected;
- (c) The purpose of the processing;
- (d) To which recipients or categories of recipients the information is disclosed.

Data Protection Disclaimer:

The MFH PMD collects and processes information to carry out its functions under the Public Administration Act and directives emanating therefrom. Information about you will be processed by MFH management in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap. 586). You have the right to access, rectify, block and erase your personal data kept by this Ministry. For further information please refer to the Data Protection Policy available at the People Management Division, Ministry for Health, 15, Merchants Street, Valletta.