Malta Information Technology Agency (MITA)

Data Protection Policy

The General Data Protection Regulation (EU) 2016/679 (GDPR) regulates the processing of personal data whether held electronically or in manual form. The Malta Information Technology Agency (MITA) is the central driver of Government’s Information and Communications Technology (ICT) policy, programmes and initiatives in Malta.

MITA’s role is to deliver and implement the assigned programmes as set out in the Digital Malta National ICT Strategy 2014 - 2020, and as directed by the Parliamentary Secretariat for Financial Services, Digital Economy and Innovation from time to time. MITA manages the implementation of IT programmes in Government to enhance public service delivery and provides the infrastructure needed to execute ICT services to Government. MITA is also responsible to propagate further use of ICT in society and economy and to promote and deliver programmes to enhance ICT education and the use of ICT as a learning tool.

Purposes for collecting data

MITA collects and processes information to carry out its functions. All data is collected and processed in accordance to the General Data Protection Regulation (EU) 2016/679, the Employment and Industrial Regulation Act (Chapter 452), other subsidiary legislation, and the GMICT Policy.

Recipients of data

Personal Information is accessed by the employees who are assigned to carry out the functions of the Agency. Disclosure may also be made to third parties but only as authorized by law.

Your rights

You are entitled to know, free of charge, what type of information the Agency 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 Agency, 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 Data Protection Officer of the MITA. Your identification details such as ID number, name and surname must be submitted with the request for access. In case we encounter identification difficulties, you may be required to present an identification document.

The Malta Information Technology Agency 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.

**Retention Policy**

We will keep Personal Information only so long as it is necessary to do so, or as required by law. When the Personal Information that is no longer required will be disposed of in an efficient manner ensuring that such information is no longer available within the Malta Information Technology Agency.

**The Data Controller**

The Data Controller may be contacted at:

Malta Information & Technology Agency
Data Protection Office
Gattard House
National Road
Blata I-Bajda HMR 9010
Malta

Telephone: 25992410

Email: dp.mita@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@gov.mt