GOVERNMENT PROPERTY DIVISION

Auberge de Bavière, Valletta VLT 2000

DATA PROTECTION POLICY

The Data Protection Act, 2001 regulates the processing of personal data whether held electronically or in manual form. The **Government Property Division** is committed to fully comply with the Data Protection Principles as set out in the Act.

1.0 Purpose/s for collecting data

The **Government Property Division** collects and processes information in the execution of its functions under the Disposal of Government Land Act, the Land Acquisition (Public Purposes) Ordinance and the Ecclesiastical Entities (Properties) Act**.** All data is collected and processed in accordance with the Data Protection Act 2001, the aforementioned Acts and other subsidiary legislation.

2.0 Recipients of data

The information you give us may be disclosed to all departments within the **Government Property Division** as well as to other Third Parties who may also require access to your data as authorised by law.

3.0 Your rights

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

The **Government Property Division** follows the formal procedure for dealing with data subject access requests as laid down in the Data Protection Act, 2001.

All data subjects have the right to access any personal information kept about them by the Division either on computer or in manual files. Requests for access to personal information by data subjects must be made in writing and addressed to the Data Controller of the **Government Property Division**. Your identification details such as ID number, name and surname and address have to be submitted with the 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 licence or passport, which document will be returned after identification is established.

The **Government Property Division** 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.

4.0 Data Controller:

The **Government Property Division's** Data Controller may be contacted either at:

The Data Controller
Government Property Division
Auberge de Bavière, Valletta VLT 2000

or at the following e-mail address:

customercare@gpd.gov.mt

TAQSIMA PROPRJETÀ TAL-GVERN

Berġa tal-Baviera, Valletta VLT 2000

POLITIKA GĦALL-PROTEZZJONI TAD-DATA.

L-Att dwar il-Protezzjoni u l-Privatezza tad-*Data*, 2001 jirregola l-ipproċessar tad-data personali, kemm jekk miżmuma elettronikament kif ukoll manwalment. **It-Taqsima Proprjetà tal-Gvern** hija impenjata li żżomm konformi mal-prinċipji kif definiti fl-Att.

1.0 Għan għall-ġbir tad-data

It-Taqsima Proprjetà tal-Gvern tiġbor l-informazzjoni sabiex tkun tista' tagħti s-servizzi mitluba skond l-Att Dwar Trasferiment ta' Art tal-Gvern, l-Att Dwar Akkwist ta' Proprjetà (Skopijiet Pubbliċi) u l-Att Dwar Entitajiet Ekkleżjastiċi (Proprjetà). Kull data miġbura u pproċessata hija konformi ma' l-Att dwar il-Protezzjoni u l-Privatezza tad-*Data*, l-Atti msemmija aktar qabel u leġislazzjoni sussidjarja oħra.

2.0 Riċevituri tad-Data

L-informazzjoni li int tgħaddilna tista' tingħata lid-Dipartimenti kollha fi ħdan **it-Taqsima Proprjetà tal-Gvern** u lil Partijiet Terzi Oħra li jistgħu wkoll ikollhom bżonn aċċess għall-istess informazzjoni dwarek kif awtorizzati mil-liġi.

3.0 Drittijiet tiegħek

Int intitulat/a li tkun taf x'informazzjoni qed iżżomm u tipproċessa dwarek **it-Taqsima Proprjetà tal-Gvern**. Int intitulat/a wkoll li tkun taf għaliex **it-Taqsima Proprjetà tal-Gvern** għandha bżonn din id-data, min jaċċessaha, kif ukoll kif qed tinżamm u x'qed tagħmel **it-Taqsima Proprjetà tal-Gvern** biex tkun konformi ma' l-obbligazzjonijiet kollha li jitlob l-Att dwar il-Protezzjoni u l-Privatezza tad-*Data*, 2001.

Biex tilqa' għal dawn it-talbiet, **it-Taqsima Proprjetà tal-Gvern** timxi mal-proċeduri kif stipulati fl-Att dwar il-Protezzjoni u l-Privatezza tad-*Data*, 2001.

Persuni li dwarhom tinżamm id-data (is-suġġett tad-data) għandhom id-dritt għal aċċess għal kull informazzjoni personali li **t-Taqsima Proprjetà tal-Gvern** iżżomm dwarhom, kemm dik elettronika kif ukoll dik manwali. Talbiet għal aċċess għal informazzjoni jridu jsiru bil-miktub u jkunu indirizzati lill-Kontrollur tad-Data **tat-Taqsima Proprjetà tal-Gvern**. Mat-talba, is-suġġett tad-data jrid jissottometti wkoll dettalji ta' identifikazzjoni bħal Numru ta' l-Identità, isem u kunjom u indirizz. F'każ li tqum diffikultà dwar l-identità,,is-suġġett tad-data jintalab jibagħtilna kopja tal-karta ta' l-identità, kopja tal-passaport, eċċ, tiegħu/tagħha. Id-dokument ta' identifikazzjoni jkun mibgħut lura lis-suġġett tad-data.

It-Taqsima Proprjetà tal-Gvern hija impenjata li tipproċessa dawn it-talbiet fl-iqsar żmien possibbli u li l-informazzjoni tingħata fi żmien raġonevoli. Meta t-talba ma tkunx tista' tiġi pproċessata fi żmien raġonevoli, tingħata r-raġuni bil-miktub lis-suġġett tad-data.

F'każ li l-informazzjoni personali hija żbaljata jew skaduta, is-suġġett tad-data għandu/għandha d-dritt li jitlob/titlob li l-informazzjoni tkun emendata, imħassra jew li ma tintużax.

4.0 Kontrollur tad-Data

Il-Kontrollur tad-data ta**t-Taqsima Proprjetà tal-Gvern** jista` jkun ikkuntattjat jew f'dan l-indirizz postali:

Il-Kontrollur tad-Data
Taqsima Proprjetà tal-Gvern
Berġa tal-Baviera, Valletta VLT 2000

jew permezz ta' *e-mail* f'dan l-indirizz:

customercare@gpd.gov.mt