

## **Data Protection Policy**

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

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

The Medicines Authority collects and processes information to carry out its functions under the Medicines Act 2003. All data is collected and processed in accordance with the Data Protection Act 2001, the Medicines Act 2003 and any other law/regulation to which this Medicines Authority may be subject.

### *Recipients of data:*

Employees of the Medicines Authority, who are assigned to carry out the functions of this Authority, access the information submitted to the Authority. Personal Data will not be disclosed to third parties without the consent of the data subject, unless obliged by law. All data is collected and processed in accordance with the Data Protection Act, 2001.

### *Your rights:*

You are entitled to know, free of charge, what information the Medicines Authority holds and processes about you and why; who has access to it; how it is kept up to date; what the Authority 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 the Medicines Authority follows.

All data subjects have the right to access any personal information kept about them by the Authority, 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 the Data Controller of the Medicines Authority. Your identification details such as ID number, name and surname and address have to be submitted with the request. In case the Medicines Authority encounters 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 Medicines Authority 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 in writing that their information be amended, erased or not used in the event the data is incorrect.

### *Data Controller:*

The Medicines Authority Data Controller may be contacted either at:

The Chief Executive Officer  
Medicines Authority  
203, Rue D'Argens  
Gzira GZR 1368.

**or** at the following e-mail address: [info.medicinesauthority@gov.mt](mailto:info.medicinesauthority@gov.mt)