

## **Commission for the Rights of Persons with Disability (CRPD)**

### ***Data Protection Policy***

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586) regulate the processing of personal data whether held electronically or in manual form. CRPD is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

#### **Purposes for collecting data**

CRPD collects and processes information to carry out its obligations in accordance with present legislation. All data is collected and processed in accordance with Data Protection Legislation, Chapter 413 Equal Opportunities (Persons with Disability) Act, Chapter 560 Parking Concessions for Persons with Disability Act, and for the purposes of CRPD's role in connection with the Planning Authority, according to the Development Planning Act Chapter 552.

#### **Recipients of data**

Personal Information is accessed by the employees who are assigned to carry out the functions of CRPD. Personal Data will be disclosed to government departments, authorities, agencies or entities with the aim to facilitate the provision of services related to, but not limited to, employment, education, housing and social benefits. Disclosure can 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, CRPD 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 CRPD, 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 Commissioner for the Rights of Persons with Disability. Your identification details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, you may be required to present an identification document.

CRPD 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 not used or is amended if it results to be incorrect. Data subjects may also request that their data is erased.

These rights may be restricted, if applicable, as per Data Protection Legislation.

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.

**The Data Protection Officer** may be contacted on [dataprotection@crpd.org.mt](mailto:dataprotection@crpd.org.mt) or by telephone on 22267600.

The Commissioner for the Rights of Persons with Disability may be contacted at:

CRPD  
G5 Offices,  
Psaila Street,  
Birkirkara BKR 9077  
Telephone: 22267600  
Email: [data.controller@crpd.org.mt](mailto:data.controller@crpd.org.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@idpc.org.mt](mailto:idpc.info@idpc.org.mt)