



Subject Access Request Form (GDPR)

Name _____ Surname _____

Address _____

Town _____ ID No. _____

Grade _____ Dept/School _____

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 Education is true, and I understand that the Ministry for Education 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 Education's Data Protection Officer as indicated below:

E-mail address: dpo.mfed@gov.mt

or

Postal Address:

Data Protection Officer
Ministry for Education
Office of the Permanent Secretary
Great Siege Road
Floriana VLT 2000

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 Education 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.



GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION
OFFICE OF THE PERMANENT SECRETARY

The Ministry for Education, 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 Education 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.

The Ministry for Education's HR Department collects and processes information to carry out its functions under the Education Act (CAP 327), the Public Service Management Code and the Data Protection Public Administration HR Corporate Procedures. All data is collected and processed in accordance to the Data Protection Act 2018, CAP 586 (Laws of Malta) and the General Data Protection Regulation (EU) 2016/679.