

## **Data Protection Policy**

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

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

The Vat Department collects and processes information to carry out its functions primarily under the Value Added Tax Act (Chapter 406), the ECO Contribution Act (Chapter 473) and any other law/regulation to which this department may be subject. The Vat Department processes information for the collection of taxes and contributions in accordance with the above mentioned laws and also for detecting and preventing fraud. Where the law permits, the Department may also obtain information about you from third parties or give information to them. This would be to check its accuracy, prevent and detect fraud as well as to protect public funds. All data is collected and processed in accordance with the Data Protection Act 2001.

### *Recipients of data:*

Employees of this Department, who are assigned to carry out the functions of this department, access the information you give us. Personal Data may also be disclosed to departments/third parties, who may also have access to your data as authorized by law.

### *Your rights:*

You are entitled to know, what information this department 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 Data Protection Act, 2001 sets down a formal procedure for dealing with data subject access requests, which the department follows.

All data subjects have the right to access any personal information kept about them by the Department, 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 department. 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 department 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.

### *Data Controller:*

The department Data Controller may be contacted either at:

Vat Department

Centre Point Building

Ta' Paris Road

B'Kara CMR 02

or at the following e-mail address  
dpo.vat@gov.mt