

Annex A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Expression of Interest from amongst Public Officers to be assigned the role of Data Protection Officer in the Office of the CEO at Mater Dei Hospital in the Office of the Deputy Prime Minister and Ministry for Health



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA

Dmirijiet u responsabbiltajiet

- i. Jkun involut, kif suppost u fil-hin fil-kwistjonijiet kollha li għandhom x'jaqsmu mal-protezzjoni tad-dejta personali;
- ii. jinforma u jagħti pariri lill-kontrollur dwar l-obbligi tiegħu dwar il-protezzjoni tad-dejta skont il-GDPR, l-Att dwar il-Protezzjoni tad-Dejta (KAP. 586 tal-Liġijiet ta' Malta) inklużi r-regolamenti magħmula tahtu u kwalunkwe leġislazzjoni oħra li tirregola l-ipproċessar ta' dejta personali;
- iii. jagħti pariri lill-kontrollur dwar l-adozzjoni ta' miżuri organizzattivi u tekniċi biex jiżgura li d-dejta personali li qed tiġi pproċessata tkun protetta kontra kwalunkwe forma illegali ta' pproċessar;
- iv. jimmonitorja l-konformità mal-qafas legali tal-protezzjoni tad-dejta u mal-politiki u l-proċeduri interni eżistenti relatati mal-ipproċessar ta' dejta personali;
- v. jgħin fl-iżvilupp ta' politiki u proċeduri godda dwar il-protezzjoni tad-dejta li jistgħu jkunu meħtieġa li jiġu introdotti minn żmien għal żmien;
- vi. iqajjem kuxjenza interna u jippromwovi kultura ta' protezzjoni tad-dejta, ihejji materjal dwar il-protezzjoni tad-dejta u jagħti taħriġ perijodiku lill-membri tal-persunal li huma involuti f'attivitajiet ta' pproċessar tad-dejta;
- vii. jirrevedi formoli, kuntratti u dokumenti oħra fejn tkun involuta dejta personali u jiżgura allinjament mar-regoli u l-prinċipji tal-protezzjoni tad-dejta;
- viii. iżomm rekords komprensivi tal-attivitajiet tal-ipproċessar kif meħtieġ skont l-Artikolu 30 tal-GDPR;
- ix. jipprovdi gwida u pariri fir-rigward tal-valutazzjonijiet tal-impatt fuq il-protezzjoni tad-dejta (DPIAs) u jimmonitorja l-prestazzjoni tiegħu skont l-Artikolu 35 tal-GDPR;
- x. iwettaq awditi u kontrolli każwali biex jiżgura li l-attivitajiet kollha tal-ipproċessar tal-kontrollur ikunu konformi mal-qafas legali tal-protezzjoni tad-dejta; jissottometti rapporti bis-sejbiet u r-rakkomandazzjonijiet;
- xi. jaġixxi bħala l-punt ta' kuntatt għas-suġġetti tad-dejta fir-rigward tal-kwistjonijiet kollha relatati mal-ipproċessar tad-dejta personali tagħhom u mal-eżerċizzju tad-drittijiet tagħhom skont il-Kapitolu III tal-GDPR;
- xii. jipprovdi pariri u jhejji abbozzi ta' tveġibiet fir-rigward ta' mistoqsijiet jew kwistjonijiet oħra li jinvolvu l-ipproċessar ta' dejta personali;
- xiii. ikun involut b'mod attiv fil-valutazzjoni u l-immaniġġjar ta' talbiet għal riċerka xjentifika li l-kontrollur jista' jirċievi minn riċerkaturi akkademici li jsegwu attività ta' riċerka fl-interess pubbliku;
- xiv. jikkollabora mill-qrib ma' dipartimenti interni oħra biex jiżgura li l-kunsiderazzjonijiet tal-protezzjoni tad-dejta jsiru fil-fażijiet inizjali ta' kwalunkwe attività ta' pproċessar għida u/jew sistemi jew applikazzjonijiet godda li l-kontrollur jista' jiddeċiedi li jintroduċi, u li jinvolvu l-ipproċessar ta' dejta personali;
- xv. f'każ ta' ksur ta' dejta personali, iwettaq valutazzjoni tar-riskju skont l-istandards tal-valutazzjoni tar-riskju tal-industrija u jiddetermina jekk għandux jinnotifika l-inċident lill-Kummissarju tal-Infurmazzjoni u l-Protezzjoni tad-Dejta skont ir-reqwiziti tal-artikolu 33 tal-GDPR u jinforma lis-suġġetti tad-dejta affettwati dwar il-ksur skont l-artikolu 34 tiegħu;
- xvi. jiżgura li kwalunkwe trasferiment ta' dejta personali lejn pajjiż terz isir f'konformità shiha mal-Kapitolu V tal-GDPR;
- xvii. jattendi laqgħat mal-manigment superjuri u intermedju, speċjalment meta diskussjonijiet u deċiżjonijiet jinvolvu l-ipproċessar ta' dejta personali;
- xviii. jiżgura li l-kontrollur jinvolvi biss proċessuri li jipprovdu garanziji suffiċjenti;
- xix. jiżgura li l-manigment superjuri jkun konxju tal-pariri u r-rakkomandazzjonijiet tal-uffiċjal tal-protezzjoni tad-dejta;
- xx. jkun involut b'mod attiv fi studji ġenetiċi DPIA u konsultazzjoni esperta fit-tweġit jew il-koordinazzjoni ta' DPIAs għal studji li jinvolvu dejta ġenetika, filwaqt li jiżgura evalwazzjoni bir-reqqa tal-proċeduri tal-immaniġġjar tad-dejta qabel, matul u wara l-istudju. Jintegra l-Artikolu 9 u l-Premessa 34 tal-GDPR fil-metodoloġija qabel ma jgħid awtorizzazzjonijiet;
- xxi. jiżgura konformità mar-riċerka internazzjonali billi twettaq DPIA għal kollaborazzjonijiet ta' riċerka internazzjonali u, fejn meħtieġ, tmexxi negozjati relatati mal-Ftehimiet dwar il-Protezzjoni tad-Data, inklużi arrangamenti ta' trasferiment transkonfinali tad-data;
- xxii. jaġixxi bħala l-punt ta' kuntatt mal-Kummissarju tal-Infurmazzjoni u l-Protezzjoni tad-Data dwar kwistjonijiet relatati mal-ipproċessar tad-data personali u tikkoopera mal-uffiċċju tiegħu f'każijiet ta' investigazzjonijiet ta' lmenti mressqa kontra l-kontrollur;
- xxiii. twettaq kwalunkwe dmir ieħor kif jista' jiġi determinat mill-Uffiċċju Kap Eżekuttiv minn żmien għal żmien sakemm dawn id-dmirijiet ma jirriżultawx f'kunflitt ta' interessi
- xxiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-meħtieġa; u
- XXV. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

People Management Directorate

E: recruitment.health@gov.mt w: <https://health.gov.mt>

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Expression of Interest from amongst Public Officers to be assigned the role of Data Protection Officer in the Office of the CEO at Mater Dei Hospital in the Office of the Deputy Prime Minister and Ministry for Health



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA

Duties and responsibilities

- i. be involved, properly and in a timely manner in all the issues which relate to the protection of personal data;
- ii. inform and advise the controller of their data protection obligations under the GDPR, the Data Protection Act (CAP. 586 of the Laws of Malta) including the regulations made thereunder and any other legislation that regulates the processing of personal data;
- iii. advise the controller about adopting organisational and technical measures to ensure that the personal data being processed is protected against any unlawful forms of processing;
- iv. monitor compliance with the data protection legal framework and with existent internal policies and procedures relating to the processing of personal data;
- v. assist in the development of new data protection policies and procedures which may be required to be introduced from time to time;
- vi. raise internal awareness and promote a data protection culture, prepare data protection material and deliver periodic training to members of staff who are involved in data processing activities;
- vii. review forms, contracts and other documents where personal data is involved and ensure alignment with data protection rules and principles;
- viii. keep comprehensive records of processing activities as required under Article 30 of the GDPR;
- ix. provide guidance and advice as regards data protection impact assessments (DPIAs) and monitor its performance in terms of Article 35 of the GDPR;
- x. carry out audits and random checks to ensure that all the processing activities of the controller are in conformity with the data protection legal framework; submit reports with findings and recommendations;
- xi. act as the contact point for data subjects with regard to all issues related to the processing of their personal data and to the exercise of their rights pursuant to Chapter III of the GDPR;
- xii. provide advice and prepare draft replies in relation to enquiries or other matters which involve the processing of personal data;
- xiii. be actively involved in the assessment and handling of scientific research requests which the controller may receive from academic researchers pursuing a research activity in the public interest;
- xiv. liaise closely with other internal departments to ensure that data protection considerations are made in the initial phases of any new processing activities and/or new systems or applications which the controller may decide to introduce, and which will involve the processing of personal data;
- xv. in the event of a personal data breach, to conduct a risk assessment in line with industry risk assessment standards and determine whether to notify the incident to the Information and Data Protection Commissioner pursuant to the requirements of article 33 of the GDPR and to inform the affected data subjects about the breach in accordance with article 34 thereof;
- xvi. ensure that any transfer of personal data to a third country is made in full compliance with Chapter V of the GDPR;
- xvii. attend meetings with senior and middle management, especially when discussions and decisions involve the processing of personal data;
- xviii. ensure that only processors which provide for sufficient guarantees are engaged by the controller;
- xix. ensure that senior management is aware of the advice and recommendations of the data protection officer;
- xx. be actively involved in genetic studies DPIA and expert consultation in conducting or coordinating DPIAs for studies involving genetic data, ensuring thorough evaluation of data handling procedures prior, during and post-study. Integrate GDPR Article 9 and Recital 34 into the methodology prior issuing clearances;
- xxi. ensure international research compliance by performing DPIA for international research collaborations and, where required, lead negotiations related to Data Protection Agreements, including cross-border data transfer arrangements;
- xxii. act as the point of contact with the Information and Data Protection Commissioner on issues related to personal data processing and cooperate with his office in cases of investigations of complaints lodged against the controller;
- xxiii. fulfil any other duties as may be determined by the Chief Executive Office from time to time provided that such duties do not result in a conflict of interests
- xxiv. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xxv. Any other duties as directed by the Principal Permanent Secretary.

People Management Directorate

E: recruitment.health@gov.mt w: <https://health.gov.mt>