

PN02 BUSINESS PRIVACY NOTICE

This privacy notice tells you what to expect when Central Procurement & Supplies Unit [CPSU] collects personal information about you when you use <https://deputyprimeminister.gov.mt/en/cpsu/Pages/Home.aspx>. CPSU is committed to protecting your personal information when you use our services. Whenever you provide such information we will only use your information in line with all applicable data protection laws, including the General Data Protection Regulation (GDPR). Your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle.

1. Information we collect from you

Our Personal Data Protection Policy governs the use and storage of your data. In running and maintaining the Site, we may collect and process the following data about your:

- Information provided voluntarily by you, in particular your title, first name, last name, e-mail address, company, call reference unique ID when you contact us. This may include but is not limited to: reporting an issue, submitting queries, concerns or comments.
- Information provided voluntarily by you, in particular your first name, last name, address, contact person name and surname, e-mail address, mobile number, and VAT number if you decide to subscribe to the Gluten-Free Products Voucher Scheme Form.
- Information provided voluntarily by you, in particular your first name, last name, profession, e-mail address, and mobile number if you decide to subscribe to our medicine alerts.

CPSU collects information about how you use <https://deputyprimeminister.gov.mt/en/cpsu/Pages/Home.aspx> via our website and the device(s) that you use to access the service. This includes collecting unique online identifiers such as IP addresses, which are numbers that uniquely identify a specific computer or other network device on the internet. For more information, see our section on 'cookies' below.

2. Retention Time

Under Maltese law, we are required to keep your documents according to the Data Retention Policy. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for service notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

We will not retain your data for longer than is necessary to fulfil the purpose it is being processed for. To determine the appropriate retention period, we consider the amount, nature and sensitivity of the personal data, the purposes for which we process it and whether we can

achieve those purposes through other means. For further information, kindly contact us by e-mail at dpo.cpsu@gov.mt.

3. Use of Cookies

We use cookies to assist us in improving the Site by collecting information about you and your device.

A cookie is a small text file, which often includes a unique identifier, which is issued to your computer or device when you visit a website. Each website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other websites. Many websites do this whenever a user visits their website in order to track online traffic flows.

We use the following types of cookies:

3.1. Session Cookies

Name	Domain	Value
__utmb	.deputyprimeminister.gov.mt	192124735
__utmc	.deputyprimeminister.gov.mt	192124735
ISAWPLB{3DB892B7-DF4A-48F8-ADED-4D500F1F54A9}	deputyprimeminister.gov.mt	{0522A075-2DF2-4AC9-BC79-4095D0BF864C}

3.2. Stored Cookies

Name	Domain	Value
__utmz	.deputyprimeminister.gov.mt	192124735.1554882083.1.1.utmccn=(direct) utmcsr=(direct) utmcmd=(none)
__utma	.deputyprimeminister.gov.mt	192124735.2143055420.1554882083.1554882083.1554882083.1

You can learn about how to adjust the cookie settings for specific browsers here:

- Firefox:
<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences?redirectlocale=en-US&redirectslug=Enabling+and+disabling+cookies>
- Internet Explorer:
<https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>
- Chrome:
<https://support.google.com/chrome/answer/95647?hl=en>
- Safari:
<https://support.apple.com/en-mt/guide/safari/manage-cookies-and-website-data-sfri11471/mac>
- Opera:
<https://www.opera.com/help>

Blocking or deleting all cookies may have a negative impact upon the usability of many websites. Our website will from time to time embed photos and video content from websites such as YouTube. As a result, when you visit a page with content embedded from, for example, YouTube, you may be presented with cookies from these websites. CPSU does not control the dissemination of these cookies. You should check the relevant third party website for more information about these.

If you have any queries regarding this Cookie Policy please contact us by e-mail at dpo.cpsu@gov.mt

4. What are your rights?

Under the General Data Protection Regulation, you have rights we need to make you aware of:

- Right of access: you have the right to ask us for copies of your personal information. This right always applies however there are some exemptions, which means you may not always receive all the information we process.
- Right to rectification: you have the right to ask us to rectify information you think is inaccurate and the right to ask us to complete information you think is incomplete.
- Your right to erasure: you have the right to ask us to erase your personal information in certain circumstances.
- Right to restriction of processing: you have the right to ask us to restrict the processing of your information in certain circumstances.
- Right to object to processing: you have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests.
- Right to data portability: Applies only to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

To exercise your rights, please contact Central Procurement & Supplies Unit using any of the following contact details:

Post:

Data Protection Officer
Central Procurement & Supplies Unit (Head Office)
UB002, Industrial Estate,
San Gwann
SGN 3000

Email: dpo.cpsu@gov.mt

Website:

https://deputyprimeminister.gov.mt/en/cpsu/Pages/Contact_Us/Know_Your_Rights.aspx



In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Officer, in writing, at dpo.cpsu@gov.mt or at Central Procurement & Supplies Unit (Head Office), UB002, Industrial Estate, San Gwann. Our Data Protection officer will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Information & Data Protection Office (IDPC) located in Sliema and file a complaint with them.

Office of the Information and Data Protection Commissioner

Floor 2, Airways House, Triq Il-Kbira, Tas-Sliema SLM 1549, Malta

idpc.info@idpc.org.mt