

Public Authority	Permanent Commission Against Corruption
Description of the department/directorate/entity's structure	The commission is composed of a Chairman, two Members and a full time secretary who is chosen by the Prime Minister
Description of the department/directorate/entity's functions and responsibilities	The Commission has the authority to investigate any allegations of corruption.
General description of the categories of documents the department / directorate / entity holds (including exempt documents)	The PCAC holds the documents related to its inquiries and investigations. Besides holding the minutes of the meetings, these are not public
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	The PCAC employs only one person, as full time in the capacity of Secretary, who is chosen by the Prime Minister
Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent	FOI Officer Contact Details: foi.mfj@gov.mt
Details of Internal Complaints Procedure	An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Ministry. The complaint should be addressed to the Ministry's Principal FOI Officer for MFJ, who shall bring the complaint to the attention of the officer responsible (i.e. the most senior official within the department). The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta). The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Ministry, and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed. An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications.
Other Information	Request and Complaint Forms may be accessed from www.foi.gov.mt via e-ID or by using the online form; or by email. Payments in cash or cheque can be made at the Accounts Section (MFJ) of the Ministry for Justice (MFJ). Working Hours: Winter: Monday – Friday: 07:45 – 12:30 & 13:15 – 17:15 (Summer): Monday – Friday: 07:30 – 13:30
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