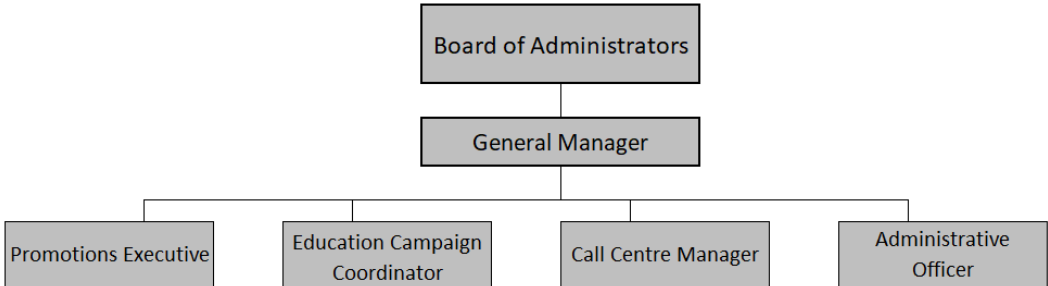


Public Authority	Responsible Gaming Foundation
Description of the entity structure	 <pre> graph TD Board[Board of Administrators] --> GM[General Manager] GM --> PE[Promotions Executive] GM --> ECC[Education Campaign Coordinator] GM --> CCM[Call Centre Manager] GM --> AO[Administrative Officer] </pre>
Description of the functions and responsibilities	<p>The Responsible Gaming Foundation’s aim is to create a wider awareness of the extent, possible causes and consequences of problem gambling in Malta with a view to preventing it and to provide the necessary support and advice to problem gamblers and their dependents in their recovery efforts.</p> <p>The Foundation is a purpose, non-profit making organisation established for the following purposes and objects:</p> <ol style="list-style-type: none"> a) To administer funds collected for the support of individuals who are affected by gaming-related problems; b) To organise projects, which are aimed at the rehabilitation of gamers; c) To fund non-Governmental Organisations whose purpose or one of the purposes is the rehabilitation of gamers; d) To apply for European Union (EU) funding with regard to projects related to the rehabilitation of gamers; e) To encourage activities alternative to gaming; and f) To undergo further research into problem gaming.

<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>Responsible Gaming Foundation hold various documents, such as:</p> <ul style="list-style-type: none"> ➤ Human Resources Documentation ➤ Call Centre Documentation ➤ Administrative Documentation ➤ Health and Safety Documentation ➤ Financial Documentation ➤ IT Documentation ➤ EU Funded Projects Documentation ➤ Educational Documentation ➤ Awareness Documentation ➤ Procurement Documentation ➤ CSR Documentation ➤ Various Other Documents
<p>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)</p>	<ul style="list-style-type: none"> ➤ Standard Operating Procedure ➤ Public Procurement Regulations Searches ➤ Maltese and EU Legislations
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the</p>	<p>The FOI Officer/s of the RGF may be contacted by e-mail</p> <p>Email: dpo.rgf@rgf.org.mt or by</p>

<p>public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>Telephone: +356 21499030/1.</p> <p>FOI Requests may be submitted by e-mail to dpo.rgf@rgf.org.mt through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>Members of the public who request information are to submit their request by email to dpo.rgf@rgf.org.mt, or apply through the online form on the website www.foi.gov.mt to be addressed to the FOI officer at the Responsible Gaming Foundation, or by telephone +356 21499030/1.</p> <p>A complaint may therefore be lodged by filling the Internal Complaints Procedure Form and forward it to the FOI officer. The FOI officer will eventually inform the complainant about the outcome of his/her complaint, informing about the possibility to lodge an appeal with the Information and Data Protection Commissioner (IDPC) in accordance with Articles 9 (Fees) and 23 of the Freedom of Information Act, Cap. 496.</p>
<p>Other Information</p>	<p>Office Hours: 09:00 – 17:00 hrs</p> <p>Emails received during the weekend are replied on the next working day.</p> <p>Cash payments should be affected at the 90/91, Second Floor, Psaila Street, Birkirkara BKR 9073 during office hours and cheques made payable to the Responsible Gaming Foundation.</p>
<p>Public Authority Contact Details</p>	<p>Address: 90/91, Second Floor, Psaila Street, Birkirkara BKR 9073, Malta Telephone: +356 21 499030/1</p>

Email: info@rgf.org.mt

Website: <http://www.rgf.org.mt>