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UGANDA

IN ANY CORRESPONDENCE ON  
THIS SUBJECT PLEASE QUOTE NO. ADM 017/261/01

15<sup>th</sup> April 2026

Executive Director- National Referral Hospitals  
Senior Executive Consultants - Regional Referral Hospitals  
Medical Superintendents – General Hospitals  
Joint Staff Health Services – UPDF  
The Commissioner General – Uganda Prisons Services  
District Health Officers

**MANDATORY REGISTRATION WITH THE PERSONAL DATA PROTECTION OFFICE AND DESIGNATION OF DATA PROTECTION OFFICERS IN HEALTH FACILITIES AND DISTRICT HEALTH OFFICES**

The Ministry of Health wishes to draw attention to critical data governance obligations applicable to all health facilities in Uganda. Recent Institutional Functionality and Performance Audits have identified significant gaps in the protection, confidentiality, and lawful processing of patient information. These findings are of particular concern given the accelerated adoption of Electronic Medical Record systems and other digital platforms across the health sector, which have substantially increased the volume of sensitive personal data being collected and processed.

The Data Protection and Privacy Act, 2019 and the Data Protection and Privacy Regulations, 2021 establish a comprehensive and binding legal framework for the protection of personal data in Uganda. Under these instruments, all health facilities, as data controllers, are required to designate a Data Protection Officer (DPO), register with the Personal Data Protection Office (PDPO), implement adequate security measures, and maintain proper records of all data processing activities. Compliance with these requirements is not optional and forms an integral part of the Ministry's digital health transformation agenda.

Each health facility is further directed to designate a qualified Data Protection Officer and a deputy within fifteen (15) days from the date of this Circular. The DPO shall be responsible for overseeing compliance with applicable data protection legislation, advising facility



management, conducting staff training, managing data breaches, and serving as the primary liaison with the PDPO.

All health facilities are hereby directed to register with the PDPO as data controllers no later than sixty (60) days from the date of this Circular. Registration is conducted online via the official PDPO portal and requires payment of the prescribed annual fee, submission of institutional details, and the development of requisite data protection policies, including an Information Security Policy and a Data Retention Policy. Facilities are advised to ensure that all documentation is in order prior to submission. Policy templates are available from the Ministry of Health and the PDPO upon request. The Ministry of Health, in collaboration with the Personal Data Protection Office, shall provide technical guidance, training, and support to all health facilities to facilitate compliance. Facilities are strongly encouraged to utilise these resources to strengthen their data governance frameworks.

The protection of patient data is both a statutory obligation and an ethical imperative. Health facility leadership is therefore required to take immediate and decisive action to comply with the directives set out in this Circular and to ensure that all personal data is handled in accordance with the highest standards of confidentiality, integrity, and security. Non-compliance may attract penalties as provided under the Data Protection and Privacy Act, 2019. For further information or assistance, please contact: Mr. Paul Mbaka Assistant Commissioner of Health Services - Health Information Management Tel: 0755850171.



Kenneth Akiiri

**For: PERMANENT SECRETARY**

Cc: Permanent Secretary, Ministry of ICT and National Guidance  
Cc: Permanent Secretary, Ministry of Local Government  
Cc: Executive Director, NITA-U  
Cc: National Personal Data Protection Director  
Cc: Director General Health Services  
Cc: Commissioner Clinical Services  
Cc: Commissioner Health Information Statistics, Monitoring and Evaluation  
Cc: Chief Administrative Officers  
Cc: In- Charges – Health Centers