

DATA PROTECTION POLICY

1. Introduction

1.1. The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 440) regulate the processing of personal data whether held electronically or in manual form. The Institute for Education is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

2. Purposes for collecting data

2.1. The Institute collects and processes information to carry out its obligations in accordance with present legislation. All data is collected and processed in accordance with Data Protection Legislation and the Course Participants' and Employee Records Policies.

3. Recipients of data

3.1. Personal Information is accessed by the employees or persons on a contract for service who are assigned to carry out the functions of the Institute. Disclosure can also be made to third parties but only as authorized by law.

4. Data Subject rights

4.1. Data Subjects are entitled to know, free of charge, what type of information the Institute holds and processes about them and why, who has access to it, how it is held and kept up to date, for how long it is kept, and what the Institute is doing to comply with data protection legislation.

4.2. The GDPR establishes a formal procedure for dealing with data subject access requests. All data subjects have the right to access any personal information kept about them by the Institute, either on computer or in manual files. Requests for

access to personal information by data subjects are to be made in writing and sent to the Permanent Secretary within the Ministry for Education and Employment. The Data Subjects identification details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, the Data Subject may be required to present an identification document.

- 4.3. The Institute aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within a reasonable timeframe and in any case not later than one month from receipt of request, unless there is good reason for delay. When a request for access cannot be met within a reasonable time, the reason will be explained in writing to the data subject making the request. Should there be any data breaches, the data subject will be informed accordingly.
- 4.4. All data subjects have the right to request that their information is amended, erased or not used in the event the data results to be incorrect.
- 4.5. In case the Data Subject is not satisfied with the outcome of your access request, he/she may refer a complaint to the Information and Data Protection Commissioner, whose contact details are provided below.

5. The Data Controller

- 5.1. The Data Controller of the Institute is the Permanent Secretary within the Ministry for Education and Employment who may be contacted at:

Ministry for Education and Employment
Great Siege Road,
Floriana, VLT 2000
Telephone Number: 2598 0000
E-mail: francis.fabri@gov.mt

6. The Information and Data Protection Commissioner

6.1. The Information and Data Protection Commissioner may be contacted at:

Level 2, Airways House,
High Street,
Sliema SLM 1549
Telephone Number: 23287100
Email: ldpc.info@gov.mt

7. Related policies

- Course Participants' Records Policy
- Employee Records Policy
- General Data Protection Regulation (GDPR) (EU) 2016/679
- Data Protection Act (CAP 440)
- CCTV Policy and Procedures

8. Version history

Version	Date	Changes Done
1.0	15/05/2018	Initial Release