



Data Protection Policy

Version 1.5

Policy Author	Anthony Satariano	Designation	Head QA	Dept.	QA Dept.
Policy Reviewer	N/A	Designation	N/A	Dept.	N/A
Policy Approver	QAC	Effective Date	15/5/2018		

1 Introduction

- 1.1 The [General Data Protection Regulation](#) (EU) 2016/679 (GDPR) and the [Data Protection Act](#) (Cap 586) regulate the processing of personal data whether held electronically or in manual form. The Institute for Education (IfE) 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 IfE 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, the [Data Protection Policy](#) of the IfE and the [Records' Retention Schedule](#).

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 IfE. Disclosure can also be made to third parties but only as authorized by law.

4 Your rights

- 4.1 You are entitled to know, free of charge, what type of information the IfE holds and processes about you 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 IfE 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 IfE, 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 Chief Executive Officer of the IfE. Your identification details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, you may be required to present an identification document.
- 4.3 The IfE 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. These rights may be restricted, if applicable, as per Data Protection Legislation.
- 4.5 In case the data subject is not satisfied with the outcome of the access request, they 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 IfE for Education is the Chief Executive Officer who may be contacted at the following address:

Institute for Education
Martin Luther King Road,
Pembroke, PBK 1990
Telephone Number: 2598 2001
E-mail: joanne-rita.grima@ilearn.edu.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: idpc.info@gov.mt

7 Relevant documents

- [CCTV Policy and Procedures](#)
- [Course Participants' Records Policy](#)
- [Data Protection Act \(CAP 586\)](#)
- [General Data Protection Regulation \(GDPR\) \(EU\) 2016/679](#)
- [Records' Retention Schedule](#)

8 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	15/05/2018	Initial Release
QA Dept.	1.1	11/12/2019	Updated article 1 Included hyperlinks in article 7
QA Dept.	1.2	29/10/2020	Updated article 4.4
QA Dept.	1.3	22/09/2021	Updated article 5 and 7
QA Dept.	1.4	30/03/2023	Updated article 2.1 and 4.2
QA Dept.	1.5	30/04/2024	Updated links