

## **Data Protection Policy**

The Data Protection Act 2001 regulates the processing of personal data whether held electronically or in manual form.

The Examinations Department falling under the jurisdiction of the Ministry of Education is set to comply fully with the Data Protection Principles as set out in the Act.

### **Purpose for collecting data:**

The Examinations Department will hold information you supply in terms of Section 40 of the Education Act No. XXIV of 1988 and in terms of its role to fulfil its functions to act as Examination Secretary on behalf of the Local and Overseas Examining Authorities.

The Department needs to process information about its clients to:

- ***Local Public Examinations:***

1. Compile list of clients who are interested to sit for the specific Local Public Examinations;
2. Check that applicants satisfy the requirements stipulated in the regulations as published in the Government Gazette;
3. Inform clients as regards the dates, time and venue of the examinations;
4. Check the attendance and identity of clients during the conduct of the examination;
5. Process results and draw up lists of successful and unsuccessful students;

- ***Matsec Examining Board:***

1. MATSEC may use the mobile phone number and e-mail address to send information from the University of Malta of relevance to candidates.

- ***Local and Overseas Examining Boards:***

1. Draw up lists clients who are interested to sit for any of the subjects on offer by the specific Examining Authority;
2. Allocate desk numbers and the venue of the examinations to clients;
3. Forward bulk registrations to the specific Examining Authority
4. Complete and send customized forms to the respective Examining body as instructed;
5. Check attendance and identity of clients during the conduct of the examinations;

6. Recheck the information written on the examination scripts before dispatched to Examining Body;
7. Archive bulk results of clients for each examination session to validate results when required;
8. Record the certification awarded to individual clients.

#### **Recipients of Data:**

- A.** In the case of Local Public Examinations the information you give to us may be disclosed to the Ministry of Education, the Public Service Commission, the Management and Personnel Office and the specific Ministry on whose behalf the local public examination is being conducted.
- B.** As regards Local and Overseas Examinations the information you give to use may be disclosed to the respective Examining Authority and the Educational Institution presenting the clients.

#### **Your rights:**

You are entitled to know what information the Department holds and processes about you and why; who has access to it; how it is kept up to date; what the Department is doing to comply with its obligations under the Data Protection Act, 2001

The Data Protection Act, 2001 sets down a formal procedure for dealing with data subject's access requests, which the **Examinations Department** follows.

All data subjects have the right to access any personal information kept about them by the Department, either on computer or in manual files.

Requests to access to personal information by data subjects must be made in writing and addressed to the Data Controller of the Department. A photocopy of the Identity Card or passport of the data subject making the request must be submitted with the request. This will be returned back to the data subject.

The Department aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided with reasonable time, 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.

All data subjects have right to request that their information be amended, erased or not used in the event the data is incorrect.

#### **Data Controller**

The Data Controller of the Examinations Department may be contacted by sending written requests addressed at The Examinations Department, The Mall, Floriana or by sending an e-mail on [maria-helga.zammit@gov.mt](mailto:maria-helga.zammit@gov.mt).