

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	27 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

3.2 Privacy Policy for Students

3.2.1 Scope

The Malta College of Arts, Science and Technology of Corradino Hill, Paola (the "College") is wholly committed to protecting the privacy and security of the personal information of its students

This privacy notice (the "Notice") describes how the College collects and uses information about the data subject during and after the his/her enrolment as a student with MCAST, in accordance with the Data Protection Act (Chapter 440 of the Laws of Malta), as may be amended from time to time, and the General Data Protection Regulation (EU) 2016/679.

This Notice applies to all students of the College, full-time, part-time and alumni.

The College is a "data controller". This means that the College is responsible for deciding how MCAST holds and uses personal information (i.e. "personal data") about the data subject. The College is required under applicable data protection legislation to notify the data subject of the information contained in this Notice.

The College requires a certain amount of personal data about the data subject (the student) in order to administer the data subjects' studies, organise and provide the data subjects' education and to comply with its statutory obligations. During the exercise of the College's administrative and educational functions, the College will process the data subjects' personal data as a data controller (which may be held on paper, electronically, or other medium) and the College recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act (Chapter 440 of the Laws of Malta), as may be amended from time to time, and the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR" or the "Regulation").

The purpose of this Notice is to set out the basis on which the College will process the data subjects' personal data, to inform him/her about how MCAST will handle and look after his/her personal data and to tell the data subject about (i) MCAST's obligations in regard to processing the data subjects' personal data responsibly, (ii) the data subjects' data protection rights as a data subject and (iii) how the law protects the data subject.

This Notice applies to current and former students (full-time, part-time and alumni). This Notice does not form part of the data subjects' student agreement. the College may update or amend this Notice at any time.

It is important that Students read this Notice, together with any other privacy notice the College may provide on specific occasions when MCAST is collecting or processing personal data about data subject, so that the data subject is aware of how and why the College is using personal data.

For identity purposes, the data controller is The Malta College of Arts, Science and Technology (MCAST) of Corradino Hill, Paola.

3.2.2 Definition of terms

Refer to Appendix 1.

3.2.3 Data protection principles

The College will use all efforts to ensure and maintain compliance with applicable data protection laws and principles. This means that the personal and sensitive data held by the College must be:

- Used lawfully, fairly and in a transparent way.

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	28 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

- Collected only for valid purposes that the College has clearly explained to the data subject and not used in any way that is incompatible with those purposes.
- Relevant to the purposes the College has told the data subject about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes the College has told the data subject about.
- Kept securely.

3.2.4 The kind of information the College processes about data subject

As set out above, personal data (or personal information) means any information about a living individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data) or can no longer lead to identification (pseudonymised data). It also does not include information relating to a legal person (for example, a company or other entity). There are special categories of more sensitive data which require a higher level of protection.

The College collects and maintains different types of personal information about the College's students, including the personal information that was provided and obtained during the application and registration process.

The College will generally collect, store, and use the following categories of personal data:

- Personal details such as first name, surname, title and identity document number;
- Personal contact details such as home address (including post code), telephone number, mobile number and personal email address;
- Date of Birth;
- Gender;
- Nationality;
- Title;
- Status of application (normal eligible application, mature or provisional);
- Next of kin and emergency contact information;
- National insurance number (or other tax identification number);
- Country of domicile and nationality;
- Photographic image;
- Student allowances;
- Bank account details;
- Education history;
- Academic transcripts;
- Qualifications;
- Unique student number (allocated by the College);
- MCAST email account;
- MCAST student record, including the data subjects' courses, modules, student assessments, assignments, work produced, examinations taken, examination results and grades, repeated units; progression reports, class ranking, degrees conferred and other information that may be included in the data subjects' record;
- Family or personal circumstances (where applicable);
- Academic and extracurricular interests;
- Feedback (including course resignation letters);
- Disciplinary information (reports and hearings);
- CCTV footage;
- Other information obtained through electronic means such as swipe and access card records; and
- Information about the data subjects' use of the College's information and communications systems.

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	29 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

When the data subject applies and registers as a student, the data subject can decide if he/she wishes to share with the College certain types of sensitive data about the data subject.

This may include information relating to the data subject's:

- health and medical conditions (for example, disability status, medical report);
- specific conditions and needs (for example, learning difficulties);
- past criminal convictions and offences;
- racial or ethnic origin; religion or similar beliefs; and sexual orientation.

The application and registration process will provide the data subject with more information.

The College will strictly process this information in accordance with Clause 3.2.10 below.

3.2.5 How is the data subjects' personal information collected?

The College may collect personal data about the data subject in a number of ways, including:

- from the information the data subject provides to the College when the data subject interacts with the College before joining, for example when the data subject expresses an interest in studying at the College;
- when the data subject applies to study at the College and completes the College's enrolment forms and other admissions processes and procedures;
- when the data subject communicates with the College by telephone, email or via the College's website, for example in order to make enquiries or raise concerns; and
- in various other ways as the data subject interacts with the College during their time as a student at the College.

The College may also collect personal information about the data subject from third parties, for example from the data subject's previous or current school, Sixth Form College, university or employers who may provide a reference about the data subject .

When the College obtains personal data about the data subject from third party sources, the College will look to ensure that the third party has lawful authority to provide the College with the data subject's personal data.

3.2.6 How the College will use information about the data subject

The College will only use the data subject's personal data when the law allows the College to.

Most commonly, the College will use the data subject's personal data in the following circumstances:

1. Upon the data subject's consent (Article 6(1)(a), GDPR). - On specific occasions the College will only process certain data if the data subject provides the College with express consent.
2. Where it is necessary for the performance of the data subjects' student agreement (Article 6(1)(b), GDPR). - The College will regularly need to process the data subjects' personal data in order to enable to meet its contractual commitments to the data subject (the student), e.g. delivery of courses, teaching and assessment, conferral of degree.
3. Where the College needs to comply with a legal obligation (Article 6(1)(c), GDPR). - The College does have legal obligations to retain and disclose the data subjects' personal information to others.
4. To protect the data subjects' vital interests (or someone else's interests) (Article 6(1)(d), GDPR). - Sometimes in extreme circumstances the College will have to release information to protect the data subjects' interests or the interests of others e.g. in medical emergencies.
5. Where it is needed in the public interest or for official purposes (Article 6(1)(e), GDPR). - The College is an educational establishment and in particular its educational activity is conducted in a public interest (including the data subjects' interest and the interest of others).

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	30 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

6. Where the processing is necessary for the purposes of the legitimate interest of the College or a third party, provided these do not override the interests of the data subject (Article 6(1)(f), GDPR).
 - The College has a broad legitimate interest that connects to the activities and education of students.
7. To establish, exercise or defend legal claims (including Article 17(3), GDPR).

3.2.7 Situations in which the College will use the data subjects' personal data

The College needs to process the categories of personal information set out above in Clause 3.1.4 primarily for the following specific purposes:

- i. To perform the data subjects' student agreement or due to legitimate interests
 - Admission, registration and administration of the data subjects' studies;
 - Academic assessment and progression;
 - Administration of student related policies and procedures, including appeals, complaints, grievances, disciplinary matters and conduct, cheating and plagiarism;
 - Academic matters, including the provision of the College's core teaching, learning and research services (for example, registration, assessment, attendance, managing progress, academic misconduct investigations, certification, graduation);
 - Billing (where applicable);
 - Maintaining student records;
 - Pursuit of social and sporting activities;
 - Providing library, IT and information services;
 - Provision of student support services;
 - Organising teaching and examinations;
 - Collect tuition or other course (or module) fees (where applicable);
 - Administer finance (e.g. fees and bursaries) (where applicable);
 - Administration of student computing services;
 - Conferral and publication of awards and degrees;
 - Research and statistical analysis;
 - Creation and provision of student email address;
 - Correspondence regarding lectures, tutorials and seminars;
 - Direct mailing about (i) College activities and events organised for students, (ii) student benefits and opportunities offered by or through the College, (iii) career opportunities;
 - To ensure the security of individuals and their property and the protection of College assets (namely, via CCTV footage);
 - Produce student identification cards, and the inclusion of photographic images on the College's computerised student record system;
 - Provide careers and other student support services;
 - Provide apprenticeship opportunities and placements with third party organisations and businesses;
 - Provide the data subject with educational services which may not be set out in the College's student agreement but which are nevertheless a part of the College's academic and educational mission;
 - Monitor and evaluate the performance and effectiveness of the College, including by training the College's staff or monitoring their performance;
 - Maintain and improve the academic, corporate, financial, estate and human resource management of the College;
 - Enable effective communications with the data subject;
 - To gather evidence for possible grievance or disciplinary hearings;
 - To deal with grievances and disciplinary action;
 - To manage internal disputes between the data subject and other students or College

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	31 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

- employees;
 - To ensure network and information security, including preventing unauthorised access to the College's computer and communications systems and preventing malicious software distribution;
 - To promote the College's services (e.g. providing information about summer schools, student exchanges, or other events happening on and off campus); and
 - To pursue or exercise any other legitimate interests that the College may have at law.
- ii. To comply with a legal obligation
- To produce statistics and research for statutory reporting purposes;
 - To safeguard and promote the welfare of students;
 - To ensure students' safety and security;
 - To carry out audits (e.g. to ensure compliance with the College's regulatory and legal obligations);
 - To prevent and detect crime;
 - To assist with investigations (including criminal investigations) carried out by the police and other competent authorities; and
 - To comply with the College's other legal and regulatory obligations, as may be imposed on the College from time to time, such as compliance with anti-money laundering laws and safeguarding requirements.
- iii. To establish, exercise or defend legal claims
- To deal with legal disputes which relate to or otherwise involve the data subject, including accidents on College grounds and premises.
 - For complaints and appeals procedures.

Some of the above grounds for processing will overlap and there may be several grounds which justify the College's use of the data subjects' personal information (the categorisation in this Clause 3.1.7 is mainly indicative). These grounds may be updated from time to time.

3.2.8 If the data subject fails to provide personal information

If the data subject fails to provide certain personal information when requested, the College may not be able to give effect to the data subjects' student agreement, or the College may be prevented from complying with the College's legal obligations (such as to safeguard the welfare of the College's students).

3.2.9 Change of purpose

The College will only use the data subjects' personal data for the purposes for which the College has collected it, unless the College reasonably consider that the College needs to use it for another reason and where that reason is compatible with the original purpose. If the College needs to use the data subjects' personal data for an unrelated purpose, the College will notify the data subject and will explain the legal basis which allows the College to do so.

Please note that the College may process the data subjects' personal data without the need to obtain the data subjects' consent, in compliance with the above rules, where this is required or permitted by law.

3.2.10 How the College uses sensitive data

The College may collect and process sensitive data about the data subject in the following circumstances:

- Where the College has the data subjects' explicit consent to do so (Article 9(2)(a), GDPR). For instance,
 - on registration and enrolment, the data subject only needs to provide certain sensitive

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	32 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

- data about himself/herself if the data subject agrees and chooses to do so (e.g. ethnic origin);
- o when the data subject applies to register with the College's Inclusive Education Unit (IEU)/ Student Support Services to obtain the additional or particular student support that caters for the data subjects' specific needs (as indicated by the data subject);
- o when the data subject submits any documents or certificates to support the data subjects' application for IEU Registration.
- o when the data subject schedules and attends an appointment with one of the College's IEU Coordinators/ Student Support Services Staff to discuss and explain further the data subjects' application for IEU Registration.

The College requests the data subjects' explicit consent to collect and process the sensitive data that the data subject may provide the College in such circumstances. The College will strictly process that information for the specific purposes indicated in the relevant form or application (for example, in the case of an IEU application, the information and documents provided will be used to verify and determine the student's indicated needs and the type of additional or particular support that would be appropriate for that student).

- Where it is necessary for medical purposes, for example medical diagnosis, provision of health or social care or treatment, or a contract with a health professional (Article 9(2)(h), GDPR).
- Where it is needed to protect the data subjects' vital interests (or someone else's interests) and the data subject is not capable of giving his/her consent (Article 9(2)(c), GDPR).
- Where it is needed in relation to legal claims (Article 9(2)(f), GDPR). For example, disclosure to the College's external lawyers and insurers in respect of accidents occurring within the College grounds and premises (each of whom are bound by professional secrecy).
- Where the data subject has already made the information public (Article 9(2)(e), GDPR).

Access to, and the sharing of, the data subjects' sensitive data will be controlled very carefully at all times and maintained under the strictest confidence. The data subject will be given more details about the College's use of any sensitive data when the College collects it from the data subject.

The data subjects' explicit consent is hereby requested for the College to process his/her sensitive data and to release or share that sensitive data with the following third parties:

- To the National Statistics Office, government departments and other authorised users for the analysis of student statistics and/or to enable them to carry out their statutory functions (as authorised by their specific legislation) as applicable;
- To professional bodies where registration with that body is related to or a requirement of the student's studies;
- To other bodies involved in the delivery of the course or programme, e.g. affiliated colleges, for the purpose of statistical analysis and programme administration;
- For the provision of the necessary student and educational support to disabled students and/or students with special conditions or needs;
- For admission to and the administration of student programmes, and attendance monitoring;
- Where required, to the police or other agencies in connection with particular programmes of study or prior to certain placements.

Sensitive data relating to the data subjects' health, conditions, needs or a disability will not be shared without his/her consent, unless required by law or is in the data subjects' vital interests in an emergency situation. Such information may however need to be shared with certain staff at the College in order to provide the data subject with the best support, or the data subjects' requested support (in line with any IEU application that the data subject may submit), for the his/her studies (disclosure and sharing amongst College staff will always be on a strictly necessary basis).

3.2.11 Data Sharing

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	33 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

Occasionally, to achieve the processing purposes set out in this Notice (see Clause 3.2.7), the College may need to share the data subjects' personal data with certain third parties. The College requires all third parties to respect the security of the data subjects' personal data and to treat it in accordance with the law. Indicative instances are as follows:

- i. To comply with a legal obligation
 - To law enforcement authorities and/or regulatory bodies where pursuant to the investigation or disclosure of a potential crime;
 - To national government departments and agencies where the College has a statutory obligation to provide information (for example, the National Statistics Office, gathering of census information);
 - To the National Statistics Office (NSO), government departments and other authorised users for the completion of student surveys and for the analysis of student statistics and/or to enable them to carry out their statutory functions as applicable;
 - To the Chief Immigration Officer in connection with international students (Maltese visas and immigration). The shared information would, in particular, include attendance records.
- ii. To perform the data subjects' student agreement or due to legitimate interests
 - To professional and industrial bodies wishing to communicate with students about career opportunities and membership of their body;
 - To external examiners for the purpose of assessment;
 - To (prospective) employers and other educational institutions for the verification of the data subjects' awards, qualifications and academic transcripts;
 - To other education institutions involving in the delivery of the student's course or programme, for example affiliated colleges, exchange institutions;
 - To professional bodies where registration with that body is related to or a requirement of the student's studies;
 - In relation to the provision of references for students or former students;
 - To external bodies and individuals who have funded student prizes and awards;
 - To third parties who work with the College to provide student support services (e.g. counselling);
 - To banks (and other payment agencies the data subject may use), family, sponsors or other third parties to enable them to pay student debts;
 - To external agents of the College in relation to the repayment of student debts;
 - To third parties who are contracted to provide out-of-hours IT services for us;
 - To organisations operating anti-plagiarism software on the College's behalf;
 - To professional and regulatory bodies (NCFHE) in relation to the confirmation of qualifications, professional registration and conduct and the accreditation of courses;
 - To parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure); and
 - To any organisation (data processor) acting under the authority of the College to process personal data which it holds for the purposes set out in Clause 3.2.7 above.
- iii. To protect the data subjects' vital interests
 - To close family and the emergency services where there is an emergency situation, e.g. illness, serious injury or bereavement.

Should the data subjects' programme of study be delivered wholly or in part by another institution, this may involve some of the data subjects' personal data being transferred to that external educational provider.

If the data subject undertakes a placement, traineeship or apprenticeship, or complete a period of study with a third party organisation or institution (e.g. an exchange visit), the data subjects' personal data may

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	34 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

be shared with the partner organisation or receiving institution for the purposes of administering the placement, traineeship, apprenticeship and/or the data subjects' studies at the receiving institution (as applicable), monitoring his/her attendance and any other valid reason that may emanate from the relevant agreement which the data subject enters into.

If the data subject has entered Malta on a student visa and have a period of unauthorised absence, fail to enrol, interrupt, withdraw, are excluded from studies at the College, or make any change to the data subjects' programme title, content or duration, the College may be obliged to pass this information to the Chief Immigration Officer. The College may monitor attendance to collect data for this purpose.

3.2.12 Data security

The College has put in place measures to protect the security of the data subjects' information. Details of these measures are available upon request. Third parties will only process the data subjects' personal data on the College's instructions and where they have contractually agreed to treat the information confidentially and to keep it secure (duty of confidentiality).

The College has put in place appropriate security measures to prevent the data subjects' personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

The College has also put in place procedures to deal with any suspected data security breach and will notify the data subject and any applicable regulator of a suspected breach where the College is legally required to do so.

Details of these measures may be obtained from the College's data protection officer.

3.2.13 Transferring of personal data to a country outside the EEA

The College may transfer any personal data held to a country outside the EEA for any of the purposes set out in this Notice, provided that:

- the country to which the personal data is transferred ensures an adequate level of protection for the data subject's rights and freedoms recognised under EU data protection law (adequacy decision);
- in the absence of an adequacy decision, the data transfer is regulated by specific contracts approved by the European Commission which give personal data the same protection it has in Europe;
- the transfer is necessary for the performance of the data subjects' employment contract with the Company;
- the transfer is necessary for the performance of a contract concluded in the data subjects' interests between the College and another person;
- the transfer is necessary for important reasons of public interest;
- the transfer is necessary in order for the College to comply with a legal or regulatory obligation; or
- the transfer is necessary for the filing, or defence, of legal claims.

For all other cases, the College will request the data subjects' explicit consent to transfer his/her data to outside the EEA.

3.2.14 Data retention

3.2.14.1 How long will the data subjects' information be used for?

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	35 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

The College will only retain the data subjects' personal data for as long as necessary to fulfil the purposes for which the College had collected it. This means that personal data will be destroyed or erased from the College's systems when it is no longer required. (Refer also to Section 3.4 'Retention Policy'). Details of retention periods for different aspects of the data subjects' personal data are set out in the College's retention policy which is available from the College's data protection officer.

To determine the appropriate retention period for personal data, the College considers the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of the data subjects' personal data, the purposes for which the College processes the data subjects' personal data and whether the College can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances, the College may anonymise the data subjects' personal data so that it can no longer be associated with the data subject, in which case the College may use such data without further notice to the data subject. Once they are no longer a student of the College, the College will retain and securely destroy the data subjects' personal data in accordance with the College's data retention policy.

Note that (as an educational institution) the College has a legal obligation to maintain certain items of personal information in perpetuity about the College's students such as (i) programme and module specifications, (ii) academic transcripts and (iii) basic verification information.

3.2.15 Rights of access, correction, erasure, and restriction

The data protection laws across the EU, including Malta, will change on 25th May, 2018, due to the application of the GDPR. Although this Notice sets out most of the data subjects' rights under the GDPR, the College may not yet be able to respond to some of the data subjects' requests until May, 2018, as the College is still working towards getting the College's systems ready for some of these changes.

3.2.15.1 The data subjects' duty to inform the College of changes

It is important that the personal data the College holds about the data subject is accurate and current. Please keep the College informed if the data subjects' personal data changes during his/her working relationship with the College.

3.2.15.2 Right of Access

The data subject has the right to request information as to whether or not the data subjects' personal data is being processed by us, as well as information as to how and why it is being processed.

The data subject may send an email to dpo@mcast.edu.mt requesting information and a copy of the personal data about the data subject which the College processes. The data subject shall receive one copy, free of charge and via email, of the data subjects' personal data which is undergoing processing by the College. A limit of two such requests per 12 months is being made for logistical reasons.

This right to access the data subjects' personal data is without prejudice to the integrity and confidentiality of the personal data of other persons, and only the his/her personal data may be divulged to the data subject.

3.2.15.3 Right to Correction

The data subject has the right to request correction or rectification of the personal data that the College holds about the data subject. This enables the data subject to have any incomplete or inaccurate data the College holds about the data subject corrected and/or updated, though the College may need to verify the

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	36 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

accuracy of the new data the data subject provides to the College.

3.2.15.4 Right to Erasure

The data subject has the right to request erasure of his/her personal data. This enables the data subject to ask the College to delete or remove personal information where there is no good reason for the College continuing to process it.

The data subject also has the right to ask the College to delete or remove his/her personal information where the data subject has exercised his/her right to object to processing (see below).

Note, however, that the College may not always be able to comply with the data subjects' request of erasure for specific legal reasons which will be notified to the data subject, if applicable, at the time of his/her request. Most commonly, this will be where further processing of the personal data is required by The College:

- to comply with a legal obligation to which the College is subject;
- to assert, exercise or defence of legal claims (including possible future claims);
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

3.2.15.5 Right to Object

The data subject has the right to object to processing of the his/her personal data where the College is relying on a legitimate interest (or those of a third party) and there is something about the data subjects' particular situation which makes the data subject want to object to processing on this ground. The data subject also has the right to object where the College is processing his/her personal data for direct marketing purposes.

3.2.15.6 Right to Restriction

The data subject has the right to request the restriction of processing his/her personal data. This enables the data subject to ask the College to suspend the processing of personal information about himself/herself, for example if the data subject wants the College to establish its accuracy or the reason for processing it.

3.2.15.7 Right to Request Transfer (Data Portability)

The data subject has the right to request the College to transfer (data portability) his/her personal data to himself/herself or to a third party which the data subject designates. The College will provide to the data subject, or a third party the data subject has chosen, his/her personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which the data subject initially provided consent for the College to use, or where the College used the information to perform a contract with the data subject.

3.2.15.8 Exercise of Rights

If the data subject wants to review, verify, correct or request erasure of his/her personal data, object to the processing of his/her personal data, or request that the College transfer a copy of his/her personal data to another party, please contact the College's data protection officer in writing.

3.2.15.9 What the College may need from the data subject

The College may need to request specific information from the data subject to help the College confirm

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	37 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

his/her identity and ensure the data subjects' right to access the information in question (or to exercise any of the data subjects' other rights). This is another appropriate security measure that the College applies in order to ensure that personal data is not disclosed to any person who has no right to receive it.

3.2.15.10 Right to withdraw consent

Where the data subject may have provided his/her consent to the collection, processing and transfer of his/her personal data for a specific purpose, the data subject has the right to withdraw the his/her consent for that specific processing at any time. To withdraw the data subjects' consent, please contact the College's data protection officer at dpo@mcast.edu.mt. This also applies in respect of the data subjects' sensitive data where the College's processing activities are based on the data subjects' consent.

Once the College has received notification that the data subject has withdrawn his/her consent, the College will no longer process the data subjects' information for the purpose or purposes the data subject originally agreed to, unless the College has another legitimate basis for doing so in law. The data subjects' withdrawal will not affect the lawfulness of any processing which the College carried out before the data subject withdrew his/her consent.

3.2.16 After the data subject graduates

Following the data subjects' graduation, the data subjects' personal data will be used by the College's Alumni Office to keep him/her in touch with the College and the College's Alumni Network. A snapshot of the data subjects' data may also be used for training purposes. The data subject can opt-out of this by exercising the his/her right to object (see above).

3.2.17 Data protection contact point and complaints

The College has appointed a data protection officer (DPO) to oversee compliance with this Notice. If the data subject has any questions about this Notice or how the College handles the data subjects' personal information, please contact the DPO on dpo@mcast.edu.mt. The data subject has the right to lodge a complaint at any time to the competent supervisory authority in the data subjects' jurisdiction on data protection matters.

In the case of Malta, this is the Information and Data Protection Commissioner ("IDPC") (<https://idpc.org.mt/en/Pages/Home.aspx>). The College would, however, appreciate the opportunity to deal with the data subjects' concerns internally before the data subject approaches the supervisory authority, so please bring the matter to the College's attention at the first instance.

3.2.18 Changes to this privacy notice

The College reserves the right to update this Notice at any time, and will provide the data subject with a new privacy notice when the College makes any substantial updates. The College may also notify the data subject in other ways from time to time about the processing of the data subjects' personal information.

If the data subject has any questions about this Notice, please contact the College's data protection officer at dpo@mcast.edu.mt.

Pursuant to Clause 3.2.10, the data subjects' explicit consent is requested to process his/her personal and sensitive data for the below purposes:

- To the National Statistics Office, government departments and other authorised users for the analysis of student statistics and/or to enable them to carry out their statutory functions as applicable.
- To other bodies involved in the delivery of the course or programme, e.g. affiliated colleges, for the

Document Number	IQMS_001_12	Document Revision	01/10/19	Date Issued	A	Page	38 of 58
Document Category / Title	Integrated Quality Management System Administrative Manual of Procedures Chapter 12 : INFORMATION TECHNOLOGY						

purpose of statistical analysis and programme administration.

- For the assessment and provision of services to disabled students;
- For admission to and the administration of student programmes, and attendance monitoring;
- Where required, to the police or other agencies in connection with particular programmes of study or prior to certain placements.
- For applicants/students below the age of 16 (minors), consent must be given or authorised by the holder of parental responsibility over that applicant/student.