

**The General Data Protection Regulation** (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586 of the Laws of Malta) regulate the processing of personal data whether held electronically or in manual form. The Ministry is set to fully comply with the Data Protection Principles as set out in data protection legislation.

### **Purposes for collecting data**

Data concerning the applicant for a tablet (student or educator) is recorded in a database. Ministry of Education (MEYR) collects and processes information to carry out its obligations in accordance with present legislation.

### **Recipients of data**

Personal Information is accessed by the employees who handle requests by schools asking for tablets. This personal data will be disclosed to personnel assigning tablets, as per received applications, in order to inform schools and educators when tablets are ready to be collected. Disclosure can also be made to third parties but only as authorized by law such as the supplier of the tablets, Malta information technology agency or any other approved third-party providing services in relation to the One Tablet Per Child Project

### **Your rights**

You are entitled to know, free of charge, what type of information the MEYR 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 Unit is doing to comply with data protection legislation.

All data subjects have the right to access any personal information kept about them by MEYR either in digital format or physical files. Requests for access to personal information by data subjects are to be made in writing and sent on this email address: [ictgovernance.mede@gov.mt](mailto:ictgovernance.mede@gov.mt). 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.

MEYR 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, not later than one month from receipt of request, unless there is a valid reason for delaying. 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.

All data subjects have the right to request that their information is amended. In case you are not satisfied with the outcome of your access request, you may refer a complaint to the Information and Data Protection Commissioner.

Data to be gathered is the following:

- ID number of user
- Name & Surname
- College & School
- Related details of parent/legal guardian giving consent
- Related details of user
- Mobile number of parent/legal guardian or user

*The information you supply will be used by the Government of Malta for administrative purposes only within the terms of the Data Protection Act [Chapter 440 of the Laws of Malta]. The personal data contained in this application form shall be processed by the Government of Malta in strict confidentiality and for the purpose it was collected. You have the right to access, rectify, and where applicable, erase any data concerning you. The data collected will be used to administer the project and can be disclosed to third parties authorized by the Ministry who, will be administering the project on behalf of the Ministry. Further details regarding your rights can be accessed on <http://www.digital.edu.mt/>*

