



L-Università
ta' Malta

MATSEC
Examinations Board



MATSEC Regulations

Privacy Notice

2020

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Who are we?

The University of Malta ('UM', 'We', 'Us', 'Our') is, through its Matriculation and Secondary Education Certificate (MATSEC) Examinations Board and its MATSEC Support Unit, responsible for the personal information of individuals who register to sit for one or more MATSEC examinations ('Candidates'), whether this information is obtained directly from Candidates or whether it is obtained from third parties such as schools with which they are affiliated.

UM processes this data in accordance with all applicable data protection laws, including the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act (Chapter 586, Laws of Malta).

This Privacy Notice explains what information about Candidates is processed, how UM handles such information and what Candidates' rights in this respect are.

What personal data do we collect, when do we collect it and who do we collect it from?

When you register to sit for any MATSEC examination/s, you are asked to provide the following information: your personal details (including your name, surname, ID or passport number, home and email addresses, landline and mobile phone numbers), the exam/s you intend to sit for and, where applicable, the class and school/s with which you are affiliated. Depending on the nature of the subject and as specified in the syllabus, you may also be required to present coursework (projects, reports and other work) for assessment. If you apply for Examination Access Arrangements (EAAs), we will also collect data about your health and/or stated condition.

We will process the data referred to above and, following the examination sessions, your examination scripts and your results. We will also process any additional information about you that you voluntarily provide us with if you reach out to us in writing.

We may also collect information about you from third parties. Where you are affiliated with a school, for instance, the school will forward any coursework marks at our request, in accordance with the provisions of the Processing of Personal Data (Education Sector) Regulations (Subsidiary Legislation 586.07).

What is our legal basis and purpose for processing this data?

The processing is based on Article 6 (e) GDPR and is necessary for the performance of a public task. UM is mandated by the Education Act (Chapter 327, Laws of Malta) and corresponding subsidiary legislation to provide the MATSEC Examinations service, and processes Candidates' personal data to effectively organise examination sessions, to grade Candidates' work fairly, to inform existing practices and maintain the highest possible standards in assessment and to adequately publish and distribute certification for educational achievement.

How will we use your contact details?

UM and/or its MATSEC Support Unit will contact you by phone, electronic means (email or SMS) or by post to provide pertinent information relating to the examination sessions. Results, as well as information regarding start dates and information meetings for Junior College/UM students, are sent by post to the home address you provide. UM may contact you on behalf of education authorities implementing targeted policies/initiatives aimed at assisting students who do not achieve the required levels in national assessments for accession into further and higher education or that promote active participation in

employment opportunities, in accordance with the provisions of the Processing of Personal Data (Education Sector) Regulations.

UM may also forward information about its courses and programmes that may be of interest to you. If you do not wish to receive information about UM courses and programmes, please send us an email on matsec@um.edu.mt indicating whether you are opting out of receiving such information by electronic means, by post, or both.

Who has access to your data?

Your data, stored in hard copy and as digital records on UM servers, is accessible to those UM employees who are required to process it by virtue of their roles and responsibilities, including UM employees working within the MATSEC Support Unit, select UM employees working within the UM IT Services Department, and select UM employees working within the Office of the Registrar and at UM's Junior College. Requests for access arrangements are forwarded to UM's Access Disability Support Committee ('ADSC'), which is mandated to process and decide upon such requests. Further information on the ADSC's processing of personal data is available in the ADSC Guidelines [<https://www.um.edu.mt/matsec/Access>].

Following the examination sessions, examination scripts are forwarded in an anonymous format to examiners engaged by UM. Scripts are forwarded to revisers if the service of revision of papers is applied for. All anonymous scripts are collected by MATSEC following marking.

Select information (including candidates' name, surname, ID card number, index number, subjects registered for and paper choice), is made available to the Exams Department within the Ministry for Education and Employment, which assists UM with the registration processes and with effecting logistical arrangements relating to the MATSEC examinations. Information is also provided to exam invigilators engaged by the Exams Department to supervise the examination sessions. Where access arrangements are granted, the Exams Department is informed about such arrangements to ensure they are effected. More information regarding the handling of data by the Exams Department may be obtained from the Exams Department.

Results of MATSEC Examinations are also forwarded to schools with which Candidates are affiliated.

How long do we keep your data for?

Candidates' personal details and results are kept in perpetuity, for UM's historical records and for UM to be able to provide transcripts as may be permitted by law. Examination scripts are destroyed within a year of publication of results. The MATSEC Examination Board may retain an anonymised sample of scripts for research purposes.

What are your rights?

You have the right to request access to your personal data held and processed by UM, you may ask for this data to be corrected if it is inaccurate and you may also ask that we forward this data to a third party. Where applicable, you may object to our processing of your personal data, request that such processing is restricted or request the erasure of your personal data.

Concerns or queries?

If you have any further queries about our processing of your personal data, or if you wish to raise any concerns, please feel free to contact us on [*contact details*] or the University's Data Protection Officer on **dpo@um.edu.mt** or **+356 2340 3233**. If you consider that the processing of your personal data is carried out in an unlawful manner, you may lodge a complaint with the Information and Data Protection Commissioner.

MATSEC Examinations Board and MATSEC Support Unit

University of Malta

25th October 2018