



L-Università
ta' Malta

MATSEC
Examinations Board



MATSEC
Privacy Notice

2025

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Who are We?

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

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

UM processes this personal information 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).

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, and phone numbers); the exam/s, level/s and/or paper 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 Your personal information prior and following the examination sessions, for example to process Your exam registration; to inform You about Your exam's timetable; to mark and grade Your examination scripts; and to publish Your exam results. In this context we may also require to process any additional personal information that You voluntarily provide Us with.

We may also collect personal information about You from third parties. For example, in the case where You are affiliated with a school, We will request the school to forward any coursework marks, 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) of GDPR and is necessary for the performance of a public task. We are mandated by the Education Act (Chapter 327, Laws of Malta) and corresponding subsidiary legislation to provide the MATSEC Examinations service, and to process 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?

We may contact You by phone, electronic means (email or SMS) or by post to provide pertinent information and/or notices 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. We may contact You on behalf of those education authorities responsible for 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.

If you agree to this during the registration process, We may also forward information about UM 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 MATSEC, 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. Your data is also made available to MySchool Malta Ltd, the service provider engaged by MATSEC to maintain its Management Information System (MIS). MATSEC may also share your data if there is a legitimate basis to do so in line with data protection legislation.

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>].

Personal details shall be forwarded with the schools with which Candidates are affiliated to verify whether indicated subject/s are/were being studied at the school as stated in the registration. This process of verification is necessary as in the in the candidates' and schools' legitimate interests.

Following the examination sessions, examination scripts are forwarded in anonymous format to examiners engaged by Us. 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, sex, 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 Us 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 affected. More information regarding the handling of data by the Exams Department may be obtained from the Exams Department.

Schools with which You are affiliated have a legitimate interest in receiving Your MATSEC Examination results and MATSEC shall send this information to Your school on the legal basis of Article 6(1)(f) of the GDPR as it is necessary for the School's legitimate interest.

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 which is 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 and You may request that such processing is restricted or erased of your personal data.

Concerns or queries?

If You have any further queries about the processing of Your personal data, or if You wish to raise any concerns, please feel free to contact Us on matsec@um.edu.mt 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 Office of the Information and Data Protection Commissioner in Malta.

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21st March 2025