

## **Data Privacy Notice**

### **Erasmus+ Mobility – Post-Selection Processing**

#### **1. SCOPE**

This Data Privacy Statement explains how and why the University of Malta (“the University”) processes personal data relating to students and staff members who have been selected to participate in an Erasmus+ mobility experience (“Mobility”).

It applies to all processing carried out after selection, throughout the preparation, implementation, reporting, and follow-up of the Mobility.

#### **2. DATA CONTROLLER**

The University of Malta is the data controller of all personal data processed in connection with the administration of Erasmus+ Mobilities for selected participants.

Personal data are processed in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679, “GDPR”), the Data Protection Act (Chapter 586, Laws of Malta), and the Processing of Personal Data (Education Sector) Regulations (Legal Notice 19 of 2015).

#### **3. PURPOSES OF PROCESSING**

Following selection, the University processes personal data for all purposes necessary for the preparation, management and completion of Erasmus+ Mobilities, including:

- (a) Preparing and administering Mobility documentation such as Learning Agreements, Grant Agreements, Certificates of Arrival/Departure, Traineeship Certificates and related records;
- (b) Communicating with receiving or sending partner institutions for academic, administrative and logistical purposes;
- (c) Managing financial arrangements, including calculation and payment of Erasmus+ grants, and financial reporting;
- (d) Supporting participants during Mobility (including assistance with academic matters, inclusion support, or other arrangements);
- (e) Fulfilling the University’s contractual and reporting obligations with the Maltese National Agency (EUPA) and the European Commission;
- (f) Completing mandatory Erasmus+ reporting, monitoring, audit and quality-assurance processes;
- (g) Maintaining academic records and issuing transcripts and documentation relating to studies or training completed during Mobility.

No automated decision-making is performed.

#### **4. LEGAL BASIS**

Post-selection processing is carried out under:

- (a) **Article 6(1)(e) GDPR** – processing necessary for the performance of a task carried out in the public interest, in the context of the University's role as a higher education institution under the Education Act (Chapter 327, Laws of Malta) and as an implementing body of the Erasmus+ Programme (Regulation (EU) No 1288/2013);
- (b) Additional processing may take place where required under Erasmus+ Programme rules and EU funding obligations.

Where financial information or bank details are processed for grant payments, processing is based on **Article 6(1)(b) GDPR** (performance of a contract).

## 5. SPECIAL CATEGORY DATA

Where necessary for the provision of inclusion support or mobility arrangements, the University may process personal data relating to participants' health.

Such data are processed:

- (a) in accordance with the Processing of Personal Data (Education Sector) Regulations; and
- (b) on the basis of **explicit consent** under Article 9(2)(a) GDPR.

Participants may withdraw consent at any time, without affecting processing already carried out. Withdrawal may affect the University's ability to provide certain forms of support.

## 6. DATA PROCESSING AND RECIPIENTS

### 6.1 University Officials

Personal data are accessible only to University officials who require access for the administration and support of the Mobility.

### 6.2 Partner Institutions

Necessary personal data are shared with partner higher education institutions abroad for the purpose of implementing, supporting and recognising Mobility activities. Such sharing is carried out strictly in accordance with the GDPR, and the University ensures that all appropriate technical and organisational measures are in place to safeguard the security and confidentiality of the data.

### 6.3 EUPA and the European Commission

Personal data and supporting documentation may be shared with EUPA and the European Commission for audit, reporting, financial management, monitoring and evaluation of Mobility projects.

### 6.4 Google Workspace for Education

The University processes certain personal data via **Google Workspace for Education**. Google LLC and its affiliated entities may process these data on the University's behalf, including entities located outside the European Economic Area (EEA).

Transfers are carried out under appropriate safeguards, including Standard Contractual Clauses, and the University has concluded the required data processing and data-transfer agreements with Google.

## 6.5 EU Audit Bodies

Data may be disclosed to EU institutions responsible for audit and investigation, including the Court of Auditors and the European Anti-Fraud Office (OLAF).

## 7. RETENTION PERIOD

Personal data processed for Erasmus+ Mobilities are retained as follows:

- (a) Mobility documentation and Beneficiary Agreements are retained for **five (5) years** from the date of the final payment received by the University for the relevant Erasmus+ Project and are then securely destroyed, unless retained longer for legal claims.
- (b) Erasmus+ academic results attained during Mobility are retained in perpetuity, as part of the University's permanent academic records.
- (c) Records of staff participation are kept within staff training and development files.
- (d) Anonymised data may be retained for statistical and research purposes.

## 8. PARTICIPANTS' RIGHTS

Participants have the following data protection rights under the GDPR:

- (a) **Right of access** to personal data processed about them;
- (b) **Right to rectification** of inaccurate or incomplete data;
- (c) **Right to erasure**, where applicable;
- (d) **Right to restriction of processing** in specific circumstances;
- (e) **Right to data portability** where applicable;
- (f) **Right to object** to processing based on Article 6(1)(e) GDPR;
- (g) **Right to withdraw consent** in relation to health-related processing.

These rights may be limited where the University must retain or process certain data to comply with legal obligations, EU funding requirements, or to preserve permanent academic records.

## 9. QUERIES AND COMPLAINTS

Participants may contact the University's Data Protection Officer:

**Data Protection Officer**

Tel: +356 2340 3233

Email: [dpo@um.edu.mt](mailto:dpo@um.edu.mt)

Complaints regarding the University's processing may be submitted to:

**Office of the Information and Data Protection Commissioner (IDPC) – Malta.**

For processing carried out by EUPA or the European Commission, participants may submit complaints to:

**European Data Protection Supervisor (EDPS).**