



Valletta 2018 Foundation Data Protection Policy

The General Data Protection Regulation (GDPR) and the Data Protection Act (CAP 440) regulate the processing of personal data whether held electronically or in manual form. The Valletta 2018 Foundation is set to fully comply with the Data Protection Principles as set out in these Regulations.

Purposes for collecting data:

The Valletta 2018 Foundation collects and processes information to carry out its obligations in accordance with its Statute, as established on 17th October 2011. All data is collected and processed in accordance with the General Data Protection Regulation, the Data Protection Act (CAP440).

Recipients of data:

Employees who are assigned to carry out the functions of the Foundation, access the information that is being processed. Personal Data may also be disclosed to other departments and third parties, who may have access to your data only as authorized by law. All data is collected and processed in accordance with the GDPR and the Data Protection Act.

Your rights:

You are entitled to know, free of charge, what type of information the Valletta 2018 Foundation holds and processes about you and why, who has access to it, how it is held and kept up to date, its retention period and what the Foundation is doing to comply with its obligations under the GDPR and the Data Protection Act.

The current Data Protection Regulations set down a formal procedure for dealing with data subject access requests.

All data subjects have the right to access any personal information kept about them by the Foundation, either on computer or in manual files. Requests for access to personal information by data subjects are to be made in writing and posted to the Data Controller of the Valletta 2018 Foundation. Your identification details such as ID number, name and surname and address have to be submitted with the request. In case we encounter identification difficulties, you may be required to verify your identity by presenting your identification document.

The Valletta 2018 Foundation aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within a reasonable time from receipt of request, unless there is good reason for delay. 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 be amended, erased or not used in the event the data results to be incorrect.

The Data Controller:

The Valletta 2018 Foundation Data Controller may be contacted at:

*Valletta 2018 Foundation, Exchange Buildings, Republic Street, Valletta, VLT1117
datacontroller@valletta2018.org*

Policy regulating the retention of documentation by the Valletta 2018 Foundation

Scope

1. This Policy is aimed at regulating the retention, maintenance and disposal of documentation, both personal and other, within the Valletta 2018 Foundation in consonance with the principles of the **General Data Protection Regulation (GDPR)** and the **Data Protection (CAP440)**, and in consonance with any other relevant legal provisions in Maltese Law.

Background

1. The General Data Protection Regulation and the Data Protection Act put forward the principle that personal data and sensitive personal data should not be retained for periods that are longer than necessary. In this ambit, the Valletta 2018 Foundation will be putting forward a retention policy for all data and all documentation that it collects and processes, with the purpose of ensuring compliance to these Regulations and from a practical perspective to ensure that no resources are utilised in the processing and archiving of data and information which is no longer of relevance.

Objectives

2. This policy aims to achieve the following objectives:
 - a. Regulate the retention of and disposal of the various types of documentation within the Valletta 2018 Foundation, while adhering to the GDPR and the Data Protection Act's principles that personal data should not be retained for a longer period than necessary;
 - b. Dispose of unnecessary documentation that is no longer relevant and is taking up useful storage space;
 - c. Promote the digitisation of documentation as may be reasonably possible in order to minimize the use of storage space required to store the required documentation, as well as to promote a sustainable use of paper and printing consumables.

Administration

3. Documentation is held and recorded by the Administration Department at the Valletta 2018 Foundation. This Policy is applicable to the Foundation and its operations as a whole. It will be the responsibility of the Foundation's Data Protection Officer **and to the relevant Data Controller** to ensure that all provisions of this Policy are adhered to. In the case of any issues with personal data, the final decision rests with the Valletta 2018 Foundation's Data Controller for endorsement.

Documentation held within the Valletta 2018 Foundation

4. As part of its operating requirements the Valletta 2018 Foundation requests, holds and maintains a wide range of documentation. The various types of documentation utilised by the Valletta 2018 Foundation may be categorised as follows:
 - a. Personal data of Valletta 2018 Foundation employees and service providers;
 - b. Attendance and absence records;
 - c. Discipline related records;
 - d. Financial records including payslips, tax and national insurance contributions, procurement documentation etc.;
 - e. Documents relating to EU Funding programmes;
 - f. Data related to research studies carried out;
 - g. Medical records

Security of Documentation

5. It is important to ensure that documentation is maintained in an accessible but secure location with the adequate access provided to officials that have the clearance level to access the relevant documentation. In the case of the more sensitive documentation with higher clearance levels, access control protocols need to be fully adhered to, to ensure that only those that have the required security clearance have the right and means to access the documentation.
6. In the case of personal data, the GDPR and the Data Protection Act also stipulates that only those with the requirement to process this information should be allowed access to personal records.
7. Personnel who are found to be in breach of these security protocols, and the Regulations mentioned above will be subject to disciplinary action.

Manual vs Electronic Records

8. The same retention period will apply for both electronic and manual data.

Retention Period

9. Retention of different categories of documents is governed by different requirements and different legislation and regulations. In the interest of better practice, it is also prudent to destroy hard copies after a period of time.

The following schedule outlines the type of personal data and documentation that may be collected and retained by the Valletta 2018 Foundation. The retention period for all forms of data is until 31st March 2021.

Personal Information
Employee Personal File
Service Provider Personal File
Application forms for enlistment, calls, positions etc
Application Forms for the filling of positions co-financed from EU Funds
Applications for training opportunities
Attendance and Absence Records
Attendance Sheets
Vacation Leave Application Forms
Yearly Leave balances
Disciplinary records
Admonishments
Disciplinary Charges
Medical Records
Sick Leave Certificates
Sick Leave Records
Medical History
Medical Referrals
Financial Documentation
Yearly Financial Statements
EU Programmes
Documentation relating to projects utilising EU Funding
EU Funding applications

Conclusion

This retention policy aims to achieve a good working balance between the retention of useful and meaningful information in line with the provisions of the relevant legislation and the disposal of data which is no longer required and is being archived unnecessarily. Data that needs to be destroyed after the noted timeframes should be disposed of in an efficient manner to ensure that such information will no longer be available within the Valletta 2018 Foundation. This is relevant both for manual personal data and that kept in a digital format. Data Protection Controllers, Heads, and DPOs are expected to be aware of the noted retention periods and instruct all relevant personnel to follow the indicated procedures accordingly.