



**GOVERNMENT OF MALTA**  
MINISTRY FOR EDUCATION,  
SPORT, YOUTH, RESEARCH  
AND INNOVATION

## **Data Protection Policy National Literacy Agency**

### **1. Introduction**

The General Data Protection Regulation (EU) 2016/679 (GDPR), the Data Protection Act (Cap 440) and the Education Act (S.L.440.09 – 2015) regulate the processing of personal data whether held electronically or in manual form. The National Literacy Agency is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

### **2. Purposes for collecting data**

The National Literacy Agency collects and processes information to carry out its obligations in accordance with present legislation. All data is collected and processed in accordance with Data Protection Legislation and the Retention and Access Policy.

### **3. Recipients of data**

Personal Information is accessed by the employees or persons on a contract for service who are assigned to carry out the functions of the National Literacy Agency. Personal Data will be disclosed to Agency personnel working in the respective programme. Disclosure can also be made to third parties but only as authorized by law.

### **4. Your rights**

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

The GDPR establishes 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 National Literacy Agency, either on computer or in manual files. Requests for access to personal information by data subjects are to be made in writing and sent to the Data Controller. The Data Subjects' identification details such as ID number, name and surname must be submitted with the request for access. In case we encounter identification difficulties, the Data Subject may be required to present an identification document.

The Agency 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 and in any case, not later than one month 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 is amended, erased or not used in the event the data results to be incorrect.

**The Data Protection Officer** may be contacted on [dpo.nla@ilearn.edu.mt](mailto:dpo.nla@ilearn.edu.mt) or by telephone 2598 3321.

The Data Controller may be contacted at:

The Chief Executive Officer  
National Literacy Agency  
National Curriculum Centre  
Joseph Abela Scolaro Street  
Hamrun. HMR 1304  
Telephone Number: 2598 2907  
E-mail: [david.muscat.4@ilearn.edu.mt](mailto:david.muscat.4@ilearn.edu.mt)

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, whose contact details are provided below.

The Information and Data Protection Commissioner  
Level 2, Airways House,  
High Street,  
Sliema SLM 1549  
Telephone Number: 2328 7100  
Email: [idpc.info@gov.mt](mailto:idpc.info@gov.mt)