

IFT - MALTA

GDPR POLICY

Institute of Family Therapy – Malta
July 2022



INTRODUCTION AND SCOPE

Data protection in Malta is primarily governed by the General Data Protection Regulation (Regulation (EU) 2016/679) ('GDPR') which has been implemented into Maltese law by virtue of the Data Protection Act (Chapter 586 of the Laws of Malta) ('the Act'). The latter regulates the processing of personal data whether held electronically or in manual form. IFT-Malta is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

GDPR is an EU law with mandatory rules for how organizations and companies must use personal data in an integrity friendly way. Personal data means any information which, directly or indirectly, could identify a living person - name, phone number, and address are examples of personal data.

This policy aims to outline how IFT-Malta manages the personal data of its various beneficiaries including students, staff and clients.

Key Principles

The General Data Protection Regulation (GDPR) introduces six principles. These are that personal data must be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals

6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

IFT-Malta takes privacy very seriously and is committed to protecting personal information of all its beneficiaries, including that of staff, students and clients. All personal information collected will be recorded, used, and protected by the Institute in accordance with applicable data protection legislation. All information provided, including assignments, reports, contact details etc, is held on a secure computerised database, and all physical files are held in a secure locker. IFT-Malta does its utmost to ensure that all data is held securely and that it is not disclosed to third parties without the owner's consent, unless obliged to do so by law.

In order to provide services or fulfil contractual arrangements, IFT-Malta may need to appoint other collaborators to carry out some data processing activities on its behalf. In all instances where personal information is disclosed to third parties, IFT-Malta will ensure that it is appropriately protected.

The Data Controllers

The Data Controllers of the Institute are the Head of the Institute and the Office Administrator. Their details can be found below:

Dr. Charlie Azzopardi email: azzopardi.charlie@ift-malta.com

Mrs. Marika Azzopardi email: marika.azzopardi@ift-malta.com

HM1, Ġnejna Mansions,
Triq Sant' Antnin,
Żabbar, ZBR 3472.

00356 21823572

Your Rights

All beneficiaries of IFT-Malta are entitled to know what type of information the Institute holds and processes about them 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 Institute is doing to comply with data protection legislation.

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 IFT-Malta, 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 controllers. The data subjects' identification details such as ID number, name and surname must be submitted with the request for access. In case any difficulties are encountered, the data subject may be required to present an identification document. The Institute aims to comply as quickly as possible with requests for access to personal information, and will ensure that these are 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 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.