

Students' Maintenance Grants' Unit – Ministry for Education

Data Protection Policy

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586) regulate the processing of personal data whether held electronically or in manual form. The Students' Maintenance Grants Unit (SMGU) is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

Purposes for collecting data

The Students' Maintenance Grants' Unit 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, the Education Act (CAP. 327) and the Subsidiary Legislation 605.06 Students' Maintenance Grants Regulations.

Recipients of data

Personal Information is accessed by the employees who are assigned to carry out the functions of the Students' Maintenance Grants' Unit. Personal Data will be disclosed to the Students' Maintenance Grants' Board which manage the allocation of the students' maintenance grants and to advise the Minister on policy issues related to these grants. Disclosure can also be made to third parties but only as authorized by law.

Your rights

You are entitled to know, free of charge, what type of information the Students' Maintenance Grants Board 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 Unit 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 Students' Maintenance Grants Board, 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 Assistant Director - Students' Maintenance Grants' Unit. Your identification details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, you may be required to present an identification document.

The Students' Maintenance Grants' Board 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 not used or is amended if it results to be incorrect. Data subjects may also request that their data is erased.

These rights may be restricted, if applicable, as per Data Protection Legislation.

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.

Retention Policy

Your personal data is collected through the Education Act (CAP. 327) and the Subsidiary Legislation 605.06 – Students’ Maintenance Grants Regulations.

The following schedule outlines the retention requirements for the various categories of documentation with the Students’ Maintenance Grants Unit.

Category of Document	Retention Period	Justification
Student’s Application	10 years	Court cases/ Ombudsman Cases
SMG Board Decision	10 years	Court cases/ Ombudsman Cases
Payments Reports	10 years	Court cases/ Ombudsman Cases

Data that needs to be destroyed after the noted timeframes will be disposed of in an efficient manner ensuring that such information is no longer available within the Students’ Maintenance Grants Unit.

The Data Protection Officer may be contacted on dpo.mfed@gov.mt or by telephone on 25981233.

The Data Controller for the Students’ Maintenance Grants’ Unit is the the Assistant Director may be contacted at the:

Students’ Maintenance Grants Unit,
Room 207, Great Siege Road,
Floriana VLT 2000
Telephone: 25982650
Email: maintenancegrants.mfed@gov.mt

The Information and Data Protection Commissioner

The Information and Data Protection Commissioner may be contacted at:

Level 2, Airways House,
High Street,
Sliema SLM 1549
Telephone: 23287100
Email: idpc.info@idpc.org.mt