

AĠENZĠJA SAPPORŦ DATA PROTECTION POLICY

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 440) regulate the processing of personal data whether held electronically or in manual form. AĠenzija SapporŦ is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

Purposes for collecting data

AĠenzija SapporŦ collects and processes information to carry out its obligations in accordance with legal notice 104 of 2016. All data is collected and processed in accordance with Data Protection Legislation and in accordance with the principles of data protection legislation, and other legal provisions in Maltese Law.

Recipients of data

Personal Information related to clients or employees, may be accessed by employees who are assigned to carry out the functions of AĠenzija SapporŦ. Personal Data may be disclosed to Maltese Government departments or entities as deemed necessary to carry out the service. Disclosure can also be made to third parties but only as authorised by law.

Your rights

You are entitled to know, free of charge, what type of information AĠenzija SapporŦ 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 AĠenzija SapporŦ, 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 CEO of AĠenzija SapporŦ. 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.

Aġenzija Sapport 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.

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 service applications and applicable consent forms.

The following schedule outlines the retention requirements for the various categories of documentation within Aġenzija Sapport.

Category of Document	Retention Period	Justification
Empowerment Scheme application	5 years	Documentation is retained for control



		purposes and statistical reasons
Exemption from payment of the car registration tax	Indefinite	Documentation is retained for control purposes and statistical reasons
Exemption from payment of the road license	Indefinite	Documentation is retained for control purposes and statistical reasons
Grant on the purchase of special equipment	18 months	Information and fiscal receipts are kept until processed and closed
Community Service Agreement	Until service is terminated	Documentation is required during the whole duration of when service is provided
Referral Form	Until service is terminated	Documentation is required during the whole duration of when service is provided
Social Work Consent Declaration	Until service is terminated	Documentation is required during the whole duration of



		when service is provided
Sharing Lives Volunteer Application Form	Until service is terminated	Documentation is required during the whole duration of when service is provided
Residential Service Agreement	Until termination of service/ Death + 2 years	Contract of service
Application for Workshops and Support Groups	8 months	Documentation is retained until end of workshop sessios
Support groups for sublings of persons with disabilities	8 months	Documentation is retained until end of workshop sessions
Public Calls and Vacancies application	Unsuccessful Applications – 2 years post current year Successful Applications – transferred to employee file until termination	Unsuccessful applications are retained for audit purposes for a specified two year period during which period (part of – 6 months) the same applications may be re-considered in case of call re-issue



	<p>Employee files are to be retained up to 10 years after termination</p> <p>EU funded project calls – 10 years</p>	<p>Employee file retention policies as per OPM</p>
<p>Sharing Lives Media Consent Form</p>	<p>Until service is terminated</p>	<p>Documentation is required during the whole duration of when service is provided</p>
<p>Job Enhancing Skills</p>	<p>Until end of work placement + 1year</p>	<p>Documentation is required until JESS scheme is exhausted</p>
<p>INK (4 applications)</p>	<p>Persons with disability – Until end of work placement + ten years after the last aid is granted</p> <p>Employers - Until end of work placement + ten years after the last aid is granted</p>	<p>As per ESF documentation retention guidance published April 2016</p>



	<p>Persons/Guardians - Until end of work placement + ten years after the last aid is granted</p> <p>Professionals - Until end of work placement + ten years after the last aid is granted</p>	
CCTV footage	31 days maximum retention where applicable	<p>All images are automatically erased by the system which overwrites data older than 31 days. Any investigating incidents might require accessing records from the previous month. Some images may be stored longer if they are retained as part of an investigation or as evidence of a security incident. Their retention is rigorously documented and the need for retention is periodically reviewed</p>



Client Information Sheet – Sign Language Interpreters	Until termination of service + 2 years	Documentation is required during the whole duration of when service is provided
--	---	---

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 Aġenzija Sapporġ.

The Data Protection Controller may be contacted at:

Chief Executive Officer
Aġenzija Sapporġ
Patri Gwann Azzopardi Street, Santa Venera SVP 1614

Telephone: +356 2256 8000
Email: gdpr.sapporġ@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@gov.mt