

**Kunsill Lokali**

**Hal Tarxien**

**Data Protection Policy**

## Policy Control

<b>Drafted by:</b>	Data Protection Officer
<b>Approved by:</b>	
<b>Designation:</b>	
<b>Date Approved:</b>	
<b>Effective from Date:</b>	
<b>Next Review Date:</b>	30 November 2022

## Version Control

<b>Version No.</b>	<b>Date</b>	<b>Changes made by</b>	<b>Changes Details</b>
1.0		DPO	Draft policy document created
2.0	19/11/2021	DPO	Reviews and amendments to policy

## 1. Introduction

- 1.1 The General Data Protection Regulation (EU) 2016/679 (GDPR) defines that all public authorities must adhere to the regulations thereof and Member State data protection legislation.
- 1.2 In terms of the Local Councils Act CAP 363 of the Laws of Malta, Hal Tarxien Local Council (hereafter referred to the 'Local Council') is a statutory local government authority, hence a public authority under the GDPR, having a distinct legal personality and capable of entering into contracts, of suing and being sued, and of doing all such things and entering into such transactions as are incidental or conducive to the exercise and performance of its functions as are allowed under the Act.
- 1.3 This **Data Protection Policy** sets out the Local Council's commitment to protecting the rights and privacy of individuals and details how to ensure compliance with the GDPR and Maltese data protection legislation, including the Data Protection Act (CAP 586 of the Laws of Malta.)

## 2. Definition of Data Protection Terms

- 2.1 **Data Subjects** means identified or identifiable natural persons about whom the Local Council holds personal data. All data subjects have legal rights in relation to their personal information.
- 2.2 **Data Controller** is the organisation, person or other body that determines and controls the purposes for which, and the manner in which, any personal data is processed. The Controller is responsible for establishing practices and policies in lines with data protection legislation. The Executive Secretary on behalf of the Local Council is the Data Controller for the personal information the Local Council processes where the Local Council decides the purposes and means of the processing.
- 2.3 **Data Processor** means any organisation, person or other body that act on behalf of, and only on the instructions of the data controller. The Data Processor does not have any purpose of their own for processing the data. A data processor may include any person or organisation that is not employed with the Local Council for example, suppliers which handle personal data for the Local Council when assisting the Local Council in providing a service and third parties that may provide technical support.
- 2.4 **Personal data** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- 2.5 **Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

- 2.6 **Special category data** means any information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition, sex life or sexual orientation, or any genetic or biometric data.
- 2.7 **Criminal Convictions data** means any information about criminal convictions and offences, or related security measures, which includes information about criminal allegations, proceedings or convictions.
- 2.8 **Information and Data Protection Commissioner (IDPC)** means an independent regulatory office in Malta which is in charge of upholding information rights in the interest of the public.

### **3. Scope & Purpose**

- 3.1 This policy sets out the basis on which the Local Council processes personal data which is collected from data subjects, or that is provided to the Local Council by data subjects or other sources.
- 3.2 This policy should be read in conjunction with other relevant Local Council policies and documents. The Local Council may supplement or amend this policy by additional policies and guidelines from time to time.

### **4. Responsibility for this policy**

- 4.1 The Local Council is committed to compliance with the GDPR and the Data Protection Act (Cap 586) regulating the processing of personal data whether held electronically or in manual form, and to the protection of the rights and freedoms of individuals whose information it collects and processes.
- 4.2 The Executive Secretary on behalf of the Local Council is the Data Controller for the personal information that the Local Council processes. The Local Council's main office is located at Kunsill Lokali Tarxien 73, Triq Santa Marija Tarxien. The Executive Secretary is responsible for ensuring that this policy is implemented by all members of staff and any contracted party. All members of staff have a responsibility to comply with the Local Council's Data Protection Policy as well as the Data Protection Act (CAP 586) and the GDPR.

### **5. Data protection principles**

- 5.1 All processing of personal data must be conducted in accordance with the data protection principles set out herein and in relevant data protection legislation.
- 5.2 The Local Council's policies and procedures are designed to ensure that personal data shall be:

- 5.2.1 processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');
- 5.2.2 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, in accordance with Article 89(1) of the GDPR, not be considered to be incompatible with the initial purposes ('purpose limitation');
- 5.2.3 adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
- 5.2.4 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 ('accuracy');
- 5.2.5 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 in accordance with Article 89(1) of the GDPR, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of the data subject ('storage limitation');
- 5.2.6 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 ('integrity and confidentiality').

## **6. Lawful bases for processing personal data**

- 6.1 Personal data can only be processed if there is a valid lawful basis for processing. There are six lawful bases:
  - 6.1.1 Consent – a person has given clear consent to process their data for a specific purpose;
  - 6.1.2 Contract – processing is necessary to perform a contract with a person or because they have asked for specific steps to be taken prior to entering into a contract
  - 6.1.3 Legal obligation – the processing is necessary to comply with the law
  - 6.1.4 Vital interests – the processing is necessary to protect someone's life
  - 6.1.5 Public task -the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law

6.1.6 Legitimate interests (this cannot apply to the Local Council processing data to perform its official tasks).

6.2 When special category data is processed, the lawful basis for processing must be identified and in addition can only be processed if a further separate specified condition for processing is identified.

6.3 When criminal convictions data is processed, the lawful basis for processing must be identified and in addition can only be processed when either legal authority or official authority for the processing is identified.

## **7. Rights of Individuals whose data is collected**

The Local Council implements appropriate policies and procedures, and facilitates training and provides advice to staff, to ensure that data subjects can exercise their rights as follows:

### **7.1 *Right of access***

The Local Council implements procedures to ensure that requests from data subjects for access to their personal data will be identified and fulfilled in accordance with relevant legislation.

### **7.2 *Right to rectification***

The Local Council is committed to holding accurate data about data subjects and will continue to implement processes and procedures to ensure that data subjects can rectify their data where inaccuracies have been identified.

### **7.3 *Right to erasure (right to be forgotten)***

Data subjects have a right to request the erasure of their personal data in specific circumstances. Where such an objection is received, the Local Council will assess each case on its merits.

### **7.4 *Right to restriction of processing***

The Local Council implements and maintains appropriate procedures to assess whether a data subject's request to restrict the processing of their data can be implemented. Where the request for restriction of processing is carried out, the Local Council will write to the data subject to confirm the restriction has been implemented and when the restriction is lifted.

### **7.5 *Right to data portability***

Where the Local Council has collected personal data on data subjects by consent or by contract then the data subjects have a right to receive the data in electronic format to give to another data controller. It is expected that this right will apply only to a small number of data subjects.

### **7.6 *Right to object***

Data subjects have a right to object to the processing of their personal data in specific circumstances. Where such an objection is received, the Local Council will assess each case on its merits.

**7.7 *Right not to be subject to automated decision making***

Data subjects have the right not to be subject to a decision based solely on automated processing, where such decisions would have a legal or significant effect concerning him or her. Data subjects will be informed when elements of processing include automated decision making or profiling.

**7.8 *Right to complain***

The Local Council implements and maintains a complaints process whereby data subjects can contact the Data Protection Officer. The Data Protection Officer's role includes working with the data subject to bring complaints to a satisfactory conclusion for both parties. Data subjects are also informed of their right to bring their complaint to the Information and Data Protection Commissioner.

**8. Responsibilities of the Local Council as Data Controller**

**8.1 *Ensuring appropriate technical and organisational measures***

The Local Council implements appropriate technical and organisational measures to ensure the security of personal data.

**8.2 *Maintaining a record of data processing***

The Local Council maintains a record of its data processing activities in the manner prescribed by the GDPR. The record is reviewed and signed off by the Executive Secretary, on at least an annual basis.

**8.3 *Implementing appropriate agreements with third parties***

The Local Council will continue to put in place appropriate agreements, memoranda of understanding, bilateral agreements or contracts (collectively "agreements") with all third parties with whom it shares personal data.

**8.4 *Transfers of personal data outside of the European Economic Area***

The Local Council does not transfer the personal data of its data subjects outside of the European Economic Area unless an adequate level of protection is ensured. Data subjects will be informed where transfers to a third country are in place.

#### 8.5 ***Processes personal data for limited purposes only***

The Local Council shall be clear and open about the reasons for obtaining and processing data. When processing personal data as a Data Controller, the Local Council shall:

- a. record the purpose for processing personal data
- b. only collects the minimum amount of personal data, which is actually needed for the specified purposes
- c. only uses the personal data for a new purpose if it is compatible with the original purpose or consent is given or there is a clear obligation or function set out in law.
- d. Regularly reviews the purposes for processing

#### 8.6 ***Data protection by design and by default***

The Local Council will continue to implement technical and organisational measures, at the earliest stages of the design of processing operations, in such a way that safeguards privacy and data protection principles right from the start ('data protection by design'). By default, the Local Council will also continue to ensure that personal data is processed with the highest privacy protection so that by default personal data isn't made accessible to an indefinite number of persons ('data protection by default').

The Local Council will consider how the processing may affect individuals concerned and will justify any adverse impact. Personal data shall only be processed in ways individuals would reasonably expect. If this is not the case, the Local Council will explain why an unexpected processing is justified.

#### 8.7 ***Data protection impact assessments***

The Local Council will implement procedures and documentation whereby all new types of processing, in particular using new technologies, that result in a high risk to the rights and freedoms of its data subjects shall carry out a data protection impact assessment in terms of the Local Council's Data Protection Impact Assessment Policy. As part of this process, a copy of the impact assessment shall be shared with the Local Council's Data Protection Officer. Where the Local Council is unable to identify measures that mitigate the high risks identified, the Local Council will consult with the Information and Data Protection Commissioner prior to the commencement of processing.

#### 8.8 ***Personal data breaches***

The Local Council defines a 'personal data breach' as meaning a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to personal data transmitted, stored or otherwise processed (e.g.

the most common breach incidents that can occur are correspondence issuing to an unauthorised third party). The Local Council deems any loss of personal data in paper or digital format to be a personal data breach.

The Local Council maintains a protocol for dealing with personal data breaches. This protocol establishes the methodology for handling a personal data breach and for notification of the breach to the Information and Data Protection Commissioner and to data subjects where this is deemed necessary.

#### 8.9 ***Freedom of Information***

The Freedom of Information Act obliges the Local Council to publish information on its activities and to make the information available to citizens. The Local Council will continue to maintain procedures to ensure that requests for personal data are correctly dealt with under either Data Protection or FOI legislation.

#### 8.10 ***Data Minimisation and Accuracy of Data***

The Local Council only collects personal data it needs for its specified purposes and ensures that it has sufficient data to properly fulfil those purposes. The Local Council takes steps to truly anonymise data where possible. The Local Council periodically reviews the data it holds and delete anything which it does not need in line with its Retention Policy.

#### 8.11 ***Retention of Personal Data***

The Local Council only keeps personal data for as long as is necessary for the purposes for which it was collected. The Local Council takes all reasonable steps to destroy, or erase from its systems, all data which is no longer required.

#### 8.12 ***Keeping Personal Data Secure***

The Local Council processes all personal data it holds in accordance with its Information Security Policy. The Local Council ensures there are appropriate security measures in place to maintain the security of all personal data from the point of collection to the point of destruction.

#### 8.13 ***Disclosures and Sharing of Personal Data***

The Local Council may share and disclose personal data it holds across council services to third parties, including:

- a. Contractors or suppliers (data processors) who work with the Local Council to deliver the Local Council's services.
- b. Other councils or organisations. The Local Council will advise data subjects should the Local Council share their data in this way with third parties.

In certain instances, the Local Council may be under a duty to disclose or share a data subject's personal data in order to comply with a legal obligation, or in order to enforce or apply any contract with the data subject or other agreements; or to protect its own rights,

property or safety of its employees, or others. This includes exchanging information with competent authorities or other organisations.

#### **8.14 *Dealing with Data Subject Requests***

All data subject requests will be dealt with in accordance with the Data Subject Access Request Policy and Procedures.

#### **8.15 *Governance***

Compliance with relevant data protection legislation is monitored through the Local Council by the Executive Secretary who continue to:

- 8.15.1 Receive regular reports from the Data Protection Officer, including in relation to breaches of personal data;
- 8.15.2 Review data protection impact assessments and approve or not the design of data protection elements of projects;

### **9. The Data Protection Officer's Responsibilities**

9.1 The Local Council has designated a Data Protection Officer who reports to the Executive Secretary.

9.2 The responsibilities of the Data Protection Officer include the following:

- 9.2.1 Keeping the Data Controller updated about data protection responsibilities, risks and issues;
- 9.2.2 Acting as an advocate for data protection within the Local Council, including informing and advising staff of their obligations pursuant to GDPR and other data protection legislation;
- 9.2.3 Monitoring compliance with data protection legislation;
- 9.2.4 Ensuring all data protection policies and policies are reviewed and updated on a regular basis;
- 9.2.5 Ensuring that appropriate data protection training and advice is made available to all staff members;
- 9.2.6 Providing advice where requested in relation to data protection impact assessments and monitoring such assessments to ensure they are completed to an appropriate standard;
- 9.2.7 Responding to individuals such as customers and employees who wish to exercise their data subject rights;
- 9.2.8 Ensuring that the Record of Processing Activity is updated regularly.
- 9.2.9 Acting as a contact point for, and cooperating with, the Information and Data Protection Commissioner
- 9.2.10 Monitoring the process of putting in place appropriate data processing agreements with third parties
- 9.2.11 Carrying out any reviews or data protection audits as are required or necessary

### **10. Responsibilities of Staff**

All staff processing personal data on behalf of the Local Council have a responsibility to comply with this Data Protection Policy.

#### **10.1 Training and awareness**

10.1.1 Instigate investigations of data protection matters of interest where appropriate.

All staff will receive training on this policy. New staff members will receive training as part of the induction process.

In addition, staff are continuously reminded of data protection obligations through Office Notices and emails to staff; informal awareness sessions; poster campaigns; corporate newsletters; and via the internet.

## **10.2 Consequences of failing to comply**

The Local Council takes compliance with this policy very seriously. If a staff member knowingly or willfully fails to comply with any requirement, the Local Council may consider disciplinary action.

## **11. Queries about Data Protection**

Members of the public and members of staff who wish to request more information about data protection in the Local Council should contact:

### **Data Protection Officer**

c/o Hal Tarxien Local Council  
73, Triq Santa Marija, Tarxien  
**Telephone:** +356 21666688  
**Email:** [tarxien.lc@gov.mt](mailto:tarxien.lc@gov.mt)

### **Data Controller**

The Executive Secretary Hal  
Tarxien Local Council  
73, Triq Santa Marija, Tarxien  
**Telephone:** +356 21666688  
**Email:** [tarxien.lc@gov.mt](mailto:tarxien.lc@gov.mt)

### **The Information and Data Protection Commissioner**

Level 2, Airways House,  
High Street,  
Sliema, SLM 1549  
Telephone: +356 23287100  
Email: [idpc.info@gov.mt](mailto:idpc.info@gov.mt)

## **12. Queries about Data Protection**

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c/o Hal Tarxien Local Council  
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**Telephone:** +356 21666688

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**Data Controller**

Hal Tarxien Local Council  
73, Triq Santa Marija, Tarxien

**Telephone:** +356 21666688

**Email:** [tarxien.lc@gov.mt](mailto:tarxien.lc@gov.mt)

**The Information and Data Protection Commissioner**

Level 2, Airways House,  
High Street,  
Sliema, SLM 1549  
Telephone: +356 23287100  
Email: [idpc.info@gov.mt](mailto:idpc.info@gov.mt)

**13. Approvals and sign offs**

**This policy comes into effect on 19th November 2021**

Document Control	
<b>Approved By</b>	Executive Secretary
<b>Date approved</b>	
<b>Next review date</b>	30 November 2022

This policy will be reviewed on an ongoing basis. The DPO is responsible for initiating each review.

Version	Date	Changes made by	Details
1.0	15th May 2019	DPO	Draft Data Protection Policy

2.0	19th November 2021	DPO	Reviews and amedments to Data Protection Policy
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