



**L-Università ta' Malta**  
Faculty of Health Sciences

## **POLICY REGARDING STUDENT PHOTOS**

### **Introduction**

With the ever-increasing numbers, it is rather challenging to identify each student solely by their name. Whenever there are complaints or reports or concerns regarding certain students and also prior to meeting up with students on an individual basis, it is extremely important to be able to put a face to the name. For this reason, students are being requested to submit passport photos.

### **Terms and Conditions**

- 1) Passport photos submitted by students will be retained for the whole duration of their studies. Once the final classification has been published, the photos will be shredded by the respective Departmental Secretary in the shredding machines situated at the Faculty.
- 2) The photos will be placed in a file which will be securely stored in the Office of the Head of Department.
- 3) Only the Head of Department and the Departmental Secretary will have access to this file.
- 4) Student Coordinators who will be meeting up with students may view the file in the Office of the Head of Department. However, the study-unit coordinators will not be allowed to take the file from the Office of respective Heads of Departments.
- 5) The Faculty will ensure that compliance with the terms set out in the GDPR is strictly adhered to and that no confidentiality of data will be breached.