

Data Privacy Statement

Erasmus+ Application and Selection Process

SCOPE

This Statement describes why and how the University processes personal data concerning its students and staff members who apply to be considered for an Erasmus+ experience ('Erasmus+ applicants'), and what such applicants' corresponding data protection rights are.

DATA CONTROLLER

The University is the data controller of all personal information submitted by Erasmus+ applicants in Erasmus+ application forms and in corresponding supporting documents as well as of the results of the assessment/evaluation of such applications.

The University processes this information in accordance with all applicable data protection legislation, including the General Data Protection Regulation (Regulation (EU) 2016/679, 'GDPR') and the Processing of Personal Data (Education Sector) Regulations (Legal Notice 19 of 2015).

PURPOSE OF PROCESSING

Personal information concerning Erasmus+ applicants is processed for all purposes relating and ancillary to the implementation of the Erasmus+ Project, including:

- To assess applications and suitability for mobility/placement under the Erasmus+ Programme;
- To take decisions on applications and to inform applicants of the relative outcome; *and*
- To fulfil contractual obligations with the European Union Programmes Agency (EUPA).

LEGAL BASIS

The University processes this information in the official authority vested in it as an institution of higher education acting in terms of the Education

Act (Chapter 586 Laws of Malta) and in the context of Regulation 1288/2013 establishing the Erasmus+ Programme. Processing is based on Article 6 (1) (e) GDPR.

SPECIAL CATEGORY DATA

Where applicants declare special needs and/or require additional support, the University will process personal data concerning such individuals' health, including information regarding relevant medical conditions/diagnoses and any corresponding medical certificates. The University processes this information to support applicants as required, including by assisting them to request any additional funding they may be entitled to and/or to request access arrangements for their Mobility or Placement from the relevant partner institution. Processing of these data is additionally based on applicants' explicit consent in terms of Article 9 (2) (a) GDPR, which consent may be withdrawn as detailed in the relevant consent form.

RECIPIENTS

UM Officials

Personal information concerning Erasmus+ applicants is accessible to University officials involved in the internal implementation of the Erasmus+ Programme and to all other University officials required to process it by virtue of their roles and responsibilities, including but not limited to officials within the University's International Office and relevant academic officials, such as Heads of Departments.

Independent Assessors

Erasmus+ application forms and corresponding supporting documents submitted by staff members are shared with independent assessors

engaged by the University to carry out an independent evaluation of Erasmus+ applications.

Erasmus Selection Grant Allocation Committee

Pertinent information concerning staff member applicants, including the results of the aforementioned assessment, is made accessible to the Erasmus Selection Grant Allocation Committee, which is tasked with the final selection of applicants for the Staff Teaching and Training Mobility Programme.

EUPA and the European Commission

All Erasmus+ application forms and corresponding supporting documents are made available to EUPA and/or the European Commission upon such entities' request, for audit purposes and/or as may be required for the implementation of the Programme.

G Suite for Education

Pursuant to the University's use of G Suite for Education Services, Google (including its companies in third countries) is or may be a recipient of personal data. The University has concluded the relevant agreements with Google in this regard.

Partner Institutions

The University nominates students who are successful in their Erasmus+ application to the relevant partner institutions, for the implementation of the Placement concerned.

RETENTION PERIOD

Documentation pertaining to Erasmus+ applications and Beneficiary Agreements entered into with successful applicants (including supporting documents thereto) are destroyed after five (5) years from the date of the final payment received by the University in respect of the Erasmus+ Project concerned. Relevant information will be retained for a longer period as required in the event of a complaint and/or for the

defence or establishment of legal claims, and anonymous records may be retained for research and statistical purposes.

The University additionally retains a record of Erasmus+ students' academic results attained during Placements in perpetuity for its historical records, to be able to issue transcripts and other records of academic attainment as may be required, and a record of its staff members' participation in the Erasmus+ Programme in such individuals' training and development records.

APPLICANTS' RIGHTS

Applicants have the right to request access to their personal data held and processed by the University pursuant to their Erasmus+ application, the right to rectify and where applicable, erase any inaccurate, incomplete or immaterial personal data, and the right to request that their data is transferred to a third party. Applicants may also, where applicable, request the restriction of processing of their personal data and/or object to such processing.

QUERIES AND CONCERNS

Applicants are invited to contact the University's Data Protection Officer on +356 2340 322 or on dpo@um.edu.mt with any queries or concerns relating to the processing of their personal data, or to exercise their rights above-mentioned. Applicants may lodge a complaint with the Office for the Information and Data Protection Commissioner if they consider that the University has processed their personal data in an unlawful manner.

PROCESSING OF PERSONAL DATA CONCERNING SUCCESSFUL APPLICANTS

Personal information inherent in the Beneficiary Agreement entered into between the University and the successful student or staff member and information concerning successful applicants and the relevant Mobility/Placement experience

recorded in the European Commission's Mobility Tool+ is processed in accordance with Regulation 45/2001 on the processing of personal data by EU institutions and bodies.

This information shall be processed solely in connection with the implementation and follow up of the Beneficiary Agreement by the University, EUPA and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

Participants may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. Participants should address any questions regarding the processing of their personal by EUPA or the European Commission to EUPA. Participants may file a complaint with the European Data Protection Supervisor if they consider that the processing of their personal data has been carried out unlawfully by EUPA and/or the European Commission.

