

# Privacy Policy

The Data Protection Act (Cap 586) regulates the processing of personal data whether held electronically or in manual form. Identity Malta Agency (hereinafter "Identity Malta") is committed to protect the privacy of individuals who visit the website and make use of the online facilities it offers.

## 1. Data Controller

The data controller of this website is Identity Malta Agency whose office is situated at Onda Building, Aldo Moro Street, Marsa, MRS1965, Malta.

## 2. Information collected and purpose

### Download information

As a registered user, Identity Malta may collect information about your computer, login attempts to this website, length of visits, number of downloads, IP address and number of financial transactions such as "Top-ups". Information pertaining to card holder's data or bank details are not processed or stored within any of Identity Malta's systems but rely entirely on an authorised PCI DSS compliant service provider to handle these functions throughout a payment gateway that we use.

### Personal data provided by data subject

Identity Malta collects and processes information to carry out its obligations in accordance with all pertinent legislation in force. All data is collected and processed in accordance with Data Protection Legislation, and any other laws and regulations to which Identity Malta may be subject.

Personal information is accessed by the employees who are assigned to carry out the functions within Identity Malta that require the use of such information and our access rights are granted on a strict need-to-know basis. Personal data will be disclosed to the officers in other competent authorities who will be dealing directly with your request and only as authorised by law and this Privacy Policy.

The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Third Party	Place of Establishment	Data Received	Purposes of Data Transfer	Measures in Place to Protect Your Data
Avantech Software Ltd.	Malta, EEA	All data submitted to us on our online forms	Avantech Software are our IT outsourcing partners	Communication Session Encryption; Encryption of server-hosted data
Transactium Ltd	Central Business Centre Mdina Road Zebbug	Card Details Full Name Email Address	Payment Processing	PCI Level 1 Compliant

### Cookies & Scripts

Cookies are small data files that the site transfers to the User's device when the User visits the website. For further information on the cookies and scripts we use, please refer to our [Cookie Policy](#).

### 3. Your Rights as a Data Subject

As an individual, you may exercise your right to access the data held about you by Identity Malta by submitting your request in writing to our Data Protection Officer, whose details are provided below. Your identification details such as ID number, name and surname and address have to be submitted with the request. We do this to validate your claimed identity and to avoid passing on information relating to you to the wrong individuals. In case we encounter any identification difficulties, you may be required to present an identification document before we can process your request further.

At any point in time during our processing of your data, you have the following rights.

- Right of access – You can request a copy of the information that we hold about you.

- Right of rectification – You can ask us to correct data that we hold about you if it's inaccurate or incomplete.
- Right to be forgotten – in some situations, you may ask us to delete all the data we hold about you.
- Right to restriction of processing – in some situations, you may ask us to restrict the processing of your data.
- Right of portability – you may ask us to transfer the data we hold about you to another organisation.
- Right to object – you have the right to object to certain types of processing such as email address communications.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to complaint about how your personal data is being processed by us, or about how your complaint has been handled, - you can lodge a complaint directly with our Data Protection Officer or the Data Protection Commissioner (<https://idpc.org.mt/>).

#### **4. IMA Data Protection Officer**

Identity Malta's Data Protection Officer may be contacted:

- a) By post on the following address:  
Data Protection Officer  
Identity Malta Agency,  
Onda Building,  
Aldo Moro Street,  
Marsa MRS1965;
- b) By telephone on: +356 2590 4900;
- c) By email on: [dataprotection@identitymalta.com](mailto:dataprotection@identitymalta.com)

#### **5. Changes to this Privacy Policy**

If there any changes to this privacy policy, we will replace this page with an updated version. It is therefore in your own interest to check the 'Privacy Policy' page any time

you access our website so as to be aware of any changes which may occur from time to time.

The version of this Privacy & Cookies Policy is currently Version 1.1 and was last updated on 24 May 2018. It is valid and applies to you until a new version is uploaded on our website and is accepted by you.