



MALTA INSTITUTE OF MANAGEMENT

DATA PROTECTION POLICY

Data Protection Policy

MIM is fully compliant with the Data Protection Act. The Institute will follow procedures aiming to ensure that all employees, contractors, or partners of the Institute who have access to any personal data held by or on behalf of MIM; are fully aware of and abide by their duties and responsibilities under the Act.

Statement of Policy

In order to operate efficiently, the Institute has to collect and use information about everyone it engages with. These may include learners and prospective learners, healthcare professionals, past and prospective employees, clients, customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with accreditation requirement. This personal information must be handled and dealt with appropriately, however it is collected, recorded and used.

The Institute regards the lawful and correct treatment of personal information as very important to its successful operations. It will ensure that it treats personal information lawfully and correctly.

Article 7 of the Data Protection Act lists the requirements for processing, where the main purpose of these principles is to protect the interest of the individuals about whom personal data is processed. To ensure compliance with the Act, MIM School ensures that:

- Personal data is processed fairly and lawfully
- Personal data is always processed in accordance with good practice
- Personal data is only collected for specific, explicitly stated and legitimate purposes
- Personal data is not processed for any purpose that is incompatible with that for which the information is collected
- Personal data that is processed is adequate and relevant in relation to the purposes of the processing
- No more personal data is processed than is necessary having regard to the purposes of the processing
- Personal data that is processed is correct and, if necessary, up to date
- All reasonable measures are taken to complete, correct, block or erase data to the extent that such data is incomplete or incorrect, having regard to the purposes for which they are processed

Personal data is not kept for a period longer than is necessary, having regard to the purposes for which they are processed.