



National Accreditation Board - Malta,
Mizzi House,
1st Floor,
National Road,
Blata I-Bajda HMR9010,
MALTA.


Tel.: 23952510, 23952511
Email: info@nabmalta.org.mt

NAB-MALTA

TECHNICAL GUIDE


ATG21 Privacy Policy of the NAB-MALTA

Revision 0 March 2024

 NAB-MALTA		NAB - MALTA NAB-MALTA POLICY			ATG 21			
					Page	1	of	7
Revision No.	0	Privacy Policy						
Date Issued	14/03/2024							

Contents

FOREWORD	2
SCOPE OF PUBLICATION	2
1. Purpose.....	3
2. Definitions.....	3
3. Introduction	4
4. Purposes for collecting and processing data	4
5. PROCESSING OF DATA	4
6. Data subject rights.....	5
7. third party website links	6
8. security of information	6
Do you need further information?.....	7

		NAB - MALTA NAB-MALTA POLICY		ATG 21			
				Page	2	of	7
Revision No.	0	Privacy Policy					
Date Issued	14/03/2024						

FOREWORD

Accreditation is the process which gives assurance to customers that Conformity Assessment Bodies (CABs) including laboratories, inspection bodies, certification bodies, validation and verification bodies, reference materials producers and providers of proficiency testing schemes, are competent to perform specific conformity assessment activities.

The National Accreditation Board - Malta (NAB-MALTA) is the single national accreditation body appointed as per Article 4 of Regulation (EC) 765/2008 with responsibility for accreditation in accordance with the relevant normative documents. It operates a management system which complies with the requirements established in EN ISO/IEC 17011.

International trade relies on certificates and reports issued by competent bodies. Confidence in certificates and reports is achieved by accreditation. Accreditation is based upon a series of confidence building steps between accreditation bodies and CAB's, and the subsequent assurance given by NABs that the CABs continuously maintain and enhance their competence. This assurance is achieved through on-site assessments and regular accreditation activities.


The services of the NAB-MALTA are accessible to all applicants whose requests fall within the current activities offered by the NAB-MALTA. Access is not conditional upon the size of the applicant CAB or membership of any association or group.

For the scope of this guide, the masculine gender shall also refer to the feminine gender.

SCOPE OF PUBLICATION

This publication has been drawn up to outline the NAB-MALTA Privacy Policy, in line with the relevant applicable legal requirements.

The NAB-MALTA may periodically update this Privacy Policy to ensure its relevance and validity. If the policy is revised, an updated copy of this policy shall be made publicly available as soon as it is reasonably possible.

		NAB - MALTA NAB-MALTA POLICY		ATG 21			
				Page	3	of	7
Revision No.	0	Privacy Policy					
Date Issued	14/03/2024						


1. PURPOSE

- 1.1 This publication outlines the privacy policy of the NAB-MALTA to determine the secure usage and keeping of personal data, when data subjects use the services of the NAB-MALTA, and when visiting the website, and facilities offered therein.
- 1.2 This policy applies to all NAB-MALTA customers and stakeholders, including but not limited to delegates attending public training courses.
- 1.3 The privacy policy also applies to users visiting the NAB-MALTA website and subjects making use of the facilities therein.

2. DEFINITIONS

- 2.1 **Cookies:** Cookies are small pieces of data that the site transfers to the user's computer hard drive when the user visits a website.
- 2.2 **Data Controller:** refers the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.¹ For the purpose of this policy, the data controller of the data subject's data is the NAB-MALTA.
- 2.3 **Data Subject:** refers to any individual who is the subject of Personal Data.
- 2.4 **Personal data:** refers to 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.¹
- 2.5 **Processing:** refers to 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 destruction¹

¹ Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (2016) OJ L 119/1

		NAB - MALTA NAB-MALTA POLICY		ATG 21			
				Page	4	of	7
Revision No.	0	Privacy Policy					
Date Issued	14/03/2024						

3. INTRODUCTION

- 3.1 Pursuant to the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586), the NAB-MALTA has a legal duty to respect and protect any personal information collected from the data subjects.
- 3.2 The NAB-MALTA takes all safeguards necessary to prevent unauthorised access and do not pass on details collected from the individual as a visitor and/or user, to any third party unless consent is given by the data subject, as authorised by law.


4. PURPOSES FOR COLLECTING AND PROCESSING DATA

- 4.1 NAB-MALTA collects and processes information to fulfil its obligations in accordance with the present legislation.
- 4.2 The NAB-MALTA is committed to protecting website visitors' and/or user's privacy, and it will not collect any personal information about you as a visitor, unless you provide it voluntarily.
- 4.3 The data is collected and processed in accordance with the Data Protection Legislation, and other applicable legislation regulating the NAB-MALTA.
- 4.4 Personal information may be shared with third parties engaged by the NAB-MALTA to carry its duties, whilst taking the necessary precautions to protection your personal information.
- 4.5 Data may be shared with the respective authorities, when it is under a regulatory or legal duty to provide this data.

5. PROCESSING OF DATA

5.1.1 Forms

The NAB-MALTA may collect personal information in the process of submission of forms through e-mails, post or through the website. In such cases, the website is used as a User Interface and the information contained through forms is submitted for processing to the NAB-MALTA. In this case, the retention period of the service in question would apply.

 NAB-MALTA		NAB - MALTA NAB-MALTA POLICY			ATG 21			
					Page	5	of	7
Revision No.	0	Privacy Policy						
Date Issued	14/03/2024							

5.1.2 Contact Us/Feedback form

When using the official NAB-MALTA website’s online facilities, data subjects may be required to provide their contact details for contact purposes. All information and any personal data that users may decide to provide in the Contact Us/Feedback form shall be processed only for the strict purpose of responding to your enquiry.

5.1.3 IP address and location


The web server keeps limited logs about IP addresses or the location of the user’s computer on the Internet, for systems administration and troubleshooting purposes. We do not use IP address logs to track your session or your behaviour on our site.

5.1.4 Cookies

The NAB-MALTA website makes limited use of cookies and consequently, for any further information, the user may access the NAB-MALTA’s Cookies Policy.

6. DATA SUBJECT RIGHTS

- 6.1 The data subjects may exercise their right to access the data held about them.
- 6.2 For any queries in relation to this data, if any, held by the NAB-MALTA, a request may be submitted to the appropriate data controller on nabmaltadpo@nabmalta.org.mt, or through the “Contact Us” page within the website.
- 6.3 Although all reasonable efforts will be made to keep the data information updated, the data subjects are kindly requested to inform the NAB-MALTA, of any change referring to the personal data held by this Office.
- 6.4 In any case if the subjects consider that certain information about them is inaccurate, a rectification of such data may be requested.
- 6.5 The data subject has the right to request the blocking or erasure of data. The right to erasure of data, may be restricted, if the data is necessary for compliance with legal obligation, for archiving purposes, for exercise or defence of legal claims.

		NAB - MALTA NAB-MALTA POLICY			ATG 21			
					Page	6	of	7
Revision No.	0	Privacy Policy						
Date Issued	14/03/2024							

6.6 In case, the subjects are not satisfied with the outcome of their access request, they may refer a complaint to the Information and Data Protection Commissioner. They may visit www.idpc.gov.mt for contact details.

7. THIRD PARTY WEBSITE LINKS

7.1 To provide a better service, the NAB-MALTA website can connect users with several links to other local and international organisations and agencies.

7.2 When connecting to such other websites, the user will no longer be subject to this privacy policy but to the privacy policy of the new site.

8. SECURITY OF INFORMATION

8.1 Accessibility and storage of information

8.1.1 NAB-MALTA employees shall have access to the user's data which had been collected.


8.1.2. The data is stored on secured drive which can be accessed only by authorised users. Users shall access the data by entering their identifiable username and password.

8.2 Website Security of Information

8.1.1 This site uses Secure Sockets Layer (SSL) to ensure secure transmission of the user's personal data.

8.1.2 A padlock symbol should be seen in the status bar of browser's address field. The URL address will also start with https:// depicting a secure webpage.

8.1.3 SSL applies encryption between two points such as the user's PC and the connecting server. Any data transmitted during the session will be encrypted or scrambled and then decrypted or unscrambled at the receiving end. This will ascertain that data cannot be read during transmission.

 NAB-MALTA		NAB - MALTA NAB-MALTA POLICY		ATG 21			
				Page	7	of	7
Revision No.	0	Privacy Policy					
Date Issued	14/03/2024						

DO YOU NEED FURTHER INFORMATION?

This publication, application forms and other information about accreditation including this document, are available for download from the NAB-MALTA website at <http://www.nabmalta.org.mt>.

Should you need any further information we advise you to contact us.

Address:

**National Accreditation Board (NAB-MALTA),
1st Floor, Mizzi House,
National Road,
Blata I-Bajda HMR9010,
Malta**

Telephone: **(+356) 23952510**

E-mail: info@nabmalta.org.mt

END