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NAB-MALTA

TECHNICAL GUIDE


ATG22 Data Protection Policy of the NAB-MALTA

Revision 0 March 2024

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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 Policy on data protection and the processing of personal data, in line with the requirements of the GDPR.

The NAB-MALTA may periodically update this Data Protection 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.

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1. Purpose

- 1.1 This publication outlines the policy of the NAB-MALTA on the data protection and the processing of personal data.
- 1.2 This policy applies to all NAB-MALTA customers and stakeholders, including but not limited to delegates attending public training courses.

2. Definitions


- 2.1 **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
- 2.2 **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

3. Introduction

3.1 Purposes for collecting and processing data

- 3.1.1 NAB-MALTA collects and processes information to fulfil its obligations in accordance with the present legislation.
- 3.1.2 The data is collected and processed in accordance with the aforementioned Data Protection Legislation, and other applicable legislation regulating the NAB-MALTA.

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


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3.2 Recipients of data


- 3.2.1 Personal information is accessed by the employees who are assigned to carry out the functions of the NAB-MALTA.
- 3.2.2 Data can be disclosed to relevant third parties as authorised by law.

4. Individual rights

- 4.1 The data subjects are entitled to know, free of charge, the following information:
- what type of information the NAB-MALTA holds and processes about them and why
 - who has access to the data how it is held and kept up to date
 - its retention period
 - what the NAB-MALTA is doing for complaints with data protection legislation.
- 4.2 A formal procedure for dealing with data subject access requests is established by the GDPR.
- 4.3 Data subjects can make requests for access to personal information kept by the NAB-MALTA, either on computer or in manual files, by sending request in writing on nabmaltadpo@nabmalta.org.mt.
- 4.4 The request for access shall include the identification details including ID number, name, and surname. An identification document may be requested to be presented.
- 4.5 The NAB-MALTA intends to reply to requests for access to personal information as soon as possible, within a reasonable timeframe. Unless there is a valid reason for delay, reply will be provided by not later than one month from receipt of request.
- 4.6 In case the request for access cannot be met within a reasonable timeframe, the reason will be provided to the data subject making the request. Should there be any data breaches, the data subject will be informed.
- 4.7 The data subjects have the right to request that their personal information is amended, erased, or not used if the data results to be incorrect. 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.
- 4.8 If the data subjects are not satisfied with the result of the request for access, a complaint may be made to the Information and Data Protection Commissioner (IDPC).

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4.9 Information on how to lodge a complaint can be found on the IDPC website: <https://www.idpc.org.mt/>. The Data Protection Officer may be contacted on nabmaltadpo@nabmalta.org.mt or by telephone on +356 23952725.

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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.

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**National Accreditation Board (NAB-MALTA),
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