



## English Language Teaching Council Data Protection Policy

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The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586) regulate the processing of personal data whether held electronically or in manual form. The English Language Teaching Council is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

### **Purposes for collecting data**

The ELT Council collects and processes information to carry out its obligations in accordance with present legislation, S.L. 327.65. All data is collected and processed in accordance with Data Protection Legislation and S.L. 327.65.

### **Recipients of data**

Personal Information is accessed by the employees who are assigned to carry out the functions of the ELT Council as per S.L. 327.65 forming part from the Ministry of Education and Employment. Personal Data shall be used to process the applications. Disclosure can also be made to third parties but only as authorized by law.

### **Your rights**

You are entitled to know, free of charge, what type of information the ELT Council holds and processes about you and why, who has access to it, how it is held and kept up to date, for how long it is kept, and what the Unit is doing to comply with data protection legislation.

The GDPR establishes a formal procedure for dealing with data subject access requests. All data subjects have the right to access any personal information kept about them by the ELT Council, either on computer or in manual files. Requests for access to personal information by data subjects are to be made in writing and sent to the ELT Council Personnel. Your identification details such as ID number, name and surname have to be submitted with the request for access. In case we encounter identification difficulties, you may be required to present an identification document.

The ELT Council aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within a reasonable timeframe and in any case not later than one month from receipt of request, unless there is good reason for delay. When

a request for access cannot be met within a reasonable time, the reason will be explained in writing to the data subject making the request. Should there be any data breaches, the data subject will be informed accordingly.

All data subjects have the right to request that their information is amended or not used in the event the data results to be incorrect.

In case you are not satisfied with the outcome of your access request, you may refer a complaint to the Information and Data Protection Commissioner, whose contact details are provided below.

### **Retention Policy**

Your personal data is collected as per the Education Act and S.L. 327.65.

The following schedule outlines the retention requirements for the various categories of documentation within the ELT Council.

<b>Category of Document</b>	<b>Retention Period</b>	<b>Justification</b>
New ELT Permits Applications	Retained for 10 years.	Since the Application for a New ELT Permit requirements falls under the Education Act and S.L. 327.65, the ELT Council will keep the records for 10 years on file. As per S.L. 327.65 the ELT permit is valid for 4 year, the ELT Council will give another 6 years chance to teachers to renew their permit after the expiry date of their permit.
New ELT Permit for Distance Learning Applications	Retained for 10 years.	Justification same as the above.
Renewal for ELT Permit Applications	Retained for 10 years.	Justification same as the above.
Spoken English Proficiency Test for Teachers (SEPTT) Application Forms	Retained for 12 months	The SEPTT exam is a legal requirement that falls under S.L. 327.65. The application forms shall be retained for verification purposes.

Continuous Professional Development Application Forms & Certificates	Retained for 4 years.	As per the ELT Council S.L. 327.65 to renew the ELT Permit, the data subject request 32 hours of CPD within the last four years from the scheduled date of commencement of the training course. The data shall be retained for verification purposes.
SEPTT Results & Certificates	Retained for 50 years.	<p>As per the ELT Council S.L. 327.65, candidates attaining Band 3 are obliged to retake SEPTT after a four-year period. Those attaining Band 4 are exempt from retaking SEPTT. The personal data will be inputted in our system. This data will be accessible only to authorised ELT Council personnel.</p> <p>As per the ELT Council S.L. 327.65 the SEPTT Certificate is a mandatory requirement to apply for an ELT Permit. The ELT Council shall keep a record of name, surname, I.D. number, exam reference (title of the exam) and certificate of each data subject. All other details are to be removed from the ELT Council records.</p>
List of Successful Students – Teaching English as a Foreign Language Certificate	Retained for 50 years.	As per the ELT Council S.L. 327.65, all teachers in ELT schools in Malta and Gozo are required to attend and pass an approved TEFL Certificate course. The ELT Council should receive the complete list of names and ID/passport numbers of successful candidates after the end of each course. The ELT Council will use this data as verification when the data subject submits his/her application for the ELT Permit. The ELT Council shall keep a record of name, surname, I.D. number and course reference (title of course) of each data subject. All other details are to be removed from the ELT Council records.

Test for English Language Teachers Results & Certificates	Retained for 50 years.	As per the ELT Council S.L. 327.65, the applicant shall be required to possess the Test for English Language Teachers (TELT). The ELT Council management will use this data as verification when the data subject submits his/her application for the ELT Permit. This data is also required by the ELT Council management to issue new certificates for those candidates who request another copy of their certificate or for other queries. The ELT Council shall keep a record of name, surname, I.D. number, exam reference (title of the exam) and certificate of each data subject. All other details are to be removed from the ELT Council records.
School License Applications and School Files	Retained for (10) ten years from the closure of school.	All the data required about the licensed School premises is subject to the S.L. 327.65.
Annexe License Application	Retained for (10) ten years from the closure of annexe.	All the data required about the licensed Annexe premises is subject to the S.L. 327.65.
Distance Learning Provider Licence Application	Retained for (10) years from termination of licence.	All the data required about the licensed Distance Learning Providers is subject to the S.L. 327.65.
Home Tuition Provider Licence Application	Retained for (10) years from termination of licence.	All the data required about the licensed Home Tuition Providers is subject to the S.L. 327.65.
Monitoring Visits (spot-checks, Academic School	Retained for 50 years.	All the data required about the monitoring visits is subject to the S.L. 327.65. An agreement shall be concluded and signed

Visits and Non-academic Visits)		between the ELT Council and the ELT Monitoring Officer which states that the said officer shall not retain data for any other matter and delete it permanently as soon as the information reach the ELT Council Officer. This data is retained for follow up action.
Invoices	Retained for 10 years.	The ELT Council shall keep the invoices for record purposes.
ELT Council Officers:		
- Attendance Sheet	Retained for 2 years.	
- Leave Records	For the same period as that kept for the relevant job application forms.	
- Sick Leave Records	Retained for 3 years.	
- Medical Certificates	Retained for 1 year from date of issue of the certificate.	

Data that needs to be destroyed after the noted timeframes will be disposed off in an efficient manner ensuring that such information is no longer available within the ELT Council.

### **ELT Council Officer (Data Controller's Designation)**

The ELT Council's Data Controller may be contacted at:

ELT Council, Room 318  
 Ministry for Education (MFED)  
 Great Siege Road,  
 Floriana, VLT 2000.  
 Telephone: (+356) 2598 1242)  
 Email: info.eltcouncil@gov.mt

## The Information and Data Protection Commissioner

The Information and Data Protection Commissioner may be contacted at:

Level 2, Airways House,  
High Street,  
Sliema, SLM 1549

Telephone: 23287100

Email: [idpc.info@gov.mt](mailto:idpc.info@gov.mt)