

Valletta Cultural Agency
Data Protection Policy: L-Aqwa 20 tal-Maltin

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586), including the regulations made thereunder, regulate the processing of personal data whether held electronically or in manual form if it forms part of a filing system. The *Valletta Cultural Agency* is set to fully comply with the applicable provisions of the data protection legislation.

Legal Basis and Purposes of Processing

The legal basis and the purposes of processing with regard to the processing operations conducted by Valletta Cultural Agency for the project L-Aqwa 20 tal-Maltin on its website www.aqwa20.com are the following:

Processing Operation	Legal Basis for processing	Purposes of Processing
<i>Consent collected from personal data</i>	<i>Processing shall be lawful only if the data subject has given consent to the processing of his or her personal data for one or more specific purposes;</i>	<i>The processing of this data shall be linked participation in the voting for the L-Aqwa 20 tal-Maltin on the www.aqwa20.com website</i>
<i>(Add or remove rows as necessary)</i>		

The categories of personal data and the special categories of personal data that will be processed are as follows:

Categories of Personal Data	Special Categories of Personal Data	Source/s
Personal information of subscribers to the Valletta Cultural Agency (Name, Surname, Email address)	<i>N/A</i>	<i>Data subjects sign up of their own volition to a MailChimp mailing list via the www.aqwa20.com website</i>
Personal information of project participants (Name, Surname, Email address)	<i>N/A</i>	<i>Personal information of project participants (Name, Surname, Email address) are inputted by participants, who then also nominate the song of their choice. The song preference will then be linked to the data to ensure that one person votes only once.</i>

Recipients of Personal Data

Personal Data will be disclosed to *employees and service providers who are assigned to carry out the functions of the Agency, access the information that is being processed. Personal data will be disclosed to the personnel of the Valletta Cultural Agency so that activities, events and initiatives organized by the entity may be promoted and implemented.*

Your rights

Your rights as data subject in connection with the processing of your personal data are:

- The right to receive a copy of your personal data undergoing processing, including information in relation to the processing activities.

- The right to request us to rectify personal data you think is inaccurate. You also have the right to ask us to complete personal data you think is incomplete.
- The right to request the erasure of your personal data in certain circumstances.
- The right to request the restriction of your personal data in certain circumstances.
- The right to portability of your personal data in relation to information that you have given us.
- The right to object to the processing of your personal data if we are able to process your information because the process forms part of our public tasks or is in our legitimate interests.
- The right to not be subject to a decision based solely on automated processing including profiling.
- The right to withdraw your consent at any time, where applicable.

Requests to exercise your rights are free of charge and should preferably be made in writing and sent to the Data Protection Officer of the *Valletta Cultural Agency*. Your identification details such as ID number, name and surname must be submitted with the request for the purpose of verifying your identity. In case the controller has reasonable doubts concerning your identity, you may be requested to provide additional information necessary to confirm it.

The *Valletta Cultural Agency* aims to comply as quickly as possible with the request and is obliged to respond without undue delay and at the latest within one (1) month from receipt of request.

The right exercised by the data subject may be limited or restricted, where necessary, pursuant to the applicable law.

Retention Policy

The following schedule outlines the retention requirements for the various categories of documentation within the *Valletta Cultural Agency*

Category of Document	Retention Period	Justification
<i>Personal information of subscribers to the Valletta Cultural Agency (Name, Surname, Email address)</i>	<i>For the duration of subscription</i>	<i>Until consent is revoked by the data subject. Consent can be revoked by contacting the DPO below, or by unsubscribing from Mailchimp yourself.</i>
<i>Personal information of project participants (Name, Surname, Email address)</i>	<i>For the duration of the project until presentation of final outcome</i>	<i>This will allow for the participants to be consulted for their contribution to the presentation of the final outcome, should the need arise.</i>

Data that needs to be deleted after the established timeframes will be destructed in a secure manner to ensure that such information is no longer processed within the *Valletta Cultural Agency*.

The Data Protection Officer

The Data Protection Officer may be contacted on:

Valletta Cultural Agency, Exchange Buildings, Republic Street, Valletta, VLT 1117
Telephone: 21242108 Email: dataprotection.vca@vca.gov.mt

The Data Controller

The *Valletta Cultural Agency Data Controller* may be contacted at:

Valletta Cultural Agency, Exchange Buildings, Republic Street, Valletta, VLT 1117
Telephone: 2124208
Email: datacontroller@vca.gov.mt

The Information and Data Protection Commissioner

You have the right to lodge a complaint with the supervisory authority, which could be reached at the following contact details:

The Information and Data Protection Commissioner

Airways House,

Triq il-Kbira

Tas-Sliema SLM 1549

Telephone: +356 2328 7100

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

Website: www.idpc.org.mt