

## PRIVACY POLICY

By submitting this application together with any relevant supporting documentation (the “Application”) to Identity Malta Agency (“IMA”), you provide IMA with personal data (the “Personal Data”) in the capacity of data subject. The aim of this Privacy Policy (the “Policy”) is to comply with our transparency obligations under data protection legislation, to inform you about the entity responsible for processing your Personal Data, the purpose and legal basis for processing, for how long your Personal Data will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

### 1. Data Controller and Data Protection Officer

IMA is the data controller, meaning the entity that defines the purposes and means for collecting and processing Personal Data under this Application. IMA is an Agency of the Government of Malta responsible for public administration services related to identity management. IMA Data Protection Officer (“DPO”) is responsible to attend any query related to this Policy and in general to data protection at IMA.

The Data Protection Officer may be contacted by email or by regular post using the details provided below:

Postal Address: Data Protection Officer  
Identity Malta Agency  
Valley Road, Msida,  
MSD 9020, Malta

E-mail: [dataprotection@identitymalta.com](mailto:dataprotection@identitymalta.com)

### 2. Purposes and legal basis

The purpose for processing Personal Data by IMA is to receive, assess and process a request of a residence permit issued to a third-country national. Personal Data collected in this Application will be used to populate IMA’s information system, where the Personal Data will be kept in a highly secure manner.

Processing of Personal Data is necessary for the performance of a task carried out in the exercise of official authority vested in IMA.

### 3. Recipients

Personal Data will be accessed by IMA employees in charge of processing the Application. In case the need may arise, Personal Data will be also accessed by IMA suppliers in charge of maintaining IMA’s information systems. Personal Data will also be shared with the National Statistics Office, JobsPlus and with the Principal Immigration Officer. This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers. If necessary and proportionate for lawful and specific purposes, IMA may disclose Personal Data to other third parties (such as other Government entities or law enforcement authorities). Personal Data will not be transferred to third countries or international organizations.

### 4. Storage period

Personal Data will be retained for twenty years, which start counting from the moment that the Application is considered as dormant.

### 5. Your rights

You can contact the DPO in order to exercise your right to access, rectify, restrict and, as the case may be, erase the Personal Data, in compliance with applicable laws. You also have the right to object to the processing of Personal Data at any time, on grounds relating to your particular situation. If you feel that IMA has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

### DECLARATION

I hereby declare that I have read and understood all the contents of this Privacy Policy.

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*Signature of Applicant*

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*Signature of Employer*