

Visitors Privacy Notice

Data Classification: *Public*

The Agency for Infrastructure Malta

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Subject:

Visitors Privacy Notice

Effective: 11.03.2020

Policy Owner: Human Resources Manager

Approved by: Executive Head Administration and Support Services

Revision History

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17.04.2019	HR Manager & DPO	Executive Head Administration and Support Services	Initial Version (v1.0)
19.06.2019	HR Manager & DPO	Executive Head Administration and Support Services	Revision of Data Retention (v1.1)
04.07.2019	HR Manager & DPO	Executive Head Administration and Support Services	Minor Changes (v1.2)
11.03.2020	DPO	Executive Head Administration and Support Services	Minor Changes (v1.3) in DPO details

Data Protection Officer Details

Data Protection officer: Dr Rachel Powell

Contact number: +356 23341111

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Visitors are welcome to visit during our opening hours which are available on our website.

The Agency for Infrastructure Malta (“us”, “we”, “our”) is always committed to complying with applicable data protection and privacy standards and takes its responsibility regarding information security seriously. Any personal data collected by the Agency for Infrastructure Malta through the visitor process is processed in accordance with this Visitor Notice and in compliance with Applicable Data Protection and Privacy Laws including the General Data Protection Regulation (EU) (Regulation 679/2016) (“the GDPR”), Chapter 586 Data Protection Act and applicable subsidiary legislations.

For your and our safety and security we have the following guidelines:

- Upon signing the Visitors Logbook, all visitors are declaring that they have read and understood the Visitors Privacy Notice located at the reception desk.
- Smoking is prohibited within all areas of our premises. Please use the designated smoking areas located outside of the premises;
- Firearms and any types of weapons are prohibited throughout our premises;
- In the event of an emergency, please follow the appropriate signage to the designated meeting point.

Visitors Privacy Notice

Last modified: 11.03.2020

This Notice is effective from: 11.03.2020

1. Data Controller

The Agency for Infrastructure Malta of Vjal I-Avjazzjoni, Luqa, LQA 9023, Malta, is the “Data Controller” of all personal information that is collected and processed about you when visiting our premises.

2. What Personal Data do we Process?

The term “personal data” refers to all information through which you can be personally identified via the information you provide us when visiting our premises. Such information includes your name, surname, mobile number, company name, person visiting, time in and time out.

We only collect personal data which we need to fulfil the purposes outlined in this Visitors Privacy Notice and we will not retain it for longer than is necessary.

3. How do we Collect and Use your Personal Data?

The Agency for Infrastructure Malta is committed to being transparent about how it collects and uses your data and to meeting its data protection obligations.

This Visitor Privacy Notice is based on the following data protection principles:

- The processing of personal data shall take place in a lawful, fair and transparent way;
- The collection of personal data shall only be performed for specified, explicit and legitimate purposes and will not be further processed in a manner that is incompatible with those purposes;
- The collection of personal data shall be adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed;
- The personal data shall be accurate and where necessary, kept up to date;
- Every reasonable step shall be taken to ensure that personal data that is inaccurate having regard to the purposes for which they are processed, are erased or rectified without delay;
- Personal data shall be kept in a form which permits identification of the data subject for no longer than it is necessary for the purpose for which the personal data are processed;
- All personal data shall be kept confidential and stored in a manner that ensures appropriate security.

The Agency for Infrastructure Malta collects your information through the Visitors Logbook.

Your personal data will be processed for the following purposes:

- Security and safety purposes to comply with our obligations emanating from Chapter 424 of the Occupational Health and Safety Authority Act;
- Keeping record of who visited the Agency;
- Keeping record of duration of visit;
- Theft and fraud investigation.

4. Sharing Your Personal Data

Your information may be shared internally for the purposes of visiting our premises. This includes members of the operations, IT staff (if access to the data is necessary for the performance of their roles) and security. The Visitors Logbook, which includes your personal data may be made available for internal and external audits or inspections.

We will not share your data with joint-controllers, processors, sub-processors or any third parties without your consent, unless legally obliged to do so. If the competent Authorities request that we release your information, we may also share such information with our legal advisors.

We do not share your personal data with any entity located outside of the EU or EEA.

5. Data Retention

We retain your personal data exclusively for the period in which we may lawfully retain your personal data. Thereafter, your personal data shall be immediately and irrevocably destroyed. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

The duration for which your personal data will be held will be for a period of one (1) month starting from the last day of that month.

We may have a legitimate interest to hold your data for longer periods such as when your data is required for exercising or defending legal claims.

6. Your Rights

For as long as the Agency for Infrastructure Malta retains your personal data, you have certain rights in relation to your personal data including:

- **Right of access** – you have the right to ascertain the personal data we hold about you and to receive a copy of such personal data;
- **Right to Erasure** – in certain circumstances you may request that we delete the personal data that we hold on you;
- **Right to Object** – you have a right to object and request that we cease the processing of your personal data where we rely on our, or a third party's, legitimate interests for processing your personal data or a task carried out in the public interest;
- **Right to Portability** – you may request that the Agency for Infrastructure Malta provide you with certain personal data which you have provided to us in a structured, commonly used and machine-readable format. Where technically feasible, you may also request that we transmit such personal data to a third-party controller indicated by you;
- **Right to Rectification** – you have the right to update or correct any inaccurate personal data which we hold about you;
- **Right to Restriction** – you have the right to request that we stop using your personal data in certain circumstances including if you believe that we are unlawfully processing your personal data or the personal data that we hold about you is inaccurate;
- **Right to withdraw your consent** – where the Agency for Infrastructure Malta processing is based on your consent, you have the right to withdraw your consent. Withdrawal of your consent shall not affect the lawfulness of the processing based on your consent prior to the withdrawal of your consent; and
- **Right to be informed of the source** – where the personal data we hold about you was not provided to us directly by you, you may also have the right to be informed of the source from which your personal data originates.

Your rights in relation to your personal data are not absolute.

If you would like to exercise any of your rights, then please contact our DPO through the contact details noted below.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

7. Keeping your and our Data Secure

We take pride in keeping your data secure and will take appropriate technical and organisational security measures to protect your data against unauthorised or unlawful processing, including against accidental loss, destruction, storage or access. All efforts are being taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information.

If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

For security purposes the Agency for Infrastructure Malta reserves the right to contact any visitor who leaves the premises without returning the access card provided upon arrival.

8. Complaints

If you have any complaints regarding our processing of your personal data or how your complaint has been handled, please note that you may contact us or our Data Protection Officer through the details noted below. You also have a right to lodge a complaint with the Office of the Information and Data Protection Commissioner in Malta located in Floor 2, Airways House, Triq Il- Kbir, Tas-Sliema SLM 1549 (www.idpc.gov.mt).

9. What if you do not Provide Personal Data?

You are under no statutory or contractual obligation to provide data to the Agency for Infrastructure Malta when visiting our premises. However, if you do not provide the information, for security purposes, we may not be able to authorise your admission to our premises.

10. Data Protection Officer

The Agency for Infrastructure Malta has a Data Protection Officer (“DPO”) who is responsible for matters relating to privacy and data protection. The Agency for Infrastructure Malta’s DPO can be reached at the following address:

Email: dataprotection.im@infrastructuremalta.com

Telephone: +356 23341249

Address: Infrastructure Malta, Vjal I-Avjazzjoni, Luqa

11. Changes to this Visitor Privacy Notice

Please note that this Visitor Privacy Notice may change from time to time at our sole discretion including as a result of a change in applicable law. If we change this Visitor Privacy Notice in ways that affect how we use your personal information, we will advise you of the choices you may have as a result of those changes.