

Malta Business School

Privacy Policy

2025

Revision History			
Version Number	Revision Date	Revised by	Summary of changes
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Version 1	07-09-2022	CC	Minor edits
Version 2	31-01-2024	CC	Review, no edits.
Version 3	08-10-2025	SG	Consolidation of data sources under one policy

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Privacy Policy

1. Introduction

Regulation (EU) 2016/679 better known as the European General Data Protection Regulation (GDPR) entered into force on 25 May 2018. The GDPR is a new EU privacy law intended to give you, as a data subject, more control about your personal data, as well as greater security and transparency about how your data is used.

2. Document scope and purpose.

This Privacy Policy explains how Malta Business School (MBS) collects, uses, and safeguards the personal information you provide to us. It applies to all personal data obtained through your interactions with us, whether as an employee, contractor, student, or alumnus, as well as through your engagement with our websites, social media platforms, and communications such as email or other correspondence.

This document serves as the Main Privacy Policy and must be read in conjunction with one or more of the relevant appendices (Appendix A to Appendix C), which provide supplementary, group-specific information. The Main Policy serves as the primary reference document for data protection compliance and governance across the organisation.

In this policy, the terms “the company”, “we”, “us” and “our”, refer to Malta Business School.

3. Who we are

Malta Business School (“the School”) is the education division of Allied Consultants and is licensed as a Higher Education Institution by the National Commission for Further and Higher Education (NCFHE) Malta. Allied Consultants Limited (working name: Allied Consultants) is a limited liability company registered in 2002 under Maltese law bearing registration number C29488 and operating at Sean Building, Psaila Street, Birkirkara BKR 9078, Malta.

The School is licensed as a higher education institution under Maltese law and can therefore deliver a vast range of accredited programmes that include Doctoral, Masters and Bachelor degrees, Diplomas and Certificates. The School is the proud representative of various providers of high-level, sought-after accredited programmes such as Henley Business School. Programmes vary from the prestigious Henley Flexible Executive MBA to the ATHE Diploma programmes in management which can lead to accredited Bachelor degrees.

At Malta Business School (MBS) we are committed to maintaining the trust and confidence of all individuals who care to give us their personal data. We value and respect your personal data and are fully committed to protecting it. We have always treated personal information with the utmost care and confidentiality, and we continue to do so in line with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Chapter 586 of the Laws of Malta).

This Privacy Policy outlines how we handle your personal data and provides clear information about:

- What data we collect, how we collect it, and where it is stored;
- Why we process your data and the legal bases that justify such processing;
- How we safeguard your personal information and maintain data security;
- Who has access to your data and under what circumstances it may be shared with third parties;
- How long we retain your data and the criteria used to determine retention periods; and
- Your rights in relation to your personal data, including how to exercise those rights or lodge a complaint.

Our goal is to ensure transparency, accountability, and continued trust in the way we manage personal information.

4. What is personal data?

This Privacy Policy concerns solely data which can identify you such as a name, an identification number, location data, an online identifier or any one or more factors specific to your physical, physiological, genetic, mental, economic, cultural or social identity. In this policy, “data” and “information” refers to “personal data”.

5. What information we collect

MBS processes personal data relating to individuals who interact with us in any capacity, including but not limited to students and alumni, employees, contractors (including tutors), and online users who engage with us via our website, social media platforms, email, telephone, or other communication channels.

For the purposes of this policy, “processing” refers to any activity carried out on personal data, such as its collection, recording, organisation, storage, use, sharing, or erasure.

The categories of personal data we collect, depend on the nature of your relationship with us. General information on the types of data we process is outlined in this section, while specific details relating to each group of data providers are described in the corresponding appendices:

- Appendix A: Students and Alumni
- Appendix B: Employees
- Appendix C: Contractors (including Tutors)
- Appendix D: Online Users (Web, Social Media, Email, or Other Communications)

Each appendix explains the particular categories of personal data collected, the purposes for which the data are processed, and any additional conditions that apply to that group.

6. How do we keep your personal information secure?

MBS takes the security of your data extremely seriously. The company has internal policies and controls in place to try to prevent your data from being lost, accidentally destroyed, misused or disclosed. We employ appropriate technical and organisational measures to ensure a level of security appropriate to the risk including, where appropriate, pseudonymisation and encryption of your personal data, measures to restore the availability and access to personal data in a timely manner in

the event of a physical or technical incident, measures to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services and a robust process that regularly tests, assesses and evaluates the effectiveness of technical and organisational measures for ensuring the security of the processing.

Where we engage third parties to process personal data on our behalf, such third parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. Such third parties would also be bound to us by virtue of a written contract.

Our information security management system (ISMS) is certified to ISO/IEC 27001. We do not, however, have any control over what happens between your device and the boundary of our information infrastructure. You should be aware of the many information security risks that exist and take appropriate steps to safeguard your own information. We accept no liability in respect of breaches that occur beyond our sphere of control.

7. Who has access to your data and will the data be shared with third parties?

Access to your personal data is strictly limited to individuals who require it for legitimate business purposes and only to the extent necessary for them to perform their duties. This may include authorised employees, tutors, or contractors, depending on the nature of your relationship with MBS.

All access to our IT systems and records is restricted, monitored, and subject to confidentiality and data protection obligations. We maintain robust technical and organisational measures to safeguard personal data against unauthorised access, disclosure, alteration, or destruction.

Details on who may access personal data for each category of data providers are outlined in the relevant appendices.

In accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR), personal data will only be transferred outside the European Union (EU) or European Economic Area (EEA) where appropriate safeguards are in place—such as an adequacy decision by the European Commission or standard contractual clauses ensuring equivalent protection of your data.

8. How long will the information be stored for?

Unless specified otherwise in the relevant appendix, MBS will retain your personal data for a maximum period of ten (10) years from the date of collection or the termination of your relationship with us, whichever is later. However, for the avoidance of any doubt, the retention period in the case of academic records is of forty (40) years, in line with statutory requirements for student academic records.

In exceptional circumstances, this retention period may be extended if required to comply with legal obligations or to defend or pursue legal claims.

Upon the expiry of the retention period your personal data will be deleted permanently from our cloud and IT systems and any documents containing such data will be shredded in-house and safely destroyed in line with established industrial standards.

9. What are your rights in relation to your personal data that is in our possession?

Under the GDPR, you have a number of rights that we'd like to make you aware of:

9.1 Right to access your data

You may access and obtain a copy of your data on request which data will be given to you in a structured, commonly used and machine-readable format;

9.2 Right to rectify your data

You may require us to change or amend incorrect or incomplete data;

9.3 Right to restrict processing

You may require us to delete or stop processing your data in certain specific circumstances. These are: (i) when you wish to contest the accuracy of your personal data, in which case processing will be restricted for a period enabling us to verify the accuracy of your data, (ii) when processing is unlawful and you oppose the erasure of such data but instead requests us to restrict its use instead, (iii) when you object to the processing of your personal data for direct marketing purposes, (iv) when we no longer need the personal data for the purposes of the processing but you require such data for the establishment, exercise or defence of legal claims, (v) when you object to processing pending the verification whether the company's legitimate grounds override those pertaining to you (i.e. where we rely on our legitimate interests as the legal ground for processing)

When processing is restricted as a foretated, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

If you obtain restriction of processing pursuant to this Privacy Policy you shall be informed by us before such restriction is lifted.

9.4 Right to erasure

You shall have the right to request us to erase your personal data and we shall have the obligation to erase such data without undue delay when: (i) personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed; (ii) we rely on our legitimate interests as the legal ground for processing and following your objection to such processing it is established that there are no overriding legitimate grounds for the company to process your data, (iii) personal data has been processed unlawfully, (iv) personal data has to be erased for compliance with a legal obligation under EU or Maltese law to which we are subject. Provided in all cases that we may object to your request to erase your personal data in order to comply with a legal obligation which requires processing by EU or Maltese law to which we are subject, or in order to establish, exercise or defend legal claims.

9.5 Right to withdraw consent

Where the legal basis for our processing of your personal information is your prior consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

It is important to note that where we rely solely on your consent to be able to process your personal data, withdrawing such consent might hinder MBS's ability to administer some of the rights and obligations arising as a result of a contractual relationship efficiently.

If you would like to exercise any of your rights, you are urged to contact us at our official address or on our email address info@mbs.edu.mt or phone (+356) 21311326 and ask to speak to one of our Directors.

If you believe that we have not complied with your data protection rights, you may file a complaint to the Office of the Information and Data Protection Commissioner (address: Floor 2, Airways House, Triq Il-Kbira, Sliema, Malta, phone: 2328 7100, website:

<https://idpc.org.mt/en/Pages/contact/complaints.aspx>)

10. Changes to this Privacy Policy

This Privacy Policy has been reviewed and updated last on 8th of October 2025 and will be subject to an annual review. Changes to the Privacy Policy will be published online immediately.

Appendixes (available as separate documents)

Appendix A: Students and Alumni

Appendix B: Employees

Appendix C: Contractors (including Tutors)

Appendix D: Online Users (Web, Social Media, Email, or Other Communications)

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