

Data Privacy and Usage Policy

1. Introduction

GC Academy is committed to ensuring the privacy, confidentiality, and security of personal data processed within its operations. This Data Privacy and Usage Policy outlines how we collect, use, store, and protect personal information in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act of Malta. This policy applies to all students, staff, partners, and third-party service providers handling data on behalf of the Academy.

2. Legal Basis and Scope

GC Academy processes personal data based on one or more of the following legal grounds:

- Consent of the data subject
- Performance of a contract
- Compliance with legal obligations
- Protection of vital interests
- Legitimate interests pursued by the Academy

This policy applies to all data collected from applicants, enrolled students, alumni, staff, contractors, and any individuals who interact with the Academy's services.

3. Categories of Personal Data Collected

GC Academy may collect and process the following types of personal data:

- Identification details (name, date of birth, national ID/passport number)
- Contact details (email, phone number, mailing address)
- Academic records (grades, assessments, qualifications)
- Financial information (tuition payments, scholarships, banking details)
- Health data (disclosed disabilities or special learning needs)
- Usage data from the Learning Management System (LMS)

4. Purpose of Data Collection

Personal data is collected and processed for the following purposes:

- Managing student admissions and enrolments
- Delivering academic and support services
- Administering examinations and assessments
- Issuing certificates and transcripts
- Monitoring academic progress and ensuring quality assurance
- Fulfilling legal and regulatory requirements
- Maintaining institutional communication with students and alumni

5. Rights of Data Subjects

Under GDPR, data subjects have the following rights:

- Right to access personal data
- Right to rectify inaccurate or incomplete data

- • Right to erase data ('right to be forgotten')
 - • Right to restrict or object to processing
 - • Right to data portability
- Right to lodge a complaint with the Information and Data Protection Commissioner (IDPC)

Requests to exercise these rights should be submitted in writing to the Data Protection Officer (DPO) at: dpo@gcacademy.org

6. Data Retention and Storage

GC Academy retains personal data only for as long as necessary to fulfil the purposes for which it was collected. Retention periods are determined in accordance with legal obligations, accreditation requirements, and legitimate operational needs. All data is stored on secure servers with controlled access. Backups are encrypted and stored in line with best practices.

7. Data Sharing and Third Parties

Personal data may be shared with third parties under strict confidentiality agreements, including:

- Accreditation and regulatory bodies (e.g., MFHEA)
- Technology providers supporting LMS and institutional platforms
- Payment processors and financial institutions
- Partner academic institutions and scholarship providers

All third parties are required to comply with GDPR and GC Academy's data protection standards.

8. Data Security Measures

GC Academy employs robust technical and organisational security measures to protect personal data from loss, misuse, unauthorized access, disclosure, alteration, or destruction. Measures include role-based access controls, secure login protocols, encrypted communications, and periodic audits and staff training on data handling.

9. Policy Review and Updates

This policy is reviewed annually or in response to legislative or institutional changes. Any revisions will be communicated to all stakeholders via the institutional website and student email.

