

MANUAL OF ADMINISTRATIVE PROCEDURES		Chapter	14	Page	1 of 1
Document Number	Document Revision	Date Issued	Document Title		
MOP_ADM_001_14	D	25.04.2024	DATA PROTECTION POLICY AND PROCEDURE		
			Privacy Policy for Website		



## 4. PRIVACY POLICY FOR WEBSITE

*(This section is to be extracted and uploaded separately on the MCAST Website Data Protection Section at <https://mcast.edu.mt/data-protection-documents/>)*

### 4.1. Website Privacy Policy

The Malta College of Arts, Science and Technology is committed to protect the users' privacy whilst using MCAST's website in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act of Malta. This Policy explains what data is collected and how it is used.

MCAST's web servers automatically log each visit that they receive. This data contains the IP address of the computer the data subject is using, browser type and OS the data subject has on their computer plus the Internet address of the web site from which the data subject came from. It also contains information about the page or service the data subject is using and the date and time of such. This information is used solely for statistical reasons and user patterns. This information may be used in the design of future upgrades to MCAST's website.

MCAST may also collect personal information supplied through the use of online forms through its website. This information will not be supplied to third parties and it will only be used for the purpose/s indicated on the form used. In submitting the data subjects' personal information online, the data subject is agreeing that MCAST's staff may use their details for the sole purpose of conducting MCAST's business.

Cookies are small pieces of information that a website can be put on the data subjects' hard drive in order for it to remember something about the data subject when the data subject decides to use the website again. This information will only be understood by the website that initially set the cookie.

MCAST's website uses cookies for certain applications, eg. Remember the data subjects' details when filling forms. A cookie is also used to anonymously track the data subjects' preferences when using MCAST's website. This will eventually help the College provide the users with a more user friendly website and give the College's users a much better user experience.

If the data subject contacts MCAST by email, the College keeps record of that correspondence for the purpose of conducting MCAST's business. The College does not add any email addresses to any mailing databases unless a specific consent is given by the user to do so.

MCAST reserves the right to modify this Privacy Policy at any time. Visitors are invited to consult this Policy any time they use the website to become aware of any changes. The date when this Policy was last updated is indicated at the end of the Policy.

MCAST's Data Protection Officer can be contacted on [dpo@mcast.edu.mt](mailto:dpo@mcast.edu.mt).