**The beneficiary is to ensure that the information related to employees on whom wages are not being claimed for are not included in this list and are struck off from the *Jobsplus Employment List* prior to submitting it to the Auditor and if required, to the Managing Authority**

**Personal Data Protection**

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| A. | Contact email address of the Data Protection Officer: dpo.xjenzamalta@gov.mt |
| B. | The legal basis and purpose of processing:  The personal data collected by Xjenza Malta (hereinafter ‘the Managing Authority’) via this written application for the aid and its subsequent processing by the Corporation to evaluate data subject’s request for aid under the Scheme is in line with:   1. The relevant National Rules for Participation of this Call. 2. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs, by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, and by Commission Regulation (EU) 2021/1237 of 23 July 2021 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, and as may be subsequently amended, (hereinafter referred to as the ‘General Block Exemption Regulation’), in the case of those projects submitted under Regulation B of the National Rules for Participation – State aid. 3. Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the de minimis Regulation), as amended by Commission Regulation (EU) 2020/972 of 2 July 2020, amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, in the case of those projects submitted under Regulation A of the National Rules for Participation – State aid. 4. Data Protection Act, Chapter 586 of the Laws of Malta and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). 5. The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid is Regulation 6 (1)(b) of the General Data Protection Regulation (“GDPR”), as ‘processing is necessary in order to take steps at the request of the data subject prior to entering into a contract’. |
| C. | Data retention period:  The data collected by the Managing Authority as submitted by the data subject via this written application for aid will be retained for a period of ten (10) years from the last aid granted to the Entity represented by the data subject in relation to this written application for aid, in line with the Scheme National Rules for Participation and Article 12 of the General Block Exemption Regulation (where applicable) or Article 6 of the *de minimis* Regulation (where applicable). In the case of projects which are not awarded, data collected by the Council as submitted by the data subject, shall need to be retained for the duration of the funding programme or of the programming period. |
| D. | Pursuant to the General Data Protection Regulation, you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data, and request the Council to restrict the processing of personal data.  To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.  Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:   * 1. Render one or more cost items or the Entity ineligible for assistance under the Scheme or render void the Grant Agreement issued in favour of the Entity for assistance under the Scheme in relation to this written application for aid;   Lead the Managing Authority to enforce a recovery of aid granted to the Entity as part of this written application for aid |
| E. | Sharing of data where strictly necessary and required by law:  For the purpose of processing this written application for aid in line with the National Rules for Participation for the Call, the General Block Exemption Regulation or the ‘*de minimis Regulation*’, the Council may share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation of the GDPR. The use of the Scarlet database owned by Jobs Plus shall also be used to aid in the interpretation of the ‘enterprise size declaration’, the ‘undertaking in difficulty’ and the ‘de minimis declaration’ forms. |
| F. | For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulations and Articles 11 and 12 of the General Block Exemption Regulations or where legally required, any data provided as part of this written application for aid may be shared with the European Commission. |
| G. | For any individual aid awarded in excess of €500 000 (or for beneficiaries active in primary agricultural production, each individual aid award for such production exceeding €60 000 and for beneficiaries active in the fishery and aquaculture sector, each individual aid award exceeding €30 000) as part of this written application for aid, the details of the Beneficiary, the awarded aid, and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulation. |
| H. | If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner. |

For the purpose of processing the Claim form, I authorise Insert Name of Beneficiary to submit my time sheets and *Jobsplus Employment List*.

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| **Employee Full Name** | **Date of Birth** | **ID Card No.** | **Signature** |
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