REGULATION (EU) 965/2012, ANNEX VII, SUBPART D, SECTION 2

OPERATOR’S COMPLIANCE CHECKLIST/STATEMENT

HELICOPTERS

|  |  |
| --- | --- |
| Aircraft Registration |       |
| Aircraft Type :  |       |
| Serial Number: |       |
| Year of Manufacturer :  |       |
| Maximum Certificated Take-Off Mass (MCTOM): |       |
| Maximum Operational Passenger Seating Configuration (MOPSC): |       |
| Individual CofA date |       |
| Maximum Operating pressure altitude (ft)  |       |

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| **NCO.IDE.H** | **Subject** | **Compliant****✓ / X / N/A** | **Method of compliance or** **Reason for Non applicability**  |
| --- | --- | --- | --- |
| NCO.IDE.H.100 - Instruments and equipment - general |  |  |
| (a) | (a) Instruments and equipment required by this Subpart shall be approved in accordance with the applicable airworthiness requirements if they are: (1) used by the flight crew to control the flight path (2) used to comply with NCO.IDE.H.190 (3) used to comply with NCO.IDE.H.195 or (4) installed in the helicopter. (b) The following items, when required by this Subpart, do not need an equipment approval: (1) independent portable lights (2) an accurate time piece (3) first-aid kit (4) survival and signalling equipment(5) sea anchor and equipment for mooring and (6) child restraint device (7) a simple PCDS used by a task specialist as a restraint device. (c) Instruments and equipment not required by this Subpart, as well as any other equipment that is not required by other applicable Annexes, but is carried on a flight, shall comply with the following: (1) the information provided by these instruments or equipment shall not be used by the flight crew to comply with Annex II to Regulation (EC) No 2018/1139 or NCO.IDE.H.190 and NCO.IDE.H.195 and (2) the instruments and equipment shall not affect the airworthiness of the helicopter, even in the case of failures or malfunction. (d) Instruments and equipment shall be readily operable or accessible from the station where the flight crew member that needs to use it is seated. (e) All required emergency equipment shall be easily accessible for immediate use.Refer also to :GM1 NCO.IDE.H.100(a); GM1 NCO.IDE.H.100(b); GM1 NCO.IDE.H.100(c) |  |  |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(3) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(4) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) |  |  |
| (b)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(3) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(4) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(5) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(6) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(7) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) |  |  |
| (c)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (d) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (e) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.105 - Minimum equipment for flight |  |  |
| (a) | A flight shall not be commenced when any of the helicopter’s instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless: (a) the helicopter is operated in accordance with the MEL, if established or (b) the helicopter is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.Refer also to: AMC1 NCO.IDE.H.105; GM1 NCO.IDE.H.105 | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.115 - Operating lights |  |  |
| (a) | Helicopters operated at night shall be equipped with: (a) an anti-collision light system (b) navigation/position lights (c) a landing light (d) lighting supplied from the helicopter’s electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the helicopter (e) lighting supplied from the helicopter’s electrical system to provide illumination in all passenger compartments (f) an independent portable light for each crew member station and (g) lights to conform with the International Regulations for Preventing Collisions at Sea if the helicopter is amphibious.Refer also to : AMC1.NCO.IDE.H.115 | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (d) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (e) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (f) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (g) | [ ] ✓ [ ]  X [ ]  N/A |       |
| **NCO.IDE.H.120 – Operations under VFR – flight and navigational instruments and associated equipment** |
| (a) | (a) Helicopters operated under VFR by day shall be equipped with a means of measuring and displaying the following : (1) magnetic heading; (2) time in hours, minutes and seconds; (3) barometric altitude; (4) indicated airspeed; and (5) slip. (b) Helicopters operated under VMC at night, or when the visibility is less than 1,500 m, or in conditions where the helicopter cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a), equipped with: (1) a means of measuring and displaying the following: (i) attitude; (ii) vertical speed; and (iii) stabilised heading; and(2) a means of indicating when the supply of power to the gyroscopic instruments is not adequate. (c) Helicopters operated when the visibility is less than 1,500 m, or in conditions where the helicopter cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a) and (b), equipped with a means of preventing malfunction of the airspeed indicating system required in (a)(4) due to condensation or icingRefer also to : AMC1 NCO.IDE.H.120; AMC1 NCO.IDE.H.120(a)(1); AMC1 NCO.IDE.H.120(a)(2); AMC1 NCO.IDE.H.120(a)(3); AMC1 NCO.IDE.H.120(a)(4); AMC1 NCO.IDE.H.120(a)(5); AMC1 NCO.IDE.H.120(b)(1)(iii); AMC1 NCO.IDE.H.120(c) |  |  |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(3) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(4) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(5) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) |  |  |
| (b)(1) |  |  |
| (b)(1)(i) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(1)(ii) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(1)(iii) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |
| **NCO.IDE.H.125 - Operations under IFR — flight and navigational instruments and associated equipment** |
| (a) | Helicopters operated under IFR shall be equipped with: (a) a means of measuring and displaying the following:(1) magnetic heading (2) time in hours, minutes and seconds (3) barometric altitude (4) indicated airspeed (5) vertical speed (6) slip (7) attitude (8) stabilised heading; and (9) outside air temperature (b) a means of indicating when the supply of power to the gyroscopic instruments is not adequate (c) a means of preventing malfunction of the airspeed indicating system required by (a)(4) due to condensation or icing and (d) an additional means of measuring and displaying attitude as a standby instrument.Refer also to :AMC1 NCO.IDE.H.125; AMC1 NCO.IDE.H.125(a)(1); AMC 1 NCO.IDE.H.125(a)(2); AMC 1 NCO.IDE.H.125(a)(3);GM1 NCO.IDE.H.125(a)(3); AMC 1 NCO.IDE.H.125(a)(4);AMC1 NCO.IDE.H.125(a)(8); AMC1 NCO.IDE.H.125(a)(9); AMC1 NCO.IDE.H.125(c) |  |  |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(3) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(4) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(5) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(6) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(7)) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(8) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(9) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (d) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.126- Additional equipment for single-pilot operation under IFR |  |  |
|  | Helicopters operated under IFR with a single-pilot shall be equipped with an autopilot with at least altitude hold and heading mode. | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.135 - Flight crew interphone system |  |  |
|  | Helicopters operated by more than one flight crew member shall be equipped with a flight crew interphone system, including headsets and microphones for use by all flight crew members.Refer also to : AMC1 NCO.IDE.H.135; GM1 NCO.IDE.H.135 | [ ] ✓ [ ]  X [ ]  N/A |       |
| **NCO.IDE.H.140 - Seats, seat safety belts, restraint systems and child restraint devices** |
| (a) | (a) Helicopters shall be equipped with: (1) a seat or berth for each person on board who is aged 24 months or more; (2) a seat belt on each passenger seat and restraining belts for each berth; (3) for helicopters first issued with an individual CofA after 31 December 2012, a seat belt with an upper torso restraint system for each passenger who is aged 24 months or more; (4) a child restraint device for each person on board younger than 24 months; and (5) a seat belt with upper torso restraint system incorporating a device that will automatically restrain the occupant’s torso in the event of rapid deceleration on each flight crew seat. (b) A seat belt with upper torso restraint system shall have a single point release.Refer also to :AMC1 NCO.IDE.H.140; AMC2 NCO.IDE.H.140 |  |  |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(3) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(4) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(5) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.145 - First-aid kit |  |  |
| (a) | (a) Helicopters shall be equipped with a first-aid kit. (b) The first-aid kit shall be: (1) readily accessible for use and (2) kept up-to-date.Refer also to : AMC1 NCO.IDE.H.145; AMC2 NCO.IDE.H.145;GM1 NCO.IDE.H.145; GM2 NCO.IDE.H.145 | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) |  |  |
| (b)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.155 - Supplemental oxygen — non-pressurised helicopters |  |  |
|  | Non-pressurised helicopters operated when an oxygen supply is required in accordance with NCO.OP.190 shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.Refer also to :AMC1 NCO.IDE.H.155; AMC2 NCO.IDE.H.155 | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.160 - Hand fire extinguishers |  |  |
| (a) | (a) Helicopters, except ELA2 helicopters, shall be equipped with at least one hand fire extinguisher: (1) in the flight crew compartment; and (2) in each passenger compartment that is separate from the flight crew compartment, except if the compartment is readily accessible to the flight crew. (b) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons. |  |  |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.165 - Marking of break-in points |  |  |
|  | If areas of the helicopter’s fuselage suitable for break-in by rescue crews in an emergency are marked, such areas shall be marked as shown in Figure 1.Figure 1Refer also to: AMC1 NCO.IDE.H.165 | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.170 - Emergency locator transmitter (ELT) |  |  |
| (a) | (a) Helicopters certified for a maximum passenger seating configuration above six shall be equipped with: (1) an automatic ELT and (2) one survival ELT (ELT(S)) in a life-raft or life-jacket when the helicopter is operated at a distance from land corresponding to more than 3 minutes flying time at normal cruising speed. (b) Helicopters certified for a maximum passenger seating configuration of six or less shall be equipped with an ELT(S) or a personal locator beacon (PLB), carried by a crew member or a passenger. (c) ELTs of any type and PLBs shall be capable of transmitting simultaneously on 121,5 MHz and 406 MHz.Refer also to :AMC1 NCO.IDE.H.170; AMC2 NCO.IDE.H.170; AMC3 NCO.IDE.H.170;AMC4 NCO.IDE.H.170; GM1 NCO.IDE.H.170 | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.175 – Flight over water |  |  |
| (a) | (a) Helicopters shall be equipped with a life-jacket for each person on board or equivalent individual flotation device for each person on board younger than 24 months, which shall be worn or stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided, when: (1) flying over water beyond auto-rotational distance from land where in case of the critical engine failure, the helicopter is not able to sustain level flight; or (2) flying over water at a distance of land corresponding to more than 10 minutes flying at normal cruising speed, where in case of the critical engine failure, the helicopter is able to sustain level flight; or (3) taking off or landing at an aerodrome/operating site where the take-off or approach path is over water. (b) Each life-jacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons. (c) The pilot-in-command of a helicopter operated on a flight over water at a distance from land corresponding to more than 30 minutes flying time at normal cruising speed or 50 NM, whichever is less, shall determine the risks to survival of the occupants of the helicopter in the event of a ditching, based on which he/she shall determine the carriage of: (1) equipment for making the distress signals; (2) life-rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in emergency; and (3) life-saving equipment, to provide the means of sustaining life, as appropriate to the flight to be undertaken. (d) The pilot-in-command shall determine the risks to survival of the occupants of the helicopter in the event of a ditching, when deciding if the life-jackets required in (a) shall be worn by all occupants.Refer also to : AMC1 NCO.IDE.H.175; GM1 NCO.IDE.H.175  |  |  |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(3) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) |  |  |
| (c)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c)(3) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (d) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.180 - Survival equipment |  |  |
|  | Helicopters, operated over areas in which search and rescue would be especially difficult, shall be equipped with such signalling devices and life-saving equipment, including means of sustaining life, as may be appropriate to the area over-flown.Refer also to :AMC1 NCO.IDE.H.180; AMC2 NCO.IDE.H.180; GM1 NCO.IDE.H.180;GM2 NCO.IDE.H.180 | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.185 - All helicopters on flights over water — ditching |  |  |
| (a) | Helicopters flying over water in a hostile environment beyond a distance of 50 NM from land shall be either of the following: (a) designed for landing on water in accordance with the relevant certificate specifications; (b) certified for ditching in accordance with the relevant certification specifications; (c) fitted with emergency flotation equipment.Refer also to : AMC1 NCO.IDE.H.185 | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.190 - Radio communication equipment |  |  |
| (a) | (a) Where required by the airspace being flown helicopters shall be equipped with radio communication equipment capable of conducting two-way communication with those aeronautical stations and on those frequencies to meet airspace requirements. (b) Radio communication equipment, if required by (a), shall provide for communication on the aeronautical emergency frequency 121,5 MHz. (c) When more than one communications equipment unit is required, each shall be independent of the other or others to the extent that a failure in any one will not result in failure of any other. (d) When a radio communication system is required, and in addition to the flight crew interphone system required in NCO.IDE.H.135, helicopters shall be equipped with a transmit button on the flight controls for each required pilot and/or crew member at his/her working station. | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (d) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.195 – Navigation equipment |  |  |
| (a) | (a) Helicopters operated over routes that cannot be navigated by reference to visual landmarks shall be equipped with navigation equipment that will enable them to proceed in accordance with: (1) the ATS flight plan, if applicable; and (2) the applicable airspace requirements. (b) Helicopters shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation in accordance with (a), or an appropriate contingency action, to be completed safely. (c) Helicopters operated on flights in which it is intended to land in IMC shall be equipped with navigation equipment capable of providing guidance to a point from which a visual landing can be performed. This equipment shall be capable of providing such guidance for each aerodrome at which is intended to land in IMC and for any designated alternate aerodromes. (d) For PBN operations the aircraft shall meet the airworthiness certification requirements for the appropriate navigation specification. (e) Helicopters shall be equipped with surveillance equipment in accordance with the applicable airspace requirements.Refer also to : AMC1 NCO.IDE.H.195; GM1 NCO.IDE.H.195; GM2 NCO.IDE.H.195;GM3 NCO.IDE.H.195 |  |  |
| (a)(1) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (a)(2) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (d) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (e) | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.200 - Transponder |  |  |
|  | Where required by the airspace being flown, helicopters shall be equipped with a secondary surveillance radar (SSR) transponder with all the required capabilitiesRefer also to : AMC1 NCO.IDE.H.200 | [ ] ✓ [ ]  X [ ]  N/A |       |
| NCO.IDE.H.205 - Management of aeronautical databases |  |  |
| (a) | (a) Aeronautical databases used on certified aircraft system applications shall meet data quality requirements that are adequate for the intended use of the data.(b) The pilot-in-command shall ensure the timely distribution and insertion of current and unaltered aeronautical databases to the aircraft that require them.(c) Notwithstanding any other occurrence reporting requirements as defined in Regulation (EU) No 376/2014, the pilot-in-command shall report to the database provider instances of erroneous, inconsistent or missing data that might be reasonably expected to constitute a hazard to flight.In such cases, the pilot-in-command shall not use the affected data.Refer also to : AMC1 NCO.IDE.H.205; GM1 NCO.IDE.H.205; GM2 NCO.IDE.H.205;GM3 NCO.IDE.H.205 | [ ] ✓ [ ]  X [ ]  N/A |       |
| (b) | [ ] ✓ [ ]  X [ ]  N/A |       |
| (c) | [ ] ✓ [ ]  X [ ]  N/A |       |

|  |
| --- |
| Compliance Declaration StatementI confirm that the above identified aircraft shows conformance with regulation (EU) 965/2012 Annex IV, Subpart D, Section 2 requirement, as recorded upon this statement. |
|  Name:       | Organisation:       |
|  Position:       | Approval Reference:       |
|  Signature: | Date:       |

**NOTES :**

All sections of the compliance checklist shall be filled by the operator.

When the operator is filling the ‘Compliant’ Column of the checklist, it is intended that the equipment is installed on the aircraft and that the equipment conforms to the Acceptable Means of Compliance and Guidance Material section.

The fourth column is intended to be filled with the method of compliance details.

**Data Protection Notice**

*All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 440 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.*

**Data Protection Privacy Notice**

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 440 and General Data Protection Regulation (EU) (GDPR) 2016/679. This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. **The information we collect and how we use it**
	1. From this application form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
	2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.
2. **To whom we disclose information**
	1. This information will be solely used for the reasons detailed above. However there may be cases where personal iinformation is shared with the following third parties for reasons listed below:
* Any third party offering assistance in providing the required service;
* Any law enforcement body who may have any reasonable requirement to access your personal information;
* Third party entities responsible for the data processing contracted by Transport Malta.
1. **Data Subject Rights**

3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:

1. the right for information;
2. the right to access;
3. the right to rectification;
4. the right to erasure;
5. the right to restrict processing;
6. the right to object to processing;
7. the right to data portability;
8. the right to complain to a supervisory authority; and
9. the right to withdraw consent.

3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to dataprotection.tm@transport.gov.mt. We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.

3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.

3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

1. **Retention period**
	1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
	2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.
2. **Security**

5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the purpose indicated herein.

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

1. **Governing Law**

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 440 of the Laws of Malta (Data Protection Act).

**7. Data Protection Officer**

7.1. Transport Malta has a Data Protection Officer (“DPO”) who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: dataprotection.tm@transport.gov.mt

1. **Contacting us**

8.1. Please address any questions, comments and requests regarding the application process to civil.aviation@transport.gov.mt