



Application forms should be addresses to the / L-Applikazzjonijiet għandhom jintbgħtu lill-;

**Ports Commercial Department - Training & Certification Unit**

Authority for Transport in Malta

Triq Pantar

Lija LJA 2021

Malta

**Documents to be included with this form / Dokumenti li jridu jiġu annessi ma` din il-formola:**

1. Copy of the related Document and/or Certificate; Kopja tad-Dokument u/jew ta`-Ċertifikat relatat	<input type="checkbox"/>
2. one recent coloured passport size photo (taken on a white background); <i>Ritratt tal-passaport riċenti (mehud fuq sfond abjad)</i>	<input type="checkbox"/>
3. Documentation, if any, regarding existing qualifications; <i>Dokumentazzjoni, jekk hemm, ta` kwalifiki eżistenti.</i>	<input type="checkbox"/>
4. Copy of the Identity card/passport; Kopja tal-Karta tal-Identita/Passaport	<input type="checkbox"/>

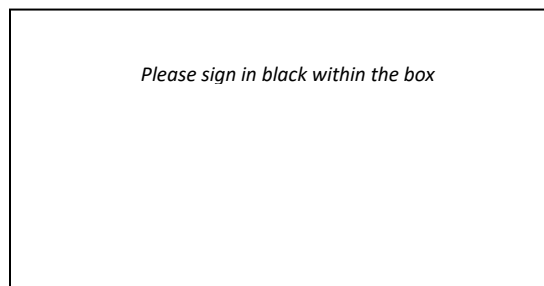
Once the applicant submits the related certificates, a fee of **€50.00** will be charged, covering all processing and administration costs, the issuance of the relative Letter of Equivalency.

*Ladarba, l-applikant/a j/tkun issotometa iċ-Ċertifikati relatati, il-klijent/a j/tiġi mitlub/a li j/tħallas l-ammont ta` €50.00, li jinkludi hlasijiet amministrattivi għall-ipproċessar, il-ħrug tal-ittra ta` Ekwivalenza.*

**Cash payments and money orders are no longer acceptable. Cheques payable to Authority for Transport in Malta or bank drafts may be ONLY issued for payments exceeding €20.**

**Due to transaction restrictions on cheques being imposed by local Banks, it is highly recommended to settle payments through Bank Transfer (details attached) or Credit Card.**

**Pagamenti fi flus kontanti u 'money orders' m`għadhomx jiġu aċċettati. Ċekkijiet pagabbli lill-Awtorità għat-Trasport f`Malta jew drafts bankarji jistgħu jinħarġu biss għal pagamenti li jaqbzu l-€20. Minħabba r-restrizzjonijiet tat-tranzazzjonijiet fuq iċ-ċekkijiet li qegħdin jiġu imposti mill-Banek lokali, huwa rakkomandat li pagamenti jsiru permezz ta` Trasferiment Bankarju (dettalji mehmuża) jew Karta tal-Kreditu.**



**For Office Use Only / Għall-Użu tal-Uffiċċju [biss]**

\_\_\_\_\_  
Authorised Official  
Authority for Transport in Malta

Date   /   /

Official Rubber stamp

## Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA 2021 is the Data Controller for the purpose of the General Data Protection Regulation (GDPR) 2016/679 and CAP 586 Data Protection Act of the Laws of Malta. 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

- 1.1. From this Application Transport Malta collects different types of information as required by Law (Small Ships Regulations S.L. 499.52) and is used explicitly to process your application for the Issuance of **an Equivalency Letter**. It is to be noted that if the required information is not provided the said application could not be processed.
- 1.2. The primary purpose for collecting information is mainly to process the Issuance of **an Equivalency Letter**, however, Personal information may also be used for related purposes that amongst other include: sending notifications, 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

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below;
  - Any third party offering assistance in providing the service, including Insurance;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities.

### 3. 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:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. 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](mailto: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.

### 4. Retention period

- 4.1. *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.*
- 4.2. Once the permit is issued the data will be retained for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

### 5. 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 issuance of the **Equivalency Letter** purposes.
- 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.

### 6. Governing Law

All data collected in this form is processed in accordance with the General Data Protection Regulation (GDPR) 2016/679 and CAP 586 Data Protection Act of the Laws of Malta.

### 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](mailto:dataprotection.tm@transport.gov.mt)

### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to [certification.tm@transport.gov.mt](mailto:certification.tm@transport.gov.mt)