Notifika ta' Privatezza għall-Protezzjoni tad-Data ***Data Protection Privacy Notice***

Transport Malta ta' Triq Pantar, Ħal Lija, Malta LJA2021 hija l-kontrollatur tad-data għall-fini tal-Att dwar il-Protezzjoni tad-Data Kapitolu 586 u tar-Regolament Ġenerali dwar il-Protezzjoni tad-Data (UE) 2016/679 (GDPR). Din in-notifika tal-privatezza tistabbilixxi l-mod kif l-informazzjoni personali tiegħek tiġi miġbura u pproċessata, kif ukoll il-passi li nieħdu biex nipproteġu l-imsemmija informazzjoni.

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). 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. L-informazzjoni li niġbru u kif nużawha — *The information we collect and how we use it*

1.1. Id-direttorati differenti ta' Transport Malta jipproċessaw tipi differenti ta' informazzjoni; liema informazzjoni tiġi użata espliċitament għas-servizz rikjest permezz tal-formola rispettiva u għall-finijiet li huma relatati b'mod inerenti, inkluż it-twettiq ta' kwalunkwe obbligu legali li l-Awtorità hija soġġetta għalih. Ta' min jinnota li jekk l-informazzjoni meħtieġa ma tiġix ipprovduta, l-imsemmija applikazzjoni/rikjesta għas-servizz tista' ma tiġix ipproċessata.

The various directorate of Transport Malta process different types of information; which information is used explicitly for the service requested through the respective form and for purposes which are inherently related thereto including the fulfilment of any legal obligation to which the Authority is subject. It is to be noted that if the required information is not provided the said application/request for service may not be processed.

1.2. L-iskop primarju għall-iproċessar tal-informazzjoni huwa biex tiġi pproċessata l-applikazzjoni/rikjesta għas-servizz meħtieġ; però, l-Informazzjoni Personali tiegħek tista' tiġi użata għal għanijiet anċillari li jinkludu iżda mhux limitati għal:

The primary purpose for processing the information is mainly to process the application/request for the required service; however, your Personal Information may also be used for ancillary purposes that include but are not limited to:

- L-immaniġġjar ta' rikjesti, talbiet u ilmenti; — *Manging enquiries, requests and complaints;*
- L-immaniġġjar ta' pretensjonijiet legali; — *Managing legal claims;*
- L-għoti ta' notifiki relatati ma' xi servizz; u — *Sending service related notifications; and*
- Informazzjoni pprovduta relatata ma' tibdiliet leġiżlattivi li jistgħu jaffetwaw is-servizzi mogħtija lilek.
  Providing information with regards to any legislative amendments which may affect the services offered to you.

2. Lil min niżvelaw l-informazzjoni — *To whom we disclose information*

2.1. Din l-informazzjoni tiġi użata unikament għar-raġunijiet imsemmija hawn fuq. Iżda jista' jkun hemm każi fejn informazzjoni personali hija maqsuma ma' dawn it-terzi persuni għar-raġunijiet imsemmija hawn isfel;

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;

- Kwalunkwe korp li jinforza l-liġi li jkolu rekwiżit raġonevoli biex jaċċessa l-informazzjoni personali tiegħek;
  Any law enforcement body that may have any reasonable requirement to access your personal information;
- Entitajiet terzi li jkunu fdati u mqabbda minn Transport Malta biex jipproċessaw parti jew l-informazzjoni sħiħa relatata mar-rikjesta għas-servizz pemezz ta' din il-formola; u
  Third party entities that may be entrusted by Transport Malta to process part of or all the data related to the service requested through this application form; and
- Terzi persuni li l-iżvelar tal-informazzjoni jista' jkun rikjest bħala riżultat ta' obbligi legali imponuti fuqna.
  Third parties to whom disclosure of data may be required as a result of legal obligations imposed on us.

2.2. Fil-każ fejn l-informazzjoni personali tiegħek trid tinxtered ma' entitajiet 'l barra mill-Unjoni Ewropea (UE) jew iż-Żona Ekonomika Ewopea (ŻEE), l-Awtorità għandha dejjem tassigura li s-salvagwardji neċessarji huma f'posthom, fi qbil mal-liġijiet tal-protezzjoni tad-data li jkunu fis-seħħ.

In the event that your Personal Information needs to be shared with entities outside of the European Union (EU) or the European Economic Area (EEA), the Authority shall always ensure that the appropriate safeguards are in place, in accordance with applicable data protection law.

3. Drittijiet dwar id-Data — Data Subject Rights

3.1. B'rispett lejn id-drittijiet tal-privatezza, Transport Malta hija obbligata li tipprovdik b'aċċess raġonevoli għad-data personali li inti pprovdejtilna. Id-drittijiet prinċipali tiegħek taħt il-liġi tal-protezzjoni tad-data huma:

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. id-dritt għall-informazzjoni; — *the right for information;*
b. id-dritt għall-aċċess; — *the right to access;*
c. id-dritt għar-reatifikazzjoni; — *the right to rectification;*
d. id-dritt għat-tħassir; — *the right to erasure*;
e. id-dritt għall-ipproċessar b'mod ristrett; — *the right to restrict processing;*
f. id-dritt għall-oġġezzjoni għall-ipproċessar; — *the right to object to processing*;
g. id-dritt għall-portabilità tad-data; — *the right to data portability*;
h. id-dritt li tilmenta ma' awtorità superviżorja u/jew tfittex rimerju legali; u
the right to complain to a supervisory authority and/or seek judicial remedy; and
i. id-dritt li tirtira l-kunsens. — *the right to withdraw consent.*

3.2. Jekk tixtieq taċċessa jew temenda xi informazzjoni personalli li aħna nżommu għalik, jew tititlob li nħassru xi informazzjoni dwarek, tista' tikkuntatjana bili tagħmel talba fuq dataprotection.tm@transport.gov.mt. Inti tkun pprovdut b'risposta mingħajr dewmien, u fl-eventwalità ta' dan, fi żmien xahar li jibda minn meta min qed jagħmel it-talba jew l-identità tal-persuna li qed jagħmel it-talba f'isem xi ħadd (jekk ikun il-każ) tkun ivverifikata. L-Awtorità tirriżerva d-dritt li testendi dan il-perjodu għal talbiet kumplessi fi qbil mal-liġi applikabbli.

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. You will be provided with a response without undue delay, and in any event within one (1) month which commences from when the requestor's or the identity of the person acting on behalf of the requestor (if any) are verified. The Authority reserves the right to extend this period for particularly complex requests in accordance with Applicable Law.

3.3. Fi kwalunkwe ħin, inti tista' toġġezzjona għall-ipproċessar tad-data personali tiegħek, b'bażijiet leġittimi, sakemm mhux b'mod ieħor permessibbli b'liġi applikabbli

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. Bi qbil mal-liġi applikabbli, aħna nirriżervaw id-dritt li nżommu data personali dment li l-iżvelar tagħha jaffettwa ħażin id-drittijiet u l-libertajiet ta' oħrajn. Barra minn hekk, aħna nżommu d-dritt li nitolbu ħlas għall-konformità ma' talbiet bħal dawn, jekk dawn ikunu meqjusa infondati jew eċċessivi.

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. Perjodu taż-żamma — Retention period

4.1. Aħna nżommu l-informazzjoni personali biss għall-perjodu neċessarju biex inwettqu l-għanijiet murija f'din in-notifika ta' privatezza, sakemm perjodu itwal ta' retenzjoni mhuwiex meħtieġ jew permess bil-liġi

We will retain the Personal Information only for the period necessary to fulfil the purposes outlined in this Privacy Notice, unless a longer retention period is required or permitted by law.

4.2. Aħna nżommu l-informazzjoni tiegħek sakemm hu meħtieġ biex nagħtuk is-servizz, jew biex nimxu mal-obbligazzjonijiet legali tagħna, insolvu tilwim u ninfurzaw il-qbil tagħna.

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.

5. Sigurtà — Security

5.1. Aħna nieħdu miżuri neċessarji ta' sigurtà biex nipproteġu kontra telfien, użu ħażin jew aċċess mhux awtorizzat, tibdil, żvelar jew qerda tal-informazzjoni tiegħek. Passi ulterjuri jittieħdu wkoll biex nassiguraw kunfidenzjalità, integrità, disponibilità u reżistenza kontinwa għal sistemi u servizzi li jipproċessaw informazzjoni personali, u nirritornaw id-disponibilità u l-aċċess għall-informazzjoni fil-ħin fil-każ ta' inċident fiżiku jew tekniku. Kull informazzjoni miġbura tinżamm b'mod kunfidenzjali u tintuża biss għas-servizz rikjest b'din l-applikazzjoni.

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 service requested through this application form.

5.2. Jekk insiru nafu b'xi ksur fis-sistemi tas-sigurtà, aħna ser ninfurmawk b'dan il-ksur bi qbil mal-liġi applikabbli.

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

6. Liġi Regolatorja — Governing Law

6.1. Kull informazzjoni miġbura f'din il-formola tiġi pproċessata f'konformità mal-Liġijiet tal-Privatezza li jinkludu r-Regolament Ġenerali dwar il-Protezzjoni tad-Data (UE) 2016/679 u Kapitolu 586 tal-Liġijiet ta' Malta (L-Att dwar il-Protezzjoni tad-Data).

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679) and Chapter 586 of the Laws of Malta (Data Protection Act).

7. Uffiċjal għall-Protezzjoni tad-Data — Data Protection Officer

7.1. Transport Malta għandha Uffiċjal għall-Protezzjoni tad-Data ("UPD) li huwa responsabbli minn kwistjonijiet relatati mal-privatezza u l-protezzjoni tad-data. Il-UPD jista' jiġi kkuntatjat b'ittre fuq: dataprotection.tm@transport.gov.mt

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

8. Sabiex tikkuntatjana — Contacting us

8.1. Jekk jogħġbok indirizza xi mistoqsijiet, kummenti u talbiet rigward il-proċess tal-applikazzjoni lil info.tm@transport.gov.mt

Please address any questions, comments and requests regarding the application process to info.tm@transport.gov.mt.