



Ports Commercial Department

I certify that the following is a full and true statement of the sea service performed by:

..... I.D. No. .... on board the  
 ..... Off./Reg.No. ....

Period of Service		Capacity <i>(Rank)</i>	*Name and Type of Vessel <i>(*To attach a copy of the Certificate of Registry/ CVC)</i>	Length Overall & Maximum No. of Passengers that can be carried, if any	
From DD/MM/YY	To DD/MM/YY			metres	no. of passengers

My report on the above during this service period is stated as follows:

Tick "✓" against the appropriate box.

- Knowledge of English:** Speak:  Read:  Write:
- Knowledge of Maltese:** Speak:  Read:  Write:
- Experience/Ability:** Very good:  Good:  Fair:
- Conduct:** Very good:  Good:  Fair:
- Behaviour/Sobriety:** Very good:  Good:  Fair:

Signature: .....

Name in full: .....

Master or position in Company (if applicable): .....

Name of Company (if applicable): .....

Stamp: ..... Date: .....

## SEA SERVICE TESTIMONIAL FORM – DECK PERSONNEL

issued in accordance with Commercial Vessels Regulations S.L. 499.23

Ports Commercial Department



Transport Malta

### Data Protection Privacy Notice

Transport Malta of Triq Pantar Hal 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 form Transport Malta collects different types of information as required by Law and is used explicitly to process your Sea Service Testimonial as a Deck Personnel in accordance with Commercial Vessels Regulations (SL 499.23). 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 Sea Service Testimonial as a Deck Personnel, 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 Instructor Nautical Licence 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

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Transport Malta

### Ports Commercial Department

- 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)