

# Renewal Application for an Instructor Nautical Licence

Issued in accordance with Small Ships Regulations S.L. 499.52



## Ports Commercial Department

Transport Malta, Triq Pantar, Hal-Lija, LJA 2021 Malta. Tel. +356 21222203 [info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

Date  /  /

Applicant's Name and Surname \_\_\_\_\_

I.D. Card /Passport No.

Address \_\_\_\_\_

Locality \_\_\_\_\_

Date of Birth  /  /  Nationality

Telephone No.  Mobile No.

e-mail address

### Declaration by applicant

- i). I have been in possession of a Nautical Licence for the past two (2) years; or
- ii). I have an equivalent or higher recognised certification; or
- iii). I have more than five (5) years experience in water sports operations.

I also declare that the details given in this application are true and correct and that the certificates forwarded are authentic. I am also aware that any false declaration made in this application and/or in any document attached to it, or any false document presented, will annul this form and may give rise to criminal proceedings.

The form is to be submitted at the Ports Commercial Department, Training and Certification Unit together with:

- i). Nautical Licence (original);
- ii). Reference letter issued by the water sports operator (Recognised by Transport Malta) specifying instructor competencies in this respect;
- iii). Identity Card/passport (for verification purposes only);
- iv). One recent passport sized coloured photo;
- v). Police conduct certificate;
- vi). Valid First Aid certificate;
- vii). Fee of € 69.88 valid for ten (10) years.
- viii). Medical Fitness form (**To be submitted only if the Nautical Licence was issued before 2021**)

**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.**

Please affix one photo with Glue

Please sign in black within the box

### For Office Use

Fee Paid € \_\_\_\_\_  Card  Cheque No.

Receipt No.  \_\_\_\_\_ Date  /  /

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

## 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 for your application for Instructor nautical Licence. 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 application for instructor nautical licence, however, your Personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence 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

- 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 companies and Contractors responsible for the development of Nautical Licence Application;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing and printing of relative license.

### 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 Licence is issued, 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. 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

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