



Transport Malta

Malta Transport Centre,
Triq Pantar,
Hal Lija, LJA 2021 Malta

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APPLICATION FORM FOR AWARD OF CERTIFICATE OF COMPETENCY IN ROAD SAFETY AUDIT

SECTION 1_Applicant Details :

- Name & Surname _____
- ID / Passport No _____
- Address _____

- Email _____
- Contact No. _____

SECTION 2_Submission Requirements :

Please submit necessary information in relation to all the below sections.

The below is to be demonstrated through the submission of a road safety specific CV and submission of copies of ALL listed documentation in the form of a portfolio.

1. *Minimum of 4 years 'Accident Analysis', 'Road Design' or 'Road Safety Engineering' Experience to be substantiated through reference letters and / or a self-declaration or any form of other evidence; and / or*

An Academic Qualification at MQF Level 4 or higher with 'Accident Analysis', 'Road Design' or 'Road Safety Engineering' as the main area of study to be evidenced through submission of copies of certification together with course transcript.

2. *Participated as part of an audit team in a minimum of 5 Road Safety Audits involving projects within the Arterial & Distributor Network (or similar) at least at 2 different Stages in the last 3 years.*

This is to be evidenced through a reference letter highlighting the schemes that were audited and / or a copy of the audit report itself.

3. *Compiled at least two (2) road safety audit reports (final version) at two (2) different stages identifying at least 6 problems; involving projects within the Arterial & Distributor Network (or similar). Such audits would have to be carried out within the last 4 years from application and this is to be evidenced through a copy of the audit report itself.*
4. *Attended at least ten (10) days of formal 'Accident Analysis' and / or 'Road Safety Engineering' training. Such training has to be accredited by Transport Malta and / or must have been carried out within the framework of Directive 2008/96/EC, evidenced through certification.*
5. *Demonstrate a minimum of two (2) days of continuous personal development in the field of road safety auditing or road safety engineering or statistical analysis of historic site specific collision data in the past four (4) years. Such training is to be substantiated through, a certification, reference letters and / or a self-declaration or any form of other evidence;*

Notes :

N1. Processes and Procedures are outlined within Transport Malta Technical Guidance for Road Safety Audits & Road Safety Inspections.

N2. Documentation required above is to be submitted in hard copy (one copy) to the attention of Chief Officer ITSD within Transport Malta. A soft copy may be requested in due course.

N3. Transport Malta reserves the right to request any additional information from the applicant or referrals which it deems necessary in conjunction with the above.

N4. Applicant is responsible for seeking any permits from document owners prior to submission with this application in relation to data protection. Transport Malta declares that the information submitted will be kept confidential and its sole use will be related to this application.

N5. Any applicant, who does not qualify in line with the above, will be informed in writing of the shortfall of their submission. Any applicant may re-submit this application once that the shortfall is addressed from their end.

N6. Any applicant who is not successful in their application is entitled to appeal against that decision. Any appeals should be submitted within 20 days from receipt of rejection clearly stating reasons as to why the decision warrants further consideration.

SECTION 3_Statement by Applicant :

I declare that the information within this application is complete and correct.

Signature

Date

Data Protection Notice

Notifika 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 GDPR (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be granted to 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.

Kull informazzjoni miġbura f'din il-forma tiġi pproċessata f'konformità mal-Liġijiet tal-Privatizza 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). L-informazzjoni pprovduta tista' tingħata lil Awtoritajiet Pubbliċi u/jew Dipartimenti tal-Gvern skont il-ħtieġa u dak li tippermetti l-Liġi Maltija. Transport Malta ta' Triq Pantar, Ħal Lija, Malta LJA2021 hija l-kontrollatur tad-data għall-fini tal-liġijiet tal-privatizza. In-notifika tal-privatizza mehmuża ma' din l-applikazzjoni, tistabbilixxi l-mod kif informazzjoni u data personali tiġi miġbura u pproċessata minn Transport Malta, kif ukoll il-passi mehuda biex niproteġu l-informazzjoni msemmija.

Data Protection Privacy Notice

Notifika ta' Privatizza għall-Protezzjoni tad-Data

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.

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-privatizza tistabbilixxi l-mod kif l-informazzjoni personali tiegħek tiġi miġbura u pproċessata, kif ukoll il-passi li nieħdu biex niproteġu l-imsemmija informazzjoni.

1. The information we collect and how we use it

L-informazzjoni li niġbru u kif nużawha

1.1. 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.

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

1.2. 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-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:

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

2. To whom we disclose information

Lil min niżvelaw l-informazzjoni

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;

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;

- Any law enforcement body that may have any reasonable requirement to access your personal information;
- 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
- Third parties to whom disclosure of data may be required as a result of legal obligations imposed on us.
- Kwalunkwe korp li jinforza l-liġi li jkolu rekwiżit raġonevoli biex jaċċessa l-informazzjoni personali tiegħek;

- Entitajiet terzi li jkunu fdati u mqabba minn Transport Malta biex jipproċessaw parti jew l-informazzjoni sfiha relatata mar-rikjesta għas-servizz pemezz ta' din il-formola; u
- Terzi persuni li l-iżvelar tal-informazzjoni jista' jkun rikjest bħala riżultat ta' obbligi legali imponuti fuqna.

2.2. 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.

Fil-każ fejn l-informazzjoni personali tiegħek trid tinxtered ma' entitajiet 'l barra mill-Unjoni Ewropea (UE) jew iż-Żona Ekonomika Ewropea (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.

3. Data Subject Rights

Drittijiet dwar id-Data

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/or seek judicial remedy; and
 - i. the right to withdraw consent.
- a. B'rispett lejn id-drittijiet tal-privatezza, Transport Malta hija obligata li tipprovdi b'aċċess raġonevoli għad-data personali li inti pprovdjtilna. Id-drittijiet prinċipali tiegħek taħt il-liġi tal-protezzjoni tad-data huma:
- b. id-dritt għall-informazzjoni;
 - c. id-dritt għall-aċċess;
 - d. id-dritt għar-reatifikazzjoni;
 - e. id-dritt għat-tħassir;
 - f. id-dritt għall-ipproċessar b'mod ristrett;
 - g. id-dritt għall-oġġezzjoni għall-ipproċessar;
 - h. id-dritt għall-portabilità tad-data;
 - i. id-dritt li tilmenta ma' awtorità superviżorja u/jew tfittex rimerju legali; u
 - j. id-dritt li tirtira l-kunsens

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. 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.

Jekk tixtieq taċċessa jew temenda xi informazzjoni personali 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.

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.

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

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.

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 f'ħlas għall-konformità ma' talbiet bħal dawn, jekk dawn ikunu meqjusa infondati jew eċċessivi.

4. Retention period

Perjodu taż-żamma

4.1. 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.

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 permiss bil-liġi

- 4.2. 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.

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.

5. Security

Sigurtà

- 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 service requested through this application form.

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

- 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.

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

6. Governing Law

Liġi Regulatorja

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).

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7. Data Protection Officer

Uffiċjal għall-Protezzjoni tad-Data

- 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

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 permezz ta' ittra postali jew elettronika fuq: dataprotection.tm@transport.gov.mt

8. Contacting us

Sabiex tikkuntatjana

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

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