

# Application to nominate or change personnel in key posts of an CTO

issued under the EASA Aircrew Regulation Annex VII - Part-ORA as amended



## Civil Aviation Directorate

Transport Malta-Civil Aviation Directorate, Malta Transport Centre Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

**WARNING TO ALL APPLICANTS** – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

**Data Protection Notice** - All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 440 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with 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.

## Application to nominate or change personnel in key posts of an CTO

### To be completed by the Accountable Manager

#### SEE SUBMISSION INSTRUCTIONS AND GUIDANCE AT THE END OF THIS FORM

#### Organisation Details

Registered Company Name (in full): \_\_\_\_\_

Registered Company Number: \_\_\_\_\_

Country of Company Registration: \_\_\_\_\_

Registered Office Address: \_\_\_\_\_

email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number : \_\_\_\_\_ (Mobile) \_\_\_\_\_

Website address: \_\_\_\_\_

Trading Name: (if applicable) \_\_\_\_\_

Trading Address (primary site): \_\_\_\_\_

#### Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the board to act on behalf of the Company, and who is deemed to be the Accountable Manager in respect of applications under EASA Aircrew Regulation.

Last Name, and First Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Application to nominate or change personnel in key posts of an CCTO

## To be completed by the Accountable Manger

### POSITION FOR WHICH NOMINATION IS BEING MADE

- Accountable Manager                       Head of Training                       Deputy Head of Training  
 Compliance Monitoring Manager       Safety Manager  
 Other \_\_\_\_\_ (Please specify)

### DETAILS OF NOMINEE

Last and First Name: \_\_\_\_\_

Attestation number: (as applicable) \_\_\_\_\_

State of Attestation Issue (if applicable) \_\_\_\_\_

Qualifications relevant to the position applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience relevant to the position applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Nominated by:

Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

Post: Accountable Manager

### GUIDANCE NOTES

Information to be submitted as applicable:

- Curriculum Vitae
- Management experience (for Head of Training and Deputy HT)
- Contract of hours employed with organisation
- Qualifications and certificates relevant to the application

**Note:** for CCTOs already approved, if the nominee is accepted by TM-CAD a Manual amendment will need to be submitted to TM-CAD.

### SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it to the Personnel Licensing Unit

### OFFICE USE ONLY

Interview Assessment carried out on \_\_\_\_\_ Nominated Post-holder     Accepted     Rejected

Name and signature of TM-CAD staff member accepting or rejecting this nominee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (block capitals): \_\_\_\_\_ Post/Position: \_\_\_\_\_

## Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA 2021 is the Data Controller for the purpose of the Data Protection Act CAP. 440 and General Data Protection Regulation (EU) (GDPR) 2016/679. 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 form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate 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 required service;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing contracted by Transport Malta.

### 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 service related to your application is provided, 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 purpose indicated herein.
- 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 Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 440 of the Laws of Malta (Data Protection Act).

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