

APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE

issued under Regulation (EU) 2015/340

Civil Aviation Directorate



Transport Malta

Transport Malta, Malta Transport Centre, Panatar Road, Hal Lija LJA 2021, Malta. Tel:+356 2555 5000 cadpel.tm@transport.gov.mt 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 (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.

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In this form, 'current competent authority' means the 'transferring competent authority' of ATCO.AR.D.003, and 'future competent authority' means the 'receiving competent authority' of ATCO.AR.D.003.

APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE TO CHANGE NSA		
Applicant Details:	Full name (Last and first names)	
	Title of licence / Student licence Number:	
	Current Competent Authority	
	Future Competent Authority	
I, _____ (last name, first name) hereby apply for exchange of ATCO Licence/ Student ATCO Licence from my current competent authority to the future competent authority. To that end, I consent to exchange of medical records, including the exchange of medical records and associated exchange of information between the current and future competent authorities. I apply for exchange of all my licences issued in accordance with Regulation (EU) 2015/340.		
I will immediately surrender my current licences and medical certificate to the future competent authority upon receiving the 'new' licences/certificates and medical certificate.		
I understand that the current competent authority remains my competent authority until I have received the new licences/certificates and medical certificate, as applicable, issued by the future competent authority.		
I hereby declare that I have not submitted any other request to another competent authority than the future competent authority as indicated above.		
I have fully reviewed the [<i>please insert reference to the current competent authority's relevant information material</i>] and have submitted all the necessary paperwork for my application to be considered.		
I declare that the information provided on this application form is true, complete, and correct.		
Any incorrect information on this form or non-compliance with the essential requirements of Annex IV to the Basic Regulation or with the requirements of Regulation (EU) 2015/340 could disqualify the applicant from having his records exchanged from the current to the future competent authority.		
Signature:	Date:	

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PERSONAL DETAILS

Last Name, and First Name: _____

Date of Birth dd/mm/yyyy: _____ Nationality _____

Place and Country of Birth _____

Address: _____

email: _____

Telephone Number (Home): _____ (Mobile) _____

ID card or Passport No.: _____ Country of issue: _____

RATINGS HELD

RATINGS AND ENDORSEMENTS HELD OR HAVE HELD				OFFICE USE ONLY
	UNIT ENDORSEMENT	ISSUE DATE	EXPIRY	
ADC				
APP				
APS				
ACS				
OJTI / STDI				
Assessor				
ANSP / TO applied with:				

DOCUMENTS REQUIRED

- Malta ID card [or passport if applicant does not hold a Malta ID card]
- Part-ATCO licence
- Part-MED Medical Certificate

Copies are acceptable but originals have to be submitted before the licence is issued. The original licence will be sent to its state of licence issue (SOLI). When completed send this form together with all the required documents detailed above and the fee for licence issue to:

Transport Malta-Civil Aviation Directorate,
Malta Transport Centre,
Pantar Road,
Lija LJA 2021
Malta

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Data Protection Privacy Notice

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. The information we collect and how we use it

- 1.1. From this application form Transport Malta collects a different type 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. 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 (EU) 2016/679 and Chapter 586 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

8. Contacting us

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