



### 3. DOCUMENTS REQUIRED

- (a) The following documents should accompany each application:
- i. A banker's reference or similar evidence of sound financial standing;
  - ii. Police Conduct Certificate;
  - iii. The area site plan and internal set-up of the premises in respect of which this application has been submitted, as well as a copy of the PA Permit which is classified as as Class 5B – General Industry of the Use Classes Order (S.L.552.15).
- (b) In addition to the above, organizations (companies, partnerships, etc.) are to produce also:
- i. A list containing the names, addresses and identity card numbers of directors, partners etc;
  - ii. A declaration authorising the signatory of the company, etc. to sign this application.

### 4. DECLARATION

- (a) I/we apply to be authorised to act as an operator of a vehicle roadworthiness testing station in respect of:  
*(please tick appropriate box/boxes – application may be made in respect of all classes)*
- Class 1 authorisation – vehicles in category VII
- Class 2 authorisation – vehicles in category I, III, IV, V, VI (not exceeding 3.5 tonnes)
- Class 3 authorisation – vehicle in category I, II, III, VIII (exceeding 3.5 tonnes)
- (b) I/we understand that applicants will have to comply with all the requirements of the Motor Vehicle (Roadworthiness Test) Regulations.
- (c) I hereby agree and consent to have my/our personal data collected and processed by Transport Malta for the purpose of processing my/our application and that Transport Malta may undertake verification of all personal data submitted on this application form by sharing, requesting or disclosing data as it deems fit.

Furthermore, I/we consent to have my/our personal details published by Transport Malta in the event that an authorisation is granted or that it shall publish any information in order to inform the general public about the use, conditions and exercise of my/our authorisation.

This consent is being granted on the condition and understanding that Transport Malta will comply with all relevant legislation relating to the handling and processing of personal data.

#### 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 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.*

**Signature of Applicant**

**Date**

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## Data Protection Privacy Notice

### Service requested: APPLICATION FOR AN AUTHORISATION TO KEEP AND OPERATE A VRT STATION

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, Transport Malta collects different types of information; which information is that required by Law and is used explicitly for the service requested through this form. 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 the information is mainly to process the application for the requested service; however, your Personal Information may also be used for related purposes that amongst others 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 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 this service.

#### 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:
  - the right for information;
  - the right to access;
  - the right to rectification;
  - the right to erasure;
  - the right to restrict processing;
  - the right to object to processing;
  - the right to data portability;
  - the right to complain to a supervisory authority; and
  - 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.

#### 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 service requested through this application form.
- 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](mailto:dataprotection.tm@transport.gov.mt)

#### Contacting us

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