

Land Transport Directorate - Technical Unit

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**1. DETAILS OF APPLICANT**

<b>Name</b>	<input type="text"/>																		
<b>Address</b>	<input type="text"/>																		
	<input type="text"/>								<b>Post Code</b>	<input type="text"/>									
<b>Tel. No.</b>	<input type="text"/>								<b>Email</b>	<input type="text"/>									
<b>I.D. No.</b>	<input type="text"/>								<b>Date of Birth</b>	<input type="text"/>									

**2. DOCUMENTS REQUIRED**

- (a) The following documents should accompany the application:
- i. Advanced Diploma in Light Vehicle Maintenance (Level 4 Certificate recognized by the Malta Qualifications Framework for Lifelong Learning);
  - ii. Documents supporting three years related work experience;
  - iii. Copy of Identity Card/Document;
  - iv. Copy of valid driving licence/s;
  - v. Police Conduct certificate (*Where the applicant is not normally resident in Malta, an extract from a judicial record or, failing that, an equivalent document issued by a competent judicial or administrative authority of the country of origin or the country from which such person comes shall suffice: Provided further that when the country of origin or the country from where such person comes does not issue such document, the said document may be replaced by a declaration on oath or by a solemn declaration made by the person concerned in front of a competent judicial or administrative authority or, where appropriate, a notary in that person's country of origin or the country from where such person comes. Such authority or notary shall issue a certificate attesting the authenticity of the declaration on oath or solemn declaration).*

**3. DECLARATION**

(a) I apply to become a registered tester in respect of:  
(please tick appropriate box/boxes – application may be made in respect of all classes)

- Class 1 – vehicles in category VII
- Class 2 – vehicles in category I, III, IV, V, VI (not exceeding 3.5 tonnes)
- Class 3 – vehicle in category I, II, III, VIII (exceeding 3.5 tonnes)

(b) I understand that applicants will have to comply with all the requirements of the Motor Vehicle (Roadworthiness Test) Regulations.

(c) I understand that the Certificate of Competence is valid for three years and shall only be renewed upon the successful completion of a refresher training course.

(d) I hereby agree and consent to have my personal data collected and processed by Transport Malta for the purpose of processing my 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 consent to have my personal details published by Transport Malta in the event that registration is granted or for the purpose of publishing any information to the general public about the use, conditions and exercise of my registration as a tester.

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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**4. TO BE FILLED BY TRANSPORT MALTA FOLLOWING COMPLETION OF CERTIFICATE OF COMPETENCE COURSE**

(a) Certificate of Competence issued by an accredited body following completion of a course relating to Directive 2014/45/EU

Certificate issued (DD/MM/YY): 

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(b) Registration fee of twenty-five euro (€25)

Authorizing Officer

Date

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## Data Protection Privacy Notice

### Service requested: APPLICATION TO BECOME A REGISTERED TESTER

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)