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|--------------------------|---|
|                          | <p><b>Meta l-applikazzjoni issir minn persuna li jkollha dokument li jkun juri li hija kwalifikata bħala <i>Instructor</i> tas-sewqan f'xi stat ieħor taż-żona Ekonomika Ewropea.</b></p> <p><i>When the application is submitted by a person who has documents which shows that he / she is qualified as a Driving Instructor in any other state of the European Economic Zone</i></p> |
| <input type="checkbox"/> | Ċertifikat riċenti tal-kondotta maħruġ mill-pulizija<br><i>Recent police conduct certificate.</i>   |
| <input type="checkbox"/> | Żewġ ritratti bil-kulur ta' daqs ta-ritratti għal passaport<br><i>Two passport size coloured photographs.</i>   |
| <input type="checkbox"/> | Liċenzja tas-sewqan oriġinali u kopja ( <i>Hames sinn esperjenza għall kategorija li- qed tapplika għaliha</i> )<br><i>Driving Licence and photocopy. ( With five years experience with the category applied for)</i>   |
| <input type="checkbox"/> | Kopja tal-passaport jew tad-dokument ta' identifikazzjoni Legalment validu.<br><i>Copy of passport or a legally valid identification document</i>   |
| <input type="checkbox"/> | Kopja taċ-Ċertifikat t' <i>Instructor</i> maħruġ minn stat ieħor taż-żona Ekonomika Ewropea.<br><i>Copy of Instructor Certificate issued from any other state of the European Economic Zone</i>   |

**Sezzjoni D : Dikjarazzjoni**  
**Section D : Declaration**

**Avviż tal-Infommazzjoni Protetta**

L-infommazzjoni kollha miġbura f'din il-formola hija pproċessata skont il-Liġijiet tal-Privatezza li jinkludu r-Regolamenti Ġenerali dwar il-Protezzjoni tad-Data (Reg 2016/679/EU) u Kapitolu 586 tal-Liġijiet ta' Malta (Data Protection Act). L-infommazzjoni pprovduta tista' tiġi mghoddija lil Awtoritajiet Pubbliċi u/jew Dipartimenti tal-Gvern oħra kif meħtieġ u kif permess mil-Liġijiet Maltija. Transport Malta ta' Triq Pantar, Lija LJA2021 hija l-kontrollur ta' l-infommazzjoni għall-iskop tal-liġijiet tal-privatezza. L-Avviż ta' Privatezza meħmuż ma' din l-applikazzjoni jistabbilixxi l-mod kif l-infommazzjoni/data personali tingabar u tiġi pproċessata minn Transport Malta, kif ukoll il-passi li jittieħdu biex tiġi protetta din l-infommazzjoni.

**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 586 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.

\_\_\_\_\_

Isem u Kunjom  
*Name and Surname*

\_\_\_\_\_

Nru. tal-Karta tal-Identità  
*ID Card Number*

**FOR OFFICE USE ONLY**

|                            |                       |                      |                |
|----------------------------|-----------------------|----------------------|----------------|
| Date application received: | Documents checked by: | Date Licence issued: | Fee :          |
|                            |                       |                      | <u>€ 12.00</u> |

## 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 586 and the 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 Transport Malta collects different types of information which information is that required by Law and is used explicitly for your applications related to Vehicle Registration and Drivers Licences. It is to be noted that if the required information is not provided the said application could not be processed.
- 1.2. The primary purpose for collecting information is mainly to process the applications related to Vehicle Registration and Drivers Licences, however, your Personal information may also be used for related purposes that amongst other 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 third party offering assistance in providing the service, including Insurance companies and Contractors responsible for the development of Vehicle Registration and Licensing or Driving Licences Applications;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing and printing of relative licences.

### 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 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.

### 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 processing of Vehicle Registration and Licensing or Driving Licences.
- 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 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)

### 8. Contacting us

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