

DE 001	<b>Transport Malta</b> <b>Land Transport Directorate</b> Telephone: (00356) 2556 0000/8007 2393 Website: www.transport.gov.mt	 Transport Malta
<b>APPLICATION FOR TRANSLATOR ASSISTANCE (READER) DURING THE THEORY TEST</b>		

**Section A. The following application will be used in cases where an applicant needs Translator Assistance during the Theory Test. This application will also serve as an agreement between both parties:**

**On one part (to be filled by the Authority's representative)** \_\_\_\_\_ duly representing the Authority for Transport in Malta (Transport Malta), holder of ID Card number: \_\_\_\_\_ (herein after shall be referred to as the First Part);

**And on the other part (to be filled by the Applicant)** \_\_\_\_\_ holder of Identity card number/passport number \_\_\_\_\_ (herein after shall be referred to as the Second Part): **Collectively referred to as the parties.**

The Theory Test, which is part of the driving test requirements is done in the Maltese and English Language. The Second party is of \_\_\_\_\_ nationality and does not understand the Maltese and/or English Language.

The First Party is binding itself to try and provide an Interpreter for the Second Party to translate the relative questions of the above-mentioned Theory Test to the Second Part, whereby the Second Part is binding himself/herself to pay the expenses incurred by the First Part to provide for such an interpreter.

The payment of €45 received by Transport Malta includes the translator fee of €40 and TM's administration fee of €5.

**In addition to the above-mentioned fee, the applicant will need to pay the fee of €30.25 on the day of the exam, to the Theory Test Centre which is located in Gwardamangia Hill, Pieta. Applicant will also need to present a valid ID Card/Residence Permit at the Theory Test Centre.**

\_\_\_\_\_  
On behalf of the Authority for Transport in Malta

\_\_\_\_\_  
Applicant Signature

**Section B. To be filled in by the Authority's representative**

Received the payment of €45 from \_\_\_\_\_ by cheque  \_\_\_\_\_  
 credit card  \_\_\_\_\_

Other requirements: Copy of ID Card  Mobile Number of Applicant: \_\_\_\_\_  
 Category of Theory Test: \_\_\_\_\_

\_\_\_\_\_  
On behalf of the Authority for Transport in Malta

\_\_\_\_\_  
Date

**Section C. To be filled in by the Translator allocated by the Authority for Transport in Malta**

I, \_\_\_\_\_, holder of identity card number \_\_\_\_\_, declare that I was asked for my services to act as an Interpreter and translate the Theory Test questions from the Maltese/English language to the \_\_\_\_\_ language only and shall not help the Applicant in any other way.

\_\_\_\_\_  
On behalf of the Authority for Transport in Malta

\_\_\_\_\_  
Date

## **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).