

Ministeru Għall-Affarijiet Barranin u Ewropej u Kummerċ/Ministry for Foreign and European Affairs and Trade.

Notifika Volontarja għaċ-Ċittadini Maltin li Jgħixu barra minn Malta Voluntary Notification for Maltese Citizens Living Abroad Pagna ta' Tagħrif / Instructions Page

A. Min jista' jimla n-Notifika D? / Who can fill Notification D?

In-Notifika D tista' timtela b'mod volontarju minn kull čittadin Malti li ilu jgħix barra mit-territorju Malti. In-Notifika D tista' timtela' għal dawn ir-raġunijiet: Residenza Permanent; Xogħol; u Raġunijiet oħra. Importanti li timtela notifika għal kull čittadin fil-familja jew grupp.

Notification D can be filled for three main reasons: (1) as a first-time applicant and (2) to update a previously filled Notification D; Notification D should be filled and submitted by any Maltese citizen who already resides outside the territory of Malta for the following reasons: Permanent Resident, Employment and Other reasons. It is important that Notification D is filled for each member of the family or group.

B. Għaliex għandi nimla u nibgħat in-Notifika D? / Why should I fill and submit a D Notification?

In-Notifika D għandha timtela sabiex il-Gvern Malti permezz tad-Direttorat għas-Servizzi Konsolari u Maltin li jgħixu barra minn Malta jkun jista' jaġixxi bħala punt ta' riferiment f'kaži ta' emerġenza fejn l-applikant ikollu bżonn l-ghajnejha u din tkun tista' tingħatalu.

Notification D should be filled to assist the Maltese Government through the Directorate for Consular Services and Maltese Living Abroad to act as a point of reference when the applicant requires assistance in cases of emergency, and when this assistance can be offered.

C. Għal xiex se tintuża l-informazzjoni li qiegħed nagħti? What will the information I provide be used for?

Id-dettalji personali kollha li jingħataw f'din in-Notifika qed jiġu pproċessati b'mod konfidenzjali għall-iskopijiet spċifici mniż-żla f'taqSIMA B u skont l-Att dwar il-Protezzjoni tad-Data, Kapitlu 440 tal-Ligħiġiet tar-Repubblika ta' Malta. Il-Kontrollur tad-Data huwa l-Ministeru għall-Affarijiet Barranin.

All personal details collected through this notification are processed in a confidential manner for the specific purposes mentioned in question B and in accordance with the Data Protection Act, Chapter 440 of the Laws of the Republic of Malta. The Data Controller is the Ministry for Foreign Affairs.

L-informazzjoni li qed tingħata tista' tkun aċċessibbli għall-awtoritajiet kompetenti, f'kaži ta' emerġenza, biex tingħata l-ghajnejha skont il-ħtieġa.

The information being provided could be made accessible to the competent authorities should the need arise in cases of emergency, for the provision of assistance as cases may require.

Skont l-Att dwar il-Protezzjoni tad-Data, inti għandek id-dritt tistaqsi dwar l-informazzjoni li tkun qed tiġi pproċessata dwarek, u titlob li xi data żbaljata tiġi kkoreġuta, kif ukoll li dik id-data personali li ma ġietx ipproċessata skont l-Att tiġi imblukkata jew imħassra.

You have the right under the Data Protection Act to inquire about information that is being processed about you, and to request rectification of inaccurate data and the blocking or deletion of such personal data that has not been processed in accordance with the Act.

It-talbiet biex taċċessa l-informazzjoni li tinżamm minn dan id-Direttorat għandhom isiru bil-miktab u jiġu indirizzati lil:

L-Ufficjal għall-Protezzjoni tad-Dati
Il-Ministru għall-Affarijiet Barranin
Palazzo Parisio
Triq il-Merkanti
Il-Belt Valletta VLT 2000
Ir-Repubblika ta' Malta

Such requests to access personal data held by the Department are to be made in writing and have to be addressed to:

The Data Protection Officer
Ministry for Foreign Affairs
Palazzo Parisio
Merchants' Street
Valletta VLT 2000
The Republic of Malta

D. Kemm iddum tinżamm din l-informazzjoni? For how long is this information retained?

Id-Direttorat għall-Maltin li jgħixu barra minn Malta jżomm id-dettalji li jingħataw mill-applikant skont l-iskeda li ġejja:

- Residenti permanenti barra minn Malta: id-dettalji jinżammu għal perjodu ta' ħames snin;
- Xogħol: id-dettalji jinżammu għall-perjodu indikat mill-applikant fuq in-Notifika;
- Raġunijiet oħra: id-dettalji jinżammu għall-perjodu indikat mill-applikant fuq in-Notifika.

The Directorate for Maltese Living Abroad will retain details provided in accordance with the following schedule:

- *Permanent residents abroad: details are retained for a period of five years;*
- *Employment: details are retained for the period indicated by the applicant; Other reasons: details are retained for the period indicated by the applicant.*

Meta l-perjodu indikat hawn fuq jiskadi, in-notifikazzjonijiet manwali jiġu distrutti mid-Direttorat, filwaqt li dik l-informazzjoni dwar l-applikant li tkun miżmuma elettronikament titħassar, sakemm l-applikant ma jgħeddidx innotifika jew ma tiġix miżjudha iktar

informazzjoni. Il-perjodu jerġa' jiġgedded awtomatikament meta linformazzjoni tiġi aġġornata.

Upon expiry of the period referred to above, the Manual notifications will be destroyed by the Directorate and any electronically held information will be deleted, should the applicant not renew the notification or no update is further submitted by the applicant. The retention period will be automatically renewed when the notification is updated.

E. Disclaimer Note

Il-Ministeru għall-Affarijiet Barranin u Ewropej u Kummerċ se jagħmel kulma hu possibbli biex joffri l-aħjar servizz. Jista' jkun hemm ċirkustanzi straordinarji li minħabba fihom il-Ministeru ma jirnexxilux jagħmel kuntatt miegħek jew mal-qraba tiegħek. F'dawn iċ-ċirkustanzi, il-Ministeru ma jistax jinżamm responsabbli, u huwa flinteress tal-persuna li jsir kuntatt mal-eqreb Ambaxxata, Kummissjoni Għolja u/jew Konsolat.

The Ministry for Foreign and European Affairs and Trade will do its utmost to offer the best possible service. However, in the event of extraordinary circumstances when contact is not possible with you or the next of kin the Ministry cannot be held responsible and in such situation you are directed to contact the nearest Embassy, High Commissioner and/or Consulate.

F. Għandi xi mistoqsija jew nixtieq aktar informazzjoni. / I have an unanswered question or require further information.

Jekk għandek xi mistoqsija jew tixtieq aktar informazzjoni, ikteb jew ibgħat imejl lil: Id-Direttur, Id-Direttorat għas-servizzi Konsolari u Maltin li jgħixu barra minn Malta, Il-Ministeru għall-Affarijiet Barranin u Ewropew u Kummerċ, Palazzo Parisio, Triq il-Merkanti, Il-Belt Valletta VLT 2000 MALTA. Telefon: +356 2204 3151 Imejl: malteslivingabroad.mfet@gov.mt

If you have questions or wish further information write or e-mail to: The Director, The Directorate for Consular Services and Maltese Living Abroad, Ministry for Foreign and European Affairs and Trade, Palazzo Parisio, Merchants Street, Valletta VLT 2000 MALTA. Telephone: +356 2204 3151 Email: malteslivingabroad.mfet@gov.mt .