

CENTRAL VISA UNIT

GENERAL DATA PROTECTION REGULATION - FORM

1. The Data Protection Officer may be contacted at IMA Head Office Birkirkara or on Telephone (+356) 2590 4901 or email: dataprotection@identitymalta.com
2. All personal data shall be processed according to the General Data Protection Regulation (No 216/679) as well as any other applicable law or guidelines published from time to time
3. Unit: CENTRAL VISA UNIT

FORMS	PURPOSE OF PROCESSING	DATA RECIPIENT/S	RETENTION PERIOD	FORM/S SUBMITTED
Declaration of proof	This document is used by the host when inviting TCNs and is signed and stamped by a lawyer or Public notary And then sent to the applicant for onward transmission to the Embassy/ Consulate as a supporting document. All adult Maltese nationals or those residing in Malta (with the exception of those under international/ subsidiary protection) are eligible to use this document. Regulation (EC) 810/2009	N/A	5 Years	
Visa Application	This is the official Schengen Visa application form issued by the EU. This is used by any applicant all over the world when applying for a Schengen Visa. These forms may be submitted when applying for any type of Visa, when applying at Central Visa Unit or any of our consulates and Embassies overseas. Regulation (EC) 810/2009	Visa Application System: Local Police; Schengen police Schengen Visa Information system (SIS C-VIS). Local & foreign security agencies. Immigration appeals board. Local & Foreign consulates and ministries, NSO	5 Years	
Fee Exemption Form	This is issued in cases where fee is waived. Instead of a receipt. This form is filled in and kept in file as a receipt of collection of passport.	N/A	5 Years	

4. Identity Malta Agency shall not transfer any personal data to any other third party unless with the Applicant's consent or in cases where Malta Agency is required to disclose such data by law.
5. The Applicant's rights as a data subject under the General Data Protection Regulation (No 2016/679) shall apply. The subscriber has the right to lodge a complaint with the Information and Data Protection Commission. Address: IDPC. Level 2, Airways House, High Street, Sliema, SLM 1549; Telephone: (+356) 2328 7100; Email: idpc.info@idpc.org.mt
6. The applicant may not be withholding data for the purpose of such application.
7. The applicant acknowledges that data in such application shall be retained by Identity Malta Agency as per above Table. So as to enable Identity Malta Agency to meet legal and evidential requirements according in law.

I,

(insert name and surname)

identity document number

 have read and understood all contents of this form.

Signature of Applicant _____ Data Date