IL-MINISTERU
GĦALL-AFFARIJIET
BARRANIN

MINISTRY
FOR FOREIGN
AFFAIRS

IR-REPUBBLIKA MALTA
THE REPUBLIC OF MALTA

Id-Direttorat għall-Maltin li jgħixu barra minn Malta

The Directorate for the Maltese Living Abroad

D	**Notifika Volontarja** **għaċ-Ċittadini Maltin li jgħixu barra minn Malta** *Voluntary Notification for Maltese Citizens living abroad* **Paġna 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 ċittadin Malti li beħsiebu jsiefer jew li ilu jgħix barra mit-territorju Malti għal mill-inqas xahar. In-Notifika D tista' timtela għal dawn l-4 raġunijiet: 1) Residenza Permanenti; (2) Btala (ta' aktar minn xahar); (3) Xogħol; u (4) Raġunijiet oħra. Importanti li timtela notifika għal kull ċittadin 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 intends or already resides outside the territory of Malta for more than one month for the following reasons: (1) Permanent Resident; (2) Holiday (for more than one month); (3)Employment and (4) 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 għall-Maltin li jgħixu barra minn Malta jkun jista' jaġixxi bħala punt ta' riferiment f'każi ta' emerġenza fejn l-applikant ikollu bżonn l-għajnuna u din tkun tista' tingħatalu.

Notification D should be filled to assist the Maltese Government through the Directorate for the 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 speċifiċi mniżżla f'taqsima B u skont l-Att dwar il-Protezzjoni tad-Data, Kapitlu 440 tal-Liġijiet 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'każi ta' emerġenza, biex tingħata l-għajnuna 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-miktub u jiġu indirizzati lil:
Such requests to access personal data held by the Department are to be made in writing and have to be addressed to:

L-Uffiċjal għall-Protezzjoni tad-Dati	The Data Protection Officer
Il-Ministeru għall-Affarijiet Barranin	Ministry for Foreign Affairs
Palazzo Parisio	Palazzo Parisio
Triq il-Merkanti	Merchants' Street
Il-Belt Valletta VLT 2000	Valletta VLT 2000
Ir-Repubblika ta' Malta	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;
- **Btala**: id-dettalji jinżammu għall-perjodu indikat mill-applikant fuq in-Notifika;
- **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;*
- *Holiday: details are retained for the period indicated by the applicant;*
- *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 jġeddidx in-notifika jew ma tiġix miżjuda iktar informazzjoni. Il-perjodu jerġa' jiġġedded awtomatikament meta l-informazzjoni 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 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 għall-Affarijiet Barranin ma jistax jinżamm responsabbli, u huwa fl-interess tal-persuna li jsir kuntatt mal-eqreb Ambaxxata, Kummissjoni Għolja u/jew Konsolat.
The Ministry for Foreign Affairs 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 situations 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 għall-Maltin li jgħixu barra minn Malta,
Il-Ministeru għall-Affarijiet Barranin,
Palazzo Parisio, Triq il-Merkanti, Il-Belt Valletta VLT 2000,
IR-REPUBBLIKA TA' MALTA
Telefon: +356 2204 2264 / 2204 2371 / 2204 2208 / Fax: +356 2207 2387
Imejl: malteselivingabroad.mfa@gov.mt .

If you have questions or wish further information write or e-mail to:

The Director,
The Directorate for Maltese Living Abroad,
Ministry for Foreign Affairs,
Palazzo Parisio, Merchants Street, Valletta VLT 2000,
THE REPUBLIC OF MALTA
Telephone: +356 2204 2264 / 2204 2371 / 2204 2208 / Fax: +356 2207 2387
E-mail: malteselivingaborad.mfa@gov.mt .