

FORM GLA20

Request for Confirmation of Title

Instructions

You are requested to fill in this application form and submit it to the Lands Authority by email on applications.la@landsauthority.org.mt, together with a copy of the following documentation:

- A scanned copy of the Applicant's ID Card or Passport.
- Scaled Site plan 1: 2500 over the signature of a perit indicating exact property location.
- Recent photos indicating date when these were taken.
- Any other document you may think is relevant to the application.
- NOTE: Where possible, plans and drawings should be submitted in AutoCAD DWG format.

By submitting this application you are acknowledging that:

- This application together with all decisions including documents pertinent to this application, including the application report containing the CEO's recommendation, the eventual Authority's decision together with the relative documents including the reasons for the grant of such permissions or refusal shall be made available for public inspection.
- In terms of Article 57 of Chapter 563 of the Laws of Malta, regarding the Lands Authority Act (2016), the public is notified that any person aggrieved by any decision of the Authority, with the exception of decisions related to cases which fall under the competence of the Land Arbitration Board, may lodge an objection with the Administrative Review Tribunal, as established by article 5 of the Administrative Justice Act, within twenty days, from the receipt of the Authority's decision.

Applicant Details

Name:

Surname:

ID Number:

Mobile Number:

Email Address:

Office Address:

Details of Property

Site Address:

Nature of Request

Is the property owned by the Government of Malta?

Is there already a third part titleholder on the property?

Is the property in course of Acquisition?

Intended use of property by applicant:

Data Protection Privacy Notice

The Lands Authority of Auberge de Bavière, St. Sebastian Street, Il-Belt Valletta VLT 2000 is the Data Controller for the purpose of the General Data Protection Regulation (EU) 2016/679, the Data Protection Act (Cap. 586 of the Laws of Malta) and other applicable laws. 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. The information provided in this Application and Declaration is used by the Lands Authority to process your request. It should be noted that if the required information is not provided the Application may not be processed.
- 1.2. Although the main purposes for collecting the information are those above-mentioned, your personal information may also be used for related purposes which include but are not limited to the sending of notifications and 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;
 - any law enforcement body who may have any reasonable requirement to access your personal information; and
 - third-party entities responsible for the data processing.

3. Data Subject Rights

- 3.1. With respect to your privacy rights, the Lands Authority 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 seek judicial remedy; 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 dpo.la@landsauthority.org.mt. We will acknowledge your request without undue delay and 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. 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 or is prohibited by law. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.
- 3.4. Please note that these rights are not absolute but are subject to exceptions expressly laid out in applicable law.

4. Retention period

- 4.1. Once the application is processed, 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 purposes mentioned above.

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 General Data Protection Regulation (EU) 2016/679, the Data Protection Act (Cap. 586 of the Laws of Malta) and other applicable laws.

7. Data Protection Officer

7.1. The Lands Authority 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: dpo.la@landsauthority.org.mt

8. Contacting us

Please address any questions, comments and requests regarding the application process to customercare.la@landsauthority.org.mt