

PA CIRCULAR 1/18

1 GDPR COMPLIANT SUBMISSIONS

INTRODUCTION

This Circular is meant to guide Periti and their delegates when preparing submissions on behalf of their clients in relation to applications, notifications and other requests submitted to the Planning Authority. The contents, however, are also relevant to other eID users who may submit representations via the eApplications system.

1 GDPR COMPLIANT SUBMISSIONS

The coming into force of the EU's General Data Protection Regulations (GDPR) on the 25th May 2018 will bring about new responsibilities relating to the collection, storage and use of personal data. The Planning Authority is ensuring it meets the requirements of these regulations but in certain instances this may only be achieved if submissions are designed appropriately.

A. Submission of Photographs

Periti are to ensure that photographs submitted with applications/notifications/requests do not include in them faces of any person or vehicle registration plates. These need to be properly blurred to avoid the possibility of identification of the person/vehicle, prior to creating the pdf for upload.

Any photographs which are not compliant will be rejected by the Authority and it will be considered that such photographs would not have been submitted. When requested to re-upload, it is important that the entire document (not just the individual non-compliant photograph) is re-uploaded.

B. Submission of Representations

Since 2013, the Planning Authority has been making available for public inspection drawings depicting the proposed development that were submitted since 1st June 2012 and at the same time started making available to the public all representations received as of the same date. This followed a six-month long campaign informing the public that submissions received would start being made available online to all.

Representations sent via email on representations@pa.org.mt, and letters sent via conventional mail will continue to be uploaded as received. The eApplications system, however, has been upgraded to ensure that representations submitted via the "Submit Representation" link would continue making available publicly the contents of the submission whilst limiting access to the person's contact details to Planning Authority employees only. The Authority's website will be similarly updated by 15 June 2018.

In view of the above, stakeholders are encouraged to use the eApplications system (or the website after the 15th June 2018) to submit representations wherever possible. One should also ensure not to include personal details within the “Message” text box or within any document uploaded as an attachment to the submission. Any photographs attached to representations should also comply to the requirements set out in section A. Users are also reminded that, if a representee wishes to be notified of the receipt of updated drawings and/or of any other relevant milestones during the processing of the application, an email address must be provided within the contact details section of the respective form.

Persons wishing to submit a representation without disclosing their identity may still opt to submit an anonymous representation through the eApps system or through the Authority’s website www.pa.org.mt (using the “Submit Representation” link provided upon searching for a case during the statutory representations period).