

Freedom of Information Act

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Freedom of Information Act

Ministry	MEEF
Name of Public Authority	Kummissjoni Nazzjonali Persuni b'Dizabilita' (KNPD)
Address of Public Authority	Istituto Bugeia, Triq Braille, St Venera Entrance: Braille Street, St Venera (limited parking space available) Bugeia Institute can also be accessed (via steps) from St Joseph High Road
FOI Telephone Numbers	22788555
Address for Correspondence	The FOI Officer Kummissjoni Nazzjonali Persuni b'Dizabilita' (KNPD) Istituto Bugeia, Triq Braille, St Venera SVR 1619
Email	helpdesk@knpd.org (Email address to the attention of the FOI Officer)
Opening Hours (all year)	Monday 08.15 to 12.00; 13.30 to 17.00 Tuesday to Friday 08.15 to 12.00
Documents held by KNPD	Application forms for services submitted by disabled people Access audits of MEPA plans Application forms and current loan records of the Wenzu Dalli Resource Centre Details of complaints submitted to the Equal Opportunities Compliance Unit Minutes of internal KNPD meetings and KNPD Board meetings Personnel records Finance and administration records Correspondence
Documents available on www.knpd.org	Equal Opportunities Act (Chap 413) Access for All Design Guidelines Servizzi u Beneficceji Fact Sheets on KNPD Services: <ul style="list-style-type: none"> • Special Identity Card • Special Aids Fund • Vat Refund • Blue Sticker • Car Registration Fee Exemption • Exemption Of Payment Of Road Licence • National Register • Disability Issues • Equal Opportunities Compliance Unit • Resource Centre • PEKTUR



ILMENT LILL-AWTORITA` PUBBLIKA (Att dwar il-Liberta` tal-Infommazzjoni, Kap. 496)

Detalji li ghandhom jintlew mill-applikant. F'kaz ta' diffikulta`, assistenza tkun provduta mill-ufficjal FOI responsabbli tal-Awtorita` Pubblika ta' fejn qed isir dan l-ilment. Ittra ta' konferma tintgħat, wara li l-Awtorita` Pubblika tircievi l-ilment. L-Awtorita` Pubblika hija marbuta li ttrispodi għall-ilment fi żmien għaxar għranet ta' xogħol. L-Att dwar il-Liberta` tal-Infommazzjoni, jagħti d-dritt lill-applikant biex iressaq ilment jew li jagħmel talba għal investigazzjoni jew rikonsiderazzjoni mill-Kummissarju għall-Infommazzjoni u l-Protezzjoni tad-Data, jekk it-twegħiba mill-Awtorita` Pubblika għal dan l-ilment ma tkunx sodisfacenti.

NUMRU TAR-REFERENZA

(Niżżel in-numru tar-referenza pprovdut mill-Awtorita` Pubblika għal din it-talba).

L-ISEM TAL-AWTORITA` PUBBLIKA TA' FEJN QED ISSIR IT-TALBA

DETTALJI TAL-APPLIKANT

Kunjom		Isem	
Nru. tal-Karta ta' l-Identita` jew tal-Permess ta' Residenza			
Indirizz Postali			
Indirizz Elettroniku ¹			
Korp Ġuridiku li f'ismu qed tiġi mitluba informazzjoni ²			

TIP TA' LMENT – (jekk jogħġbok immarka kaxxa wahda minn hawn taht³, fejn xieraq):

- It-talba għall-infommazzjoni giet rifjutata.
- Id-Dokument ma ngħatax bil-mod preferut mill-applikant.
- L-Awtorita` Pubblika innotifikat estensjoni mill-ghoxrin għurnata ta' xogħol hekk kif preskritti fl-Att, bil-hsieb li tindika jekk it-talba għad-dokument/infommazzjoni tkun milqugħa jew le.
- Notifikazzjonijiet kif preskritti fl-Att dwar il-Liberta` tal-Infommazzjoni ma kienux irċevuti.
- Hlas meqjus eċċessiv.

RAĠUNIJET GHALIEX MA TAQBILX.

Jekk jogħġbok indika r-raġuni għaliex ma taqbilx mad-deċizzjoni tal-Awtorita` Pubblika, li ma tiprovdix id-dokument/infommazzjoni li inti tlabt. (M'intix obligat li timla' din il-parti)

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Firma (mhix meħtieġa jekk il-formola tkun preżentata elettronikament)	Data
DATA LI FIHA WASAL L-ILMENT (Għal użu ufficjali biss)	

Noti lill-applikant:

- (a) L-Att dwar il-Liberta` tal-Infommazzjoni (Kap 496) jagħtik id-dritt li tindirizza ilment jew li tagħmel talba għal investigazzjoni u rikonsiderazzjoni mill-Kummissarju tal-Infommazzjoni u l-Protezzjoni tad-Data, wara li jkun sar rikors għall-proċeduri interni dwar l-ilmenti tal-Awtorita` Pubblika.
- (b) Data personali hija miġbura f' din il-formola bil-għan li tiġi proċessata talba kif regolat bl-Att dwar il-Liberta` tal-Infommazzjoni (Kap. 496). Kull data personali tiġi proċessata skont l-Att dwar il-Protezzjoni u l-Privatezza tad-Data (Kap. 440).

¹ L-applikant irid jiżgura li l-indirizz elettroniku mogħti sabiex jirċievi korrispondenza u/jew id-dokument mitlub ikun jiffunzjona.

² Applikabbli biss f'kaz meta t-talba qed issir skont l-Artikli 19 u 20.

³ Ilmenti differenti u suċċessivi għall-istess talba jistgħu jintbagħtu lill-Awtorita` Pubblika wara li l-istess Awtorita` Pubblika twiegeħ għall-ilment originali jew wara li jiskadu l-ghaxar għranet ta' xogħol mid-data li jkun daħal l-ilment.



TALBA GHAL DOKUMENT / FORMOLA GHAL INFORMAZZJONI (Att dwar il-Liberta` tal-Infommazzjoni, Kap. 496)

Detalji li ghandhom jintlew mill-applikant. F'kaz ta' diffikulta`, assistenza tkun provduta mill-ufficjal FOI responsabbli tal-Awtorita` Pubblika ta' fejn se ssir it-talba. Detalji tal-kuntatt tal-ufficjal FOI responsabbli tal-Awtorita` Pubblika ikunu iprovvduti fl-ittra ta' konferma ta' din l-applikazzjoni, mahruqa mill-Awtorita` Pubblika wara li tkun irčiviet l-applikazzjoni.

NRU. TA' REF. (Ghal użu ufficjali biss)		DATA LI FIHA WASLET (Ghal użu ufficjali biss)	
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L-ISEM TAL-AWTORITA` PUBBLIKA TA' FEJN QED ISSIR IT-TALBA

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DETTALJI TAL-APPLIKANT

Kunjom		Isem	
Nru. tal-Karta ta' l-Identita` jew tal-Permess ta' Residenza ¹		Nru. tat-Telefon	
Indirizz Postali			
Indirizz Elettroniku ²			
Korp Ġuridiku li f'ismu qed tiġi mitluba informazzjoni ³			

DESKRIZZJONI TAD-DOKUMENT / INFORMAZZJONI DWAR LIEMA QED TIĠI MITLUBA L- INFORMAZZJONI:

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Mod preferut ta' aċċess ghad-dokument mitlub: *(jekk jogħġbok immarka fejn xieraq)*

- Kopja elettronika tad-dokument li jintbaghat bil-posta elettronika.
- Kopja elettronika tad-dokument li jintbaghat f'format ta' *Media Digitali*.
- Spezzjoni ta' dokument fil-fond ghand l-Awtorita` Pubblika.
- Kopja jew kopja stampata tad-dokument sabiex tingabar.
- Kopja jew kopja stampata tad-dokument li se jintbaghat bil-posta.
- Sommarju jew estratt tal-kontenut tad-dokument (referenza ghan-Nota h) sabiex jingabar.
- Sommarju jew estratt tal-kontenut tad-dokument (referenza ghan-Nota h) li se jintbaghat bil-posta.

Dikjarazzjoni tal-eġibilita` tal-applikant:

Jien hawnhekk niddikjara illi jiena persuna eliġibbli skont id-disposizzjonijiet tal-Att dwar il-Liberta` tal-Infommazzjoni (Kap.496), li taghti t-tifsira ta' "persuni eliġibbli" bhala "persuna li hija residenti f'Malta u li ilha hekk residenti f'Malta ghal perjodu ta' mhux anqas minn hames snin, u li hija cittadin jew ta' Malta jew ta' stat membru iehor tal-Unjoni Ewropea, jew cittadin ta' kull stat iehor li ċ-cittadini tieghu ghandhom dritt, bis-sahha ta' trattat bejn dak l-istat u l-Unjoni Ewropea, li f'Malta jiġu trattati bl-istess mod bhal cittadini ta' stati membri tal-Unjoni Ewropea."

Firma (mhix mehtieqa jekk il-formola tkun preżentata elettronicament)

Data

STQARRIJA DWAR IL-PROTEZZJONI TAD-DATA:

Data personali hija miġbura f'din il-formola bil-għan li tiġi proċessata talba kif regolat bl-Att dwar il-Liberta` tal-Infommazzjoni (Kap. 496). Kull data personali tiġi proċessata skont l-Att dwar il-Protezzjoni u l-Privatizza tad-Data (Kap. 440).

¹ Kopja jew kopja elettronika tal-Karta tal-Identita` jew tal-Permess ta' Residenza trid tkun mehmuza mal-applikazzjoni.

² L-applikant irid jiżgura li l-indirizz elettroniku mogħti sabiex jirċievi korrispondenza u/jew id-dokument mitlub ikun jiffunzjona.

³ Applikabbli biss f'kaz meta t-talba qed issir skont l-Artikli 19 u 20.

Noti lill-applikant:

- (a) Din il-formola għandha timtela` minn dawk l-applikanti li jitolbu d-dokumenti jew informazzjoni, inkluż informazzjoni fir-rigward ta' deċiżjoni jew rakkomandazzjoni magħmula mill-Awtorita` Pubblika fil-konfront tagħhom.
- (b) Fil-każ ta' informazzjoni mitluba dwar deċiżjoni jew rakkomandazzjoni magħmula mill-Awtorita` Pubblika fil-konfront tal-applikant, it-talba għandha tiġi magħmula fi żmien sitt xhur mid-deċiżjoni jew rakkomandazzjoni rilevanti. Jekk ikun għadda ż-żmien, mid-data meta ttiehdet d-deċiżjoni jew rakkomandazzjoni rilevanti u d-data meta l-persuna kienet infurmata bid-deċiżjoni jew rakkomandazzjoni, is-sitt xhur japplikaw mid-data meta l-persuna kienet infurmata bid-deċiżjoni jew rakkomandazzjoni.
- (c) Sakemm ikun possibli, aċċess għad-dokument għandu jkun provdut skont il-preferenza tal-applikant.
- (d) Fil-każ ta' dokumenti illi huma reġistrazzjoni ta' hsejjes u immaġini viżwali, l-Awtorita` Pubblika tista' tagħmel arrangamenti għall-applikant sabiex jisma` dawk il-hsejjes jew jara l-immaġini viżwali. Fil-każ ta' dokumenti f'forma stenografika jew f'forma kodifikata, traskrizzjoni tagħhom għandha tkun provduta.
- (e) L- Awtorita` Pubblika għandha tipprezenta notifika li tindika jekk it-talba tkunx ser tiġi aċċettata jew le skont l-Att dwar il-Liberta` tal-informazzjoni maljar daqs kemm raġenevolment prattikabbli, u f'kwalunkwe każ mhux iżjed tard minn għoxrin ġurnata ta' xogħol. Dan iż-żmien jista' jkun estiż sa erbghin ġurnata ta' xogħol skont l-artiklu 11 tal-Att dwar il-Liberta` ta' l-Infurmazzjoni, f'liema każ l-applikant jingħata avviz tal-estensjoni u r-raġunijiet dwarha.
- (f) Il-ħlas ikun impost mill-Awtorita` Pubblika skont ir-Regolamenti tal-2010 dwar Hlasijiet Imposti mill-Awtoritajiet Pubbliċi għall-Aċċess għal Dokumenti.
- (g) L-Att dwar il-Liberta` tal-Infurmazzjoni jintitola lill-applikant li jressaq ilmenti jew li jfittex li ssir investigazzjoni u rikonsiderazzjoni mill-Kummissarju għall-Infurmazzjoni u l-Protezzjoni tad-Data, skont il-każ, wara r-rikors għall-proċeduri interni dwar l-ilmenti tal-Awtorita` Pubblika.
- (h) It-talba għal estratt jew sommarju ta' dokument jistgħu inaqqsu l-ispejjeż ta' talba partikolari fejn l-informazzjoni meħtieġa tkun kompriza go dokumnet kbir li jkun fih ukoll informazzjoni oħra li tkun irrelevanti għat-talba.
- (i) **Proċedura Interna dwar l-Ilmenti**
Infurmazzjoni dwar il-Proċedura Interna dwar l-Ilmenti tal-Awtorita` Pubblika, tkunu provduta fl-ittra ta' konferma għal din l-applikazzjoni, li se tinhareg mill-Awtorita` Pubblika wara li tkun irċiviet l-applikazzjoni.

COMPLAINT TO PUBLIC AUTHORITY (Freedom of Information Act, Cap. 496)



Details are to be filled in by the applicant. In case of difficulty assistance will be provided by the Freedom of Information Officer responsible for the Public Authority to whom the complaint is to be made. An acknowledgment to this complaint will be sent upon receipt. The Public Authority binds itself to respond to this complaint within ten working days. The Freedom of Information Act entitles the applicant to address complaints or to seek investigation or review by the Information and Data Protection Commissioner, if the response by the Public Authority to this complaint is not satisfactory.

REFERENCE NUMBER

(Insert the Reference Number provided by the Public Authority for this particular request)

NAME OF PUBLIC AUTHORITY TO WHOM REQUEST WAS SUBMITTED

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DETAILS OF APPLICANT

Surname		Name	
Identity Card or Residence Permit No.			
Postal Address			
E-mail Address			
Body Corporate on behalf of which information is being requested ¹			

TYPE OF COMPLAINT – *(please tick one of the below², as appropriate):*

- Request for information has been refused.
- Document has not been provided in the requested format.
- The Public Authority has notified an extension of the 20 working day deadline prescribed in the Act, for the purpose of indicating whether the request for a document/information would be met or not.
- Notifications as prescribed in the Freedom of Information Act not received.
- Fees requested considered excessive.

REASONS FOR DISAGREEMENT

Please indicate why you disagree with the Public Authority's decision not to provide the document/information you requested. *(This field is not mandatory)*

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Signature (not required if form is submitted electronically)	Date
Date Received <i>(For Office Use Only)</i>	

Notes to applicant:

- (a) The Freedom of Information Act (Cap 496) entitles you to address complaints or to seek investigation and review by the Information and Data Protection, following recourse to the Internal Complaints Procedure.
- (b) Personal data collected in this form is for the purpose to process the request as regulated by the Freedom of Information Act (Cap 496). All personal data will be processed in accordance with the Data Protection Act (Cap 440)

¹ Applicable only in the case of requests made pursuant to Articles 19 and 20.

² Subsequent and different complaints on the same request can only be submitted to the Public Authority after the said Public Authority answers to the original complaint or following the lapse of 10 working days from the date of submission of the complaint.



REQUEST FOR DOCUMENT / INFORMATION FORM

(Freedom of Information Act, Cap. 496)

Details are to be filled in by the applicant. In case of difficulty assistance will be provided by the Freedom of Information Officer responsible for the Public Authority to whom request is to be submitted. Contact Details of the Public Authority's Freedom of Information Officer will be provided in the Acknowledgement to this Application which will be submitted by the Public Authority following receipt of the application.

REF. NO. (For office use only)		DATE OF RECEIPT (For office use only)	
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NAME OF PUBLIC AUTHORITY TO WHOM REQUEST IS BEING SUBMITTED

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DETAILS OF APPLICANT

Surname		Name	
Identity Card or Residence Permit No.¹		Telephone	
Postal Address			
E-mail Address²			
Body Corporate on behalf of which information is being requested³			

DESCRIPTION OF DOCUMENT / INFORMATION BEING REQUESTED

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I WOULD LIKE: (please tick as appropriate)

- An electronic copy of document to be received by E-Mail
- An electronic copy of document to be received on Digital Media
- To inspect a document at Public Authority
- A copy or print-out of document to be collected
- A copy or print-out of document to be received by post
- A summary or excerpt of document contents (refer to Note h) to be collected
- A summary or excerpt of document contents (refer to Note h) to be received by post

Declaration of Applicant's Eligibility

I hereby declare that I am an eligible person in terms of the Freedom of Information Act (Cap. 496), which defines an 'eligible person' as 'a person who is resident in Malta and who has been so resident in Malta for a period of at least five years, and who is either a citizen of Malta or a citizen of any other member state of the European Union or a citizen of any other state the citizens of which have a right, in virtue of any treaty between such state and the European Union, to be treated in Malta in the same manner as citizens of member states of the European Union'.

.....
Signature (not required if form is submitted electronically)

.....
Date

DATA PROTECTION STATEMENT:

Personal data collected in this form is for the purpose to process the above request as regulated by the Freedom of Information Act (Cap. 496). All personal data will be processed in accordance with the Data Protection Act (Cap. 440).

¹ A copy/scanned copy of the Identity Card or Residence Permit is to be attached to the application.

² The applicant must ensure that the e-mail address provided for the purposes of receiving correspondence and/or the document requested is fully functional.

³ Applicable only in the case of requests made pursuant to Articles 19 and 20.

Notes to applicant:

- (a) This form is to be filled in by those applicants requesting documents or information, including information in relation to a decision or recommendation made by the Public Authority in their respect.
- (b) In the case of information requested in relation to a decision or recommendation made by the Public Authority in respect of the applicant, the request must be made within 6 months from the relevant decision or recommendation. If there is a lapse of time from the date when the relevant decision/recommendation is taken and the date when the person learns about the decision/recommendation, the six months will apply as from the date when the person learns about the decision/recommendation.
- (c) Insofar as possible, access to the document shall be provided in accordance with the applicant's preference.
- (d) In the case of documents that are a recording of sounds and visual images, the Public Authority may make arrangements for the applicant to hear or view those sounds or visual images. In the case of documents in shorthand or codified form, a transcript thereof shall be provided.
- (e) The Public Authority undertakes to submit notification indicating whether a request would be met or not in terms of the Freedom of Information Act (Cap. 496) as soon as reasonably practicable, and in any case within twenty (20) working days. Such timeframe may be extended by up to forty working days in line with Article 11 of the Freedom of Information Act, in which case the applicant will be given notice of the extension and the reasons therefor.
- (f) Fees are charged by the Public Authority in accordance with the Fees charged by Public Authorities for Access to Documents Regulations, 2010.
- (g) The Freedom of Information Act (Cap. 496) entitles the applicant to address complaints or to seek investigation and review by the Information and Data Protection Commissioner, as the case may be, following recourse to the Public Authority's internal complaints procedure.
- (h) Requesting an excerpt or summary of a document may reduce the cost of a particular request whenever the information required is contained in a large document also containing other information that is not relevant to the request
- (i) **Internal Complaints Procedure**
Details of the Public Authority's Internal Complaints procedure will be provided in the Acknowledgement to this application which will be submitted by the Public Authority following receipt of the application.