

Request to Transfer Child between two Childcare Centres

To be submitted via email by the Childcare Centre to which the child will be transferred to.

Child's Name:	
Child's ID No.:	App. No.:
Current Childcare Centre:	
New Childcare Centre:	
Transfer Type: Internal: both centres owned by the same group External: centres not owned by the same group	INTERNAL
	EXTERNAL
Transfer Date:	New booked hours:

Confirmation:

- The undersigned confirm their approval for the transfer of the above-mentioned child to the new childcare centre.
- The undersigned acknowledge that the child's current childcare centre, where the child is benefitting from the scheme, reserves the right to enforce a one-month notice period in accordance with the scheme's regulations.
- The undersigned understand that if they wish to cancel the transfer before it takes effect, the current childcare centre – where the child is benefitting under the Free Childcare Scheme – must first agree to re-admit the child. If such approval is not obtained before the transfer becomes effective, the cancellation request is rendered void.
- The undersigned understand that once the transfer takes effect, returning to the previous childcare centre would require a new transfer request.

Parent 1's Signature

Parent 2's Signature (If Applicable)

Parent 1's ID Number: _____

Parent 2's ID Number
(If Applicable): _____

Childcare Centre
Representative's ID
Number

Childcare Centre
Representative's Signature
or Stamp

Date Signed

Privacy Notice (GDPR)

*By submitting this form together with all the pertinent supporting documentation (altogether the “**Form**”), you are hereby agreeing to provide Jobsplus with personal data (hereinafter the “**Data**”).*

Jobsplus, as the Data Controller, will process the data provided by your good self in this Form for the purpose of assessing your eligibility and administering your application for the requested service.

*Processing will be carried out in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 (the “**GDPR**”), as well as the applicable national legislation on the basis of performance of a task carried out in the public interest and/or compliance with legal obligations deriving from Chapter 594 of the Laws of Malta, and internal Policies, to which Jobsplus is subject.*

The Data may be shared with relevant public authorities and authorized service providers where it is necessary to process your request. The Data will be retained only for as long as necessary and for administrative purposes, in line with the provisions of the law and internal policies.

As the Data Subject, you have the right to access, rectify, and, where applicable, request the erasure or restriction of your personal data, as well as to object to its processing. For further information on how your data is handled and how to exercise your rights, please contact the Corporation’s Data Protection Officer via email on dpo.jobsplus@gov.mt or via mail addressed to the Data Protection Officer, Jobsplus Head Office, Birzebbuga Road, Hal Far, Malta.

You are hereby acknowledging that you have read the Terms and Conditions and the Privacy Policy of Jobsplus and that you have understood the contents of this notice.