

# Anness A



MINISTERU GHALL-AGRIKOLTURA,  
SAJD U DRITTIJIET TAL-ANNIMALI

Ufficcju tas-Segretaru Permanenti  
24, Triq il-Fran, Il-Belt Valletta - Malta

<b>Ministeru</b>	Ministeru għall-Agricoltura, Sajd u Drittijiet tal-Animali
<b>L-impjeg</b>	Data Collectors/Interviewers għall-istħarriġ ekonomiku annwali tal-flotta

## Dmirijiet u responsabbiltajiet

Id-data collectors għandhom ikunu responsabbli biex jiżguraw li jzommu l-kunfidenzjalità tad-data li jiġbru u jikkonformaw mad-dispożizzjonijiet tar-Regolament Ġenerali dwar il-Protezzjoni tad-Data (GDPR) kif ordnat mid-Direttur Ġenerali (jew DFA). Il-kunfidenzjalità hija kritika meta tingabar informazzjoni personali peress li tiżgura li d-data tkun aċċessibbli biss għal persuni awtorizzati u ma tiġix żvelata lil partijiet terzi mingħajr il-kunsens tas-sugġett tad-data.

- i. Tingabar dejta dwar il-qabda u l-ħidma permezz ta' kwestjonarji mħejjija mill-Awtorità kontraenti u mimlija permezz ta' intervisti personali mas-sajjieda jew metodi oħra decizi mid-Dipartiment. Il-fornitur tas-servizz ikun meħtieġ li jwettaq madwar tletin (30) stħarriġ fis-sena, kull wieħed jikkonsisti laqgħat mas-sajjieda ta' kull dgħajsa allokata għal-istħarriġ . In-numru ta' stħarriġ jista' jvarja skont tibdil fl-istruttura tal-flotta. Id-dejta miġbura għandha tiġi mghoddija lid-DFA fi żmien ġimghatejn mit-twettiq tal-istħarriġ;
- ii. Jikkuntattjaw lis-sajjieda rispettivi sabiex jiġu intervistati;
- iii. Tiltaqa' mas-sajjieda rispettivi u jiwettqu l-intervisti personali;
- iv. Jissottomettu, b'mod elettroniku, l-kwestjonarji kompluti lid-Dipartiment għas-Sajd u l-Akwakultura;
- v. Jitwettaq proċess ta' validazzjoni tad-data mas-sajjieda u jiġu diskussi l-kwalità u validazzjoni tal-istħarriġ mal-koordinatur tal-istħarriġ ekonomiku tal-Flotta;
- vi. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- vii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- viii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



<b>Ministry</b>	Ministry for Agriculture, Fisheries and Animal Rights
<b>Job title</b>	Data Collectors/Interviewers for the Annual Fleet Economic Survey

MINISTRY FOR AGRICULTURE, FISHERIES  
AND ANIMAL RIGHTS

Office of the Permanent Secretary  
24, Old Bakery Street, Valletta

## Duties and responsibilities

Data collectors shall be responsible for ensuring that they maintain the confidentiality of the data they collect and comply with the provisions of the General Data Protection Regulation (GDPR) as instructed by the Director General (or DFA). Confidentiality is critical when collecting personal information as it ensures that the data is only accessible to authorized persons and is not disclosed to third parties without the data subject's consent. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

- i. To collect socio-economic data for the fleet via questionnaires prepared by the Contracting Authority and completed through personal interviews with fishers, or any other method decided by the Department. The service provider will be required to perform approximately thirty (30) surveys per year, each composed of one-to-one interviews with the relevant fisher of each allocated vessel survey. Survey amount may vary according to fleet structure at the time. Data collected should be handed in to DFA within two weeks from completion of surveys;
- ii. Contact the respective fishermen to be interviewed;
- iii. Meet the respective fishers and perform personal interviews;
- iv. Submit the completed questionnaires electronically to the Department of Fisheries and Aquaculture;
- v. Conduct a process of data validation with the fishers, following discussion on data quality and validation with the fleet economic survey co-ordinator;
- vi. Any other task that the superior may delegate to him/her, as may be necessary;
- vii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- viii. Performs any other duties as directed by the Principal Permanent Secretary.