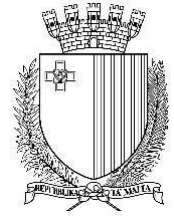


Annex A

Ministeru	<i>Ministeru għall-Intern, is-Sigurta', Ir-Riformi u l-Ugwaljanza</i>
L-impjeg	<i>Manager I</i>



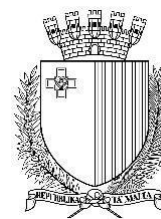
MINISTERU GHALL-INTERN, IS-SIGURTA', IR-RIFORMI U L-UGWALJANZA
201 TRIQ ID-DEJQA VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Jassisti lill-Uffiċjal għall-Protezzjoni tad-Data fl-eżekuzzjoni tal-kompiti legali tiegħu taħt ir-GDPR, l-Att dwar il-Protezzjoni tad-Data, u strumenti legali speċifiċi oħra, partikolarment dawk relatati mal-kooperazzjoni tal-pulizija, l-immaniġġjar tal-fruntieri esterni u s-Sistema ta' Informazzjoni ta' Schengen;
- ii. Jagħti parir intern lid-dipartiment, l-unitajiet u l-uffiċċji dwar l-imminagġjar tad-data personali, inkluż data sensitiva;
- iii. Jirrevedi, japprova u, fejn ikun meħtieġ, jirreferi lill-Kummissarju tal-Informazzjoni u l-Protezzjoni tad-Data talbiet mill-awtoritajiet nazzjonali kompetenti għall-aċċess għal data personali regolata minn strumenti legali speċifiċi għall-finijiet tal-prevenzjoni, l-iskoperta, l-investigazzjoni u l-prosekuzzjoni ta' reati terroristiċi u delitti serji;
- iv. Jabbozza politiki u proċeduri dwar kwistjonijiet ta' protezzjoni tad-data, u jirrevedi u jassisti fl-abbozzar ta' kwalunkwe politika u proċedura oħra sabiex tkun żgurata konformità mal-liġi dwar il-protezzjoni tad-data;
- v. Jagħti pariri u sostenn lill-*Project Leaders* u lill-*Project Managers* fit-tweġġiet ta' Valutazzjonijiet tal-Impatt fuq il-Protezzjoni tad-Data u jagħmlu rakkomandazzjonijiet biex jiġu indirizzati riskji potenzjali identifikati;
- vi. Iżomm reġistru tal-attivitajiet tal-ipproċessar tad-data kollha mwettqa fid-dipartiment;
- vii. Jirċievi, jipproċessa u jwieġeb fil-hin għal talbiet minn suġġetti tad-data fl-eżerċizzju tad-drittijiet tagħhom, bħal talbiet għall-aċċess, rettifika jew tħassir ta' data personali;
- viii. Iwettaq, jassisti jew jieħu sehem attiv fi kwalunkwe awditi tal-protezzjoni tad-data, kemm interni u esterni, skont il-każ;
- ix. Jirrappreżenta lid-dipartiment fi kwalunkwe laqgħa kemm jekk lokalment kif ukoll barra minn Malta dwar kwistjonijiet ta' protezzjoni tad-data li jikkonċernaw data personali pproċessata mid-dipartiment;
- x. Jipprepara u jlesti rapporti dwar kwalunkwe kwistjoni li tinvolvi l-protezzjoni tad-data, inkluż fil-każ ta' ksur ta' data personali;
- xi. Jipparteċipa u jagħti t-taħriġ kollu meħtieġ kif mitlub jew meħtieġ għall-implimentazzjoni b'suċċess tal-kompiti assenjati;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor skont kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Home Affairs, Security, Reforms and Equality</i>
Job title	<i>Manager I</i>



MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY

201, STRAIT STREET, VALLETTA, MALTA

Duties and Responsibilities

- i. Assists the Data Protection Officer in the execution of his lawful tasks under the GDPR, the Data Protection Act, and other specific legal instruments, particularly those relating to police cooperation, the management of the external borders and the Schengen Information System;
- ii. Provides internal advice to the department, units and offices in managing personal data including sensitive data;
- iii. Reviews, approves and refers to the Information and Data Protection Commissioner, where required, requests from national competent authorities to access personal data regulated by specific legal instruments for the purposes of the prevention, detection, investigation and prosecution of terrorist offences and serious crime;
- iv. Drafts policies and procedures on data protection matters, and review and assist in the drafting of any other policy and procedure in order to ensure compliance with data protection law;
- v. Provides advice and support to project leaders and managers when carrying out Data Protection Impact Assessments and make recommendations to address identified potential risks;
- vi. Maintains a register of all data processing activities carried out within the department;
- vii. Receives, process and reply in a timely manner to requests by data subjects in the exercise of their rights, such as requests for access, rectification or deletion of personal data;
- viii. Carries out, assist or take an active role in any data protection audit, both internal and external, as the case may be;
- ix. Represents the department in any meeting whether locally or abroad on data protection matters concerning personal data processed by the department;
- x. Prepares and compile reports on any matter involving data protection, including in the event of a personal data breach;
- xi. Participates in, and delivers all necessary training as requested or required for the successful implementation of the assigned tasks;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Any other duties as directed by the Principal Permanent Secretary.