



Department for Transport

Department for Transport
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30 Park Street
London
SE1 9EQ

15 July 2019

Dear Member,

UK Chamber of Shipping Seafarer Employment Survey 2019

You are invited to participate in UK Chamber's 2019 Annual Seafarer Employment data collection. The Chamber, as with previous years, is carrying out this data collection under contract with the Department for Transport (DfT) to create a snapshot of the seafaring employment across the UK industry for the DfT to highlight the importance of skilled employment within the UK shipping industry.

The data is used by DfT in the production of the National Statistics publication *Seafarer Statistics*, a key evidence base used by Government and industry alike to inform policy and monitor the *Support for Maritime Training* (SMarT) funding. The most recent release of these statistics is accessible here: <https://www.gov.uk/government/statistics/seafarers-in-the-uk-shipping-industry-2018>

The survey is in Excel and remains in the same format as last year, in that it requests the preferred individual seafarer data wherever it is possible to provide or aggregated seafarer data based on certificate and rank. Please note only one format is required, but individual seafarer data is strongly preferred as permits greater data and trend analysis. The return should only include active seafarers employed by your company/companies, including those on shore leave, sick leave, etc. as of 30 June 2019. Guidance in the Excel form gives more information about the scope and data sought.

Please note that given the increased level of SMarT Funding through SMarT+ and the increasing number of apprenticeships available in the maritime sector, the DfT now request that **Cadets and Rating Apprentices be included where data is available.**

All data will be held securely by the Chamber of Shipping and the Department for Transport in accordance with data protection law and is also subject to requests made under relevant information law (see Annex A and B). It will only be used to produce anonymised aggregate statistics that will not enable the identification of characteristics of an individual company or employee.

If your manning is handled by a crewing agency or you do not have access to the seafarer information yourself, please provide the Chamber of Shipping with the contact details so we may send them the request directly.

If there is a more appropriate contact in your organisation to respond to this data collection, please do pass on this request to them or let us know.

The data collection is being run by the practitioner Robert Merrylees and returns should be sent electronically **by Friday 16 August 2019** to:

Robert Merrylees – Policy Manager & Analyst

rmerrylees@ukchamberofshipping.com

DD: 020 7417 2843

UK Chamber of Shipping, 30 Park St., London, SE1 9EQ

If you have any questions about this work or you experience any technical issues whilst completing the survey, please do not hesitate to contact Robert.

Yours faithfully,



Roger Hargreaves
Director Maritime
Department for Transport



Bob Sanguinetti
Chief Executive
UK Chamber of Shipping

Annex A - Freedom of Information

Information provided in response to this survey, including personal information, may be subject to information requests made in accordance with the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004.

If you want information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

Annex B Privacy notice

What does the collection entail?

The Department for Transport (DfT) is carrying out a data collection exercise in conjunction with the Chamber of Shipping to gather evidence on seafarers active in the UK shipping industry between 2018 and 2021. The consultation is being carried out in the public interest to inform the development of maritime employment policy. If your answers contain any information that allows you to be identified, DfT will, under data protection law, be the controller for this information.

Data provided will be collected by the Chamber of Shipping and will also be shared with DfT, with the exception of any contact details provided. Data will be securely sent to the Department for Transport from the Chamber of Shipping, where it will be stored securely. The DfT may share selected data with contractors undertaking similar data collection on its behalf in the future, to ensure continuity of service and consistency with previous data collection.

As part of the statistical return, we ask for details such the date of birth/age and nationality of seafarers. We request this data so that analysis can be undertaken to inform maritime policy. Such data will kept in a form which permits the identification of individual subjects and, if published, will be published at an aggregate level in anonymised form.

Who has access to the data?

The Department for Transport has appointed the Chamber of Shipping to carry out the data collection on its behalf and, as such, both the Chamber of Shipping and the Department for Transport will have access to the data.

The data are also accessible to the team at DfT responsible for processing the seafarer publication.

What will happen to the data?

The data are retained by the Chamber of Shipping for the duration of the contract (which currently runs until 2021), during which time it will be stored securely.

Within ten years from termination of the contract, the data are securely transferred to the DfT, where they are retained for research purposes, to ensure that the seafarer statistics series can be managed, updated and analysed on a consistent basis. The Chamber of Shipping are given permission to keep this data for the stipulated period so that they can conduct further research for the department after the contract has ended. Once data are ten years old or older the Chamber of Shipping are obliged to securely destroy all copies of the data in their possession, after transfer to the DfT.

DfT's Privacy Policy

DfT's privacy policy has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer. You can view it at <https://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter>.