

## **Data Protection Privacy Statement**

### **on the processing of personal data in the context of organizing events such as training sessions, seminars, workshop with participation of experts and staff form the maritime administrations of the MSs, the Enlargement and ENP countries**

The protection of privacy is of high importance to the European Maritime Safety Agency ('EMSA'). EMSA is responsible for the personal data it processes. Therefore, we are committed to respecting and protecting the personal data of every individual and to ensuring efficient exercising of data subject's rights. All the data of personal nature, namely data that can identify an individual directly or indirectly, will be handled fairly and lawfully with the necessary due care.

This processing operation is subject to Regulation number 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The information in this Privacy Statement is given pursuant to Articles 15 and 16 of the Regulation number 2018/1725.

#### **1. Nature and the purpose(s) of the processing operation**

The purpose(s) of the processing of personal data is/are: *As foreseen by the Agency's founding regulation, amongst other core tasks, EMSA provides technical assistance to the EU MSs, to the Enlargement and Neighbouring partner countries. These latest groups of countries are provided with technical assistance through projects funded by DG NEAR in the framework of the Institute for Pre-Accession (IPA) and EU Neighbours Policy (ENP). Within this context Unit B.3.1 is regularly organising events such as training sessions, seminars, workshop with participation of experts and staff form the maritime administrations of the MSs, the Enlargement and ENP countries. Personal data of experts and staff are processed with the sole purpose of making possible their participation to the events by arranging flights, accommodation and, when applicable, supporting them to get the Visa from the relevant Diplomatic Authorities.*

EMSA will not reuse the personal data for another purpose that is different to the one stated above.

#### **2. Categories/types of personal data processed**

The categories/types of personal data processed are the following: Name, Address, Employment details, Identification document/s details.

#### **3. Processing the personal data**

The processing of the personal data is carried out under the responsibility of the Head of Unit B.3, acting as delegated EMSA data controller.

Personal data are processed by EMSA designated staff and contractors (occasionally).

#### **4. Access to and disclosure of personal data**

The personal data is disclosed to the following recipients:

The personal information processed in relation to the organisation of training events by Unit B.3 will only be shared with people necessary for the implementation of such measures *on a need to know* basis. The data are not used for any other purposes nor disclosed to any other recipient. The information in question will not be communicated to third parties, except where necessary for the purpose(s) outlined above. Personal data are not intended to be transferred to third countries.

#### **5. Protecting and safeguarding personal information**

EMSA implements appropriate technical and organisational measures in order to safeguard and protect data subjects' personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to them.

All personal data related to organisation of training events by Unit B.3 are stored in secure IT applications according to the security standards of the Agency as well as in specific electronic folders accessible only to the authorised recipients. Appropriate levels of *access are granted* individually only to the above mentioned recipients. Paper documents are kept in safe cupboards in the offices of the responsible Project/Financial Officers and the key for each cupboard is held individually by each responsible Project/Financial Officer.

#### **6. Access, rectification, erasure or restriction of processing of personal data**

Data subjects have the right to access, rectify, erase, and receive their personal data, as well as to restrict and object to the processing of the data, in the cases foreseen by Articles 17 to 24 of the Regulation number 2018/1725.

If data subjects would like to exercise any of these rights, they should send a written request explicitly specifying their query to the delegated data controller, Head of Unit B.3.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the procedures for organisation of training events.

The above requests will be answered without undue delay, and in any event within one month of receipt of the request. However, according to article 14 (3) of the Regulation number 2018/1725, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. EMSA shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

## **7. Legal basis for Data processing**

Processing is based on Article(s) 5 (a) and 5 (c) of the Regulation number 2018/1725.

The personal data are collected and processed in accordance with **EMSA Guidelines for organising training events**, approved by a decision of EMSA Executive Director of 28 November 2017.

## **8. Storing Personal data**

EMSA does not keep personal data longer than necessary for the purpose(s) for which that personal data is collected.

The data will be only retained for a maximum period of seven years after the closure of the financial year or after the ending date of a Grant Contract in accordance with EMSA Records Management Policy and Procedure.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

## **9. Data protection points of contact**

Should data subjects have any queries/questions concerning the processing of your personal data, they should address them to the data controller, Head of Unit B.3 under the following mailbox: [training&cooperation@emsa.europa.eu](mailto:training&cooperation@emsa.europa.eu).

Any data subject may also consult EMSA Data Protection Officer at: [DPO@emsa.europa.eu](mailto:DPO@emsa.europa.eu).

### **Recourse:**

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

