

## **Data Protection Statement/Privacy Statement on the processing of personal data in the context of providing the secretariat for and coordination of the CISE Stakeholders' Group during the CISE Transitional Phase**

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 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 above Regulation 2018/1725.

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

The purpose of the processing of personal data is "Providing the secretariat with data and ensuring coordination of the CISE Stakeholders' Group during the CISE Transitional Phase". As laid down in the Agency's founding regulation, EMSA shall support the Commission in the performance of any other task assigned to the Commission in legislative acts of the Union regarding the objectives of the Agency.

Two Grant Agreements were signed between EMSA and the European Commission's DG MARE on 16 April 2019 (Ref.SI2.801889) and 07 December 2021 (Ref. SI2.833747) respectively to entrust EMSA with the task to set up and coordinate the Transitional Phase of the Common Information Sharing Environment (CISE) until December 2023 in view of its operational implementation.

In this context of the Transitional Phase, EMSA was tasked to provide the secretariat with data for and ensure the coordination of the CISE Stakeholders Group (CSG) and its activities including providing technical and operational support as well as the organisation of working groups, workshops, training courses, webinars, and other CISE-related events. Such activities do not involve only the appointed CSG members but the wider CISE-related community. With the aim to exchange documents and information with such stakeholders, EMSA also set up a shared working space in Microsoft Teams.

Personal data of all **CISE stakeholders** is processed with the sole purpose to perform the activities of the Transitional Phase of CISE, including organisation of CSG meetings, working groups, workshops, training courses (online and presential), webinars and other CISE-related events, and to enable the stakeholders' access to the Microsoft Teams collaborative space. Personal data is collected both via the shared collaboration platform in Microsoft Teams and via e-mail.

In case of online meetings, the meeting organiser (EMSA staff) can record and consequently download the video and the attendees list from Teams. The host shall announce that no recordings of any kind shall be made by any other attendee and if participants do not wish their image/voice to be recorded, they shall turn-off their camera and mute their microphone. The only legitimate recording shall be made by the host for the purposes of recording the content of meetings/trainings/courses/workshops/webinars and other CISE-related events. Video recordings of speakers and attendees may be published on EMSA website/social media channels.

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

The processing is not intended to be used for any automated decision making, including profiling.

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

The categories/types of personal data processed are the following:

- Personal details (name, surname, e-mail address, phone, address, town, postcode, country, photo)
- Employment details (job title, organisation)

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

The processing of the personal data is carried out under the responsibility of the Head of Department 2, Safety, Security and Surveillance, acting as delegated EMSA data controller.

Personal data are processed by EMSA designated staff involved in the CISE project.

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

Personal data is disclosed to the following recipients:

The information concerning the secretariat and coordination of the CISE Stakeholders' Group during the CISE Transitional Phase will only be shared with people in charge 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.

Any transfer to third countries is under the following safeguards:

United States - Standard Contractual Clauses within the framework contract.

EMSA uses Microsoft Teams as communication platform among CISE Stakeholders. For further reference, please consult: *Update in the Notification to the Data Protection Officer of the Recording of Processing Activity for the usage of Microsoft Teams and Skype for Business (Article 31 Regulation (EU) 2018/1725) Ares(2020)4165662.*

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

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

All personal data for the secretariat and coordination of the CISE Stakeholders' Group during the CISE Transitional Phase 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 recipients.

Paper documents are kept in safe cupboards in the offices of the responsible Officer and the key for each cupboard is held individually by each responsible 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 above Regulation 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 Department 2, Safety, Security and Surveillance.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the context of providing secretariat and coordination of the CISE Stakeholders' Group during the CISE Transitional Phase.

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 above Regulation 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 5 (a) of the Regulation 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 task attributed to EMSA is stated in Article 2(2)(d) of Regulation (EC) No 1406/2002 establishing a European Maritime Safety Agency, "The Agency shall support the Commission in the performance of any other task assigned to the Commission in legislative acts of the Union regarding the objectives of the Agency", further defined in the following documents:

- the Grant Agreement for "Setting up and enabling the transition phase to CISE Operations" (agreement number SI2.801889)
- the Grant Agreement for "Common Information Sharing Environment (CISE) transition" (agreement number SI2.833747)
- the "CISE Transitional Phase: Governance Structure" document agreed by The Member States Experts Sub-Group on the Integration of Maritime Security and Surveillance (MSeG)
- the "CISE Transitional Phase: Activities" document agreed by MSeG.

## **8. Storing Personal data**

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

The data will be only retained for a maximum period of 5 years 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 personal data, they should address them to the data controller, Head of Department 2, Safety, Security and Surveillance under the following mailbox: [mss@emsa.europa.eu](mailto:mss@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 queries/questions are 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).