

Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Speed Networking Initiative for Women

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 (EU) No. 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 (EU) No. 2018/1725.

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

The purpose(s) of the processing of personal data is/are to offer women interested in a job at EMSA or ultimately in the maritime sector, the opportunity for an informative/informal talk to female employees about their careers in EMSA.

A call for volunteers was organised among EMSA Women in Transport Network* members to gather colleagues interested to dedicate some of their working time to this initiative.

For this purpose, registrations will be open on the EMSA website for a period of around 3-4 weeks. On a first come, first serve basis, applicants will be offered the opportunity to have this informal talk with one of the female EMSA staff member volunteers. A reserve list will be offered. The reserve list will be used if applicants from the original list do not attend their networking session. HR will help to match the applicant's field of interest with the professional background of the EMSA counterparts. An online meeting will be scheduled by the EMSA volunteer to offer the female applicant this exclusive opportunity to address questions to a female colleague at EMSA.

*the EMSA Women in Transport Network is an informal and volunteer internal network of female staff created to support the Human Resources and Internal Support Unit to implement some of the actions from the Action Plan for Gender Balance at EMSA.

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:

Personal details: Name, Surname, E-mail address, mobile number, gender and nationality.

Education & Training details: Language, educational background and field of interest.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1. Human Resources & Internal Support, acting as delegated EMSA data controller.

Personal data are processed by EMSA Human Resources Staff.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Head of Unit 4.1
- Designated HR Officers Unit 4.1
- EMSA Women in Transport Network members
- Female EMSA staff members who volunteer for this initiative

The EMSA staff members mentioned above have to access data to in order to match the applicant's field of interest with the profile of the EMSA employee to organise the online meeting.

The information concerning the Speed Networking Initiative for Women 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 the Speed Networking Initiative for Women 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.

All persons dealing with personal data in the context of the Speed Networking Initiative for Women procedures, at any stage, sign a confidentiality declaration that is kept in the folder of the procedure.

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 (EU) No. 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, the Head of Unit 4.1. Human Resources & Internal Support.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Speed Networking Initiative for Women.

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 (EU) No. 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 (EU) No. 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., providing that : (a) a task carried out in the public interest or in the exercise of official authority vested in EMSA (including management and functioning of the institution).

The personal data are collected and processed in accordance with the [Action Plan for Gender Balance at EMSA](#) (ARES(2018)3633423).

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 2 years and then eliminated.

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 4.1. Human Resources & Internal Support under the following mailbox: emsa-women-in-transport-platform@emsa.europa.eu

Any data subject may also consult EMSA Data Protection Officer at: 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.