

**NOTIFICATION TO THE DATA PROTECTION OFFICER
(ARTICLE 31 REGULATION 2018/1725)**

NAME OF PROCESSING ACTIVITY¹:

Provision of information related to staff members to Embassies and Permanent Representations of the nationality of the staff members concerned.

1) Controller(s) ² of data processing operation (Article 31.1(a))	
Controller: European Maritime Safety Agency (EMSA)	
Organisational unit responsible ³ for the processing activity: A.1 Human Resources and Internal Support	
Contact person: Cristina Romay Lopez, Head of Unit A.1 Human Resources and Internal Support	
Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu	
2) Who is actually conducting the processing? (Article 31.1(a)) ⁴	
The data is processed by EMSA itself	<input type="checkbox"/>
The organisational unit conducting the processing activity is:	
<hr/> The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party: Embassies and Permanent Representations	
	x
Contact point at external third party (e.g. Privacy/Data Protection Officer):	

¹ **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

² In case of more than one controller (e.g. joint operations), all controllers need to be listed here

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

3) Purpose of the processing (Article 31.1(b))

Why are the personal data being processed? Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing.

Data requested by the Embassies and Permanent Representations to update their databases, invite the staff concerned to events and for statistical purposes, among others.

4) Lawfulness of the processing (Article 5(a)–(d)): Processing necessary for:

Mention the legal basis which justifies the processing

- (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)
(Examples of legal basis: e.g. Article 2 'Core tasks of the Agency', par.4 b) EMSA founding regulation)
- (b) compliance with a legal obligation to which EMSA is subject: **duty of loyal cooperation with the Member States**
- (c) necessary for the performance of a contract with the data subject or for the preparation of such a contract

Important Note

Consent may not be the most appropriate legal basis, in particular in the employment context. However, if you wish to use consent as legal basis, ensure that it complies with the following: it must be freely given, specific, informed and unambiguous consent. Contact the DPO if you need further clarifications.

- (d) Data subject has given consent (*ex ante*, explicit, informed)
Describe how consent will be collected and where the relevant proof of consent will be stored

On every occasion that EMSA receives a request from Embassies and Permanent Representations, the staff member is contacted to request their consent for the provision of the information requested.

5) Description of the categories of data subjects (Article 31.1(c)) <i>Whose personal data are being processed?</i>	
EMSA staff	x
Non-EMSA staff (contractors staff, external experts, trainees)	<input type="checkbox"/>
Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other (please specify):	
6) Categories of personal data processed (Article 31.1(c)) <i>Please tick all that apply and give details where appropriate</i>	
(a) General personal data:	
The personal data contains:	
Personal details (name, address etc) Name and email	x
Education & Training details	<input type="checkbox"/>
Employment details: grade and position	x
Financial details	<input type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods or services provided	<input type="checkbox"/>
Other (please give details):	
(b) Sensitive personal data (Article 10)	

The personal data reveals:

Racial or ethnic origin

Political opinions

Religious or philosophical beliefs

Trade union membership

Genetic, biometric or data concerning health

Information regarding an individual's sex life or sexual orientation

Important Note

If you have ticked any of the sensitive data boxes, please contact the DPO before processing the data further.

7) Recipient(s) of the data (Article 31.1 (d))

Recipients are all parties who have access to the personal data

Data subjects themselves

Managers of data subjects

Designated EMSA staff members

Designated Contractors' staff members

Other (please specify): Embassies and Permanent Representations

8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))

If the personal data are transferred outside the European Economic Area, this needs to be specifically mentioned, since it increases the risks of the processing operation.

Data are transferred to third country recipients:

Yes

No

If yes, specify to which country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission

Standard Contractual Clauses

Binding Corporate Rules

Memorandum of Understanding between public authorities

Important Note

If no safeguards are applicable, please contact the DPO before processing the data further.

9) Technical and organisational security measures (Article 31.1(g))

Please specify where the data are stored during and after the processing

How is the data stored?

EMSA network shared drive

Outlook Folder(s)

Hardcopy file

Cloud (give details, e.g. public cloud)

Servers of external provider

Other (please specify): **following authorisation by the staff member, a table is sent by email to the Embassy/Permanent Representation with the data requested. Information is unavailable as to storage arrangements by the Embassies and Permanent Representations.**

10) Retention time (Article 4(e))

How long will the data be retained and what is the justification for the retention period? Keep in mind that there are pre-determined retention periods for most types of files. Those are explained in the Records Management Policy and Procedure of the Agency. You can check EMSA Records Management Policy and Procedure [here](#).

Information is unavailable as to retention arrangements by the Embassies and Permanent Representations, however the requests are generally made on an annual basis which would suggest that their records are also updated annually, and previous data are removed.

**Thank you for completing the form.
Now please send it to the DPO using the ARES workflow**