

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

NAME OF PROCESSING ACTIVITY¹: **Sysper Onboarding – Preliminary Phase**

1) Controller(s)² of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible³ for the processing activity: 4.1 Unit – Human Resources and Internal Support</p> <p>Contact person: Cristina Romay Lopez - 4.1 Unit – Human Resources and Internal Support</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a))⁴
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: 4.1 Unit – Human Resources and Internal Support</p>
<p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party. <input checked="" type="checkbox"/></p> <p>European Commission:</p> <ul style="list-style-type: none"> • PMO • DG HR • DG DIGIT

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))	
<p><i>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.</i></p> <p>The purpose of processing your personal data is to populate the COM REF portal with the information required for onboarding in Sysper at EMSA, to fully decommission EMSA's current HR tools, and to transition to the HR Transformation Interinstitutional Platform.</p> <p>This preliminary phase is divided in multiple exercise, as following:</p> <ul style="list-style-type: none"> Person's Identification Organigram Career Contracts <ul style="list-style-type: none"> Admin Positions Grades Assignments Distances Family Relation <ul style="list-style-type: none"> Special ident cards Adresses Telecom Skills Signaletique Activities spouses Email Custody Support School financial link Travel cost financial link <p>The data subjects include all categories of staff who have worked at EMSA since its establishment, as well as their family members, where applicable.</p>	
4) Lawfulness of the processing (Article 5(a)–(d)): Processing necessary for:	
<p><i>Mention the legal basis which justifies the processing</i></p> <p>(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) <input checked="" type="checkbox"/></p> <p>(b) compliance with a legal obligation to which EMSA is subject <input type="checkbox"/></p> <p>(c) necessary for the performance of a contract with the data subject or for the preparation of such a contract <input type="checkbox"/></p> <p>(d) Data subject has given consent (<i>ex ante</i>, explicit, informed) <input type="checkbox"/></p>	

5) Description of the categories of data subjects (Article 31.1(c)) <i>Whose personal data are being processed?</i>	
EMSA staff Active and Non-Active: Officials, Temporary Agents, Contract Agents, Auxiliary Staff.	<input checked="" type="checkbox"/>
Non-EMSA staff (contractors staff, external experts, trainees) Active and Non-Active: Seconded National Experts, Trainees, Interims, NEPTs	<input checked="" type="checkbox"/>
Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject Only for Statutory Staff	<input checked="" 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)	<input checked="" type="checkbox"/>
Education & Training details	<input checked="" type="checkbox"/>
Employment details	<input checked="" type="checkbox"/>
Financial details	<input checked="" type="checkbox"/>
Family, lifestyle and social circumstances	<input checked="" 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 ☐

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 ☒..

4.1 Team in charge of Sysper Onboarding

3.3 Officer - Horizontal Digital Services in charge of HR tools

Designated Contractors' staff members ☒

PMO, DIGIT and DG HR colleagues

Other (please specify):

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 ☐

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	<input checked="" type="checkbox"/>
European Commission's servers	
Other (please specify):	
10) Retention time (Article 4(e))	
<i>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 at the Intranet of the Agency.</i>	
The personal data will be kept in Sysper as disclaimed in their privacy statement: Staff Matters - Corporate - SYSPER privacy statements or until the system is retired.	