

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

NAME OF PROCESSING ACTIVITY¹: **Establishment of EMSA Database of External Experts and Roster of Speakers**

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: 1.3</p> <p>Contact person: Georgios Christofi</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: B.3.1</p> <hr/> <p>The data is processed by a third party or the processing operation is conducted together with an external third party: <input checked="" type="checkbox"/></p> <p>At times an external contractor may be involved in the maintenance of the e-portal for the Database and Roster.</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): In accordance with the applicable contractual provisions.</p>

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.

The European Maritime Safety Agency (EMSA or “the Contracting Authority”) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council as amended for the purpose of ensuring a high, uniform and effective level of maritime safety.

While implementing its core tasks, the Agency organises, develops or implements numerous activities, that may require specific expertise to complement the one existing inhouse. The specific expertise could be provided by individuals identified through this Call for Expression of Interest (CEI) and included in the EMSA Database of External Experts and will support the implementation of the Agency’s activities.

In line with the priorities embedded into the latest EMSA 5-years strategy, the Agency aims at attracting speakers and experts that meet specific criteria and establish a Roster of Speakers and a Database of External Experts.

Speakers will be:

- Invited to support as subject matter experts the learning services offered by EMSA or to deliver specific presentation on their topic(s) of expertise to seminars, workshop, or other events that the Agency may organise;
- selected based on pre-defined areas of expertise, which they will chose from when applying;
- when applicable, reimbursed for travel, accommodation and a daily subsistence allowance paid based on relevant EMSA Rules on reimbursement of expenses.

Experts will be:

- required to fulfil Selection Criteria (par.6 below) and shall not be in any Exclusion Criteria situation (par. 5 below), by providing a Declaration on Honour and upon request, if deemed appropriate by EMSA, evidence as relevant;
- included into the database of Experts after an evaluation by EMSA;
- selected based on pre-defined areas of expertise, which they will choose from when applying;
- called to perform activities and/or projects in support of EMSA, covering a wide range of areas related to the activities of the Agency, including development of training material, carrying out studies and capacity building projects, support in drafting national legislation, etc.;
- when applicable, travel expenses, accommodation and a daily subsistence allowance will be paid based on “EMSA Rules on reimbursement of expenses to Experts”.
- paid a daily fixed rate of EUR 400 per working day.

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)



EMSA 5-years strategy

(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 ☐
- (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

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

- EMSA staff ☐
- Non-EMSA staff (contractors staff, external experts, trainees) ☒
- Visitors to EMSA building ☐
- Relatives of the data subject ☐
- Other (please specify):

6) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) **General personal data:**

The personal data contains:

- Personal details (name, address etc) ☒

Education & Training details ☒

Employment details ☒

Financial details ☒

Family, lifestyle and social circumstances ☐

Goods or services provided ☐

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):

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):

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](#).

The Data will be retained 7 years for Administrative Retention Period (ARP), and after that it will be eliminated. This duration of the ARP is linked to the financial files of payments and reimbursements.

Thank you for completing the form.

Now please send it to the DPO using the ARES workflow