

Privacy Statement on the Processing of Personal Data for the Documentation of the EMSA Staff Teambuilding Days

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 Regulation 2018/1725.

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

The personal data, specifically video footage and photos of staff, are being processed to document and support the teambuilding activities organised by the Agency. The rationale behind the processing is to enhance team spirit and cohesion by capturing moments of collaboration, engagement and interaction during the event.

The primary purpose of processing this data is threefold: to foster team spirit – by documenting the event, the Agency aims to emphasize and reflect the importance of teamwork, collaboration and interpersonal relationships among staff; create memories – the visual materials serve as a reminder of the shared experiences during the teambuilding day, reinforcing the bonds formed between colleagues; internal communication – these visuals may be used to highlight and recognise the active participation of staff, promoting a sense of belonging and inclusion.

The steps associated with the processing of the data include: collection – photos and video footage will be taken during the various activities throughout the event to document staff participation and teambuilding moments; storage – the captured media will be securely stored preventing unauthorised access; selection and editing – after the event, the visuals may be reviewed and edited for internal and external use, ensuring that only appropriate and relevant content is kept; usage – the selected media may be shared internally with staff to commemorate the event and reinforce the positive teambuilding experience, as well as externally (to a limited extent) to contribute to promote the corporate image and attractiveness of the Agency as a workplace.

The processing of this data aligns with the Agency's goals of fostering a collaborative work environment and strengthening team cohesion while respecting data protection obligations.

If participants of the teambuilding do not agree with their image being recorded and published, they are asked to opt out by contacting the organisers and/or the EMSA staff taking pictures or filming at the occasion.

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 personal data being processed is limited to images captured in a video footage and photos of EMSA staff taken during the teambuilding activities organised by the Agency.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of the Executive Office, acting as delegated EMSA data controller.

Personal data are processed by the Executive Office at EMSA and social media channels (where applicable).

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients: data subjects themselves, members of EMSA's communication team and general public accessing social media accounts (where applicable).

The personal data collected by the Communication Team may be used primarily for internal (EMSA intranet) purposes, and secondarily for external purposes.

The personal data may be filtered and made available as appropriate to all staff internally on a shared drive.

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.

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 2018/1725.

If participants do not agree with their image being recorded and published during the team building event, they are asked to opt out by contacting the organisers and or the EMSA staff taking pictures or filming at the event.

Subsequently, 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 Executive Office.

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 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) and 5 (d) of the Regulation 2018/1725.

Video footage and photos of staff members, published internally (on EMSA's intranet) and externally (on EMSA's social media channels), are processed based on the staff members' explicit consent, given through their voluntary participation in the teambuilding event. Staff members are informed of the recording and publication of such media, and their participation constitutes acknowledgment of these conditions. If participants do not agree with their image being recorded and published, they are asked to opt out by contacting the organisers and or the EMSA staff taking pictures or filming at the occasion.

8. Storing Personal data

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

For internal storage purposes, the Communications Team have dedicated folders on the P drive in which EMSA stores photos and videos destined for publication.

Category EMSA.6.2 of the EMSA retention list sets that the administrative retention period for files related to actions based on a communication plan to promote EMSA policies and activities among internal or external groups is 2 years.

After that period, the files are transferred to the EMSA historical archives.

With regard to the publication on social media, the relevant Data Protection policies of the channels apply.

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 the Executive Office under the following mailbox: CommsDP@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.