European Maritime Safety Agency

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

NAME OF PROCESSING ACTIVITY: **EMSA UNDERWATER RADIATED NOISE (URN) WORKSHOP**

1) Controller(s) of data processing operation (Article 31.1(a))
Controller: European Maritime Safety Agency (EMSA), Head of Unit 1.1'Sustainability'
Organisational unit **responsible** for the processing activity: Unit 1.1' Sustainability'
Contact person: Mr. Samy Djavidnia, emter@emsa.europa.eu
Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu
2) Who is actually conducting the processing? (Article 31.1(a))
The data is processed by EMSA itself ☒
The organisational unit conducting the processing activity is: Unit 1.1' Sustainability'
The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party ☐
Contact point at external third party (e.g. Privacy/Data Protection Officer):

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.
EMSA Workshop on Underwater Radiated Noise (URN): Advancing European Action on URN from Shipping took place on 12–13 October 2026. Against the backdrop of growing environmental pressures on European seas and intensified international efforts to address shipping noise, it aimed to strengthen understanding of cross-policy implementation, identify practical mitigation measures in EU waters, and explore how Member States could help drive international progress. The workshop brought together representatives of EU and international Member State administrations, alongside experts from across the maritime and environmental sectors, including ship operators, shipping companies, naval architects, vessel designers, port authorities, civil society, NGOs, academia, and research and development institutions. To support continued communication, knowledge sharing and future cooperation on URN, the list of participants, including their names, email addresses, countries and organisations, will be circulated

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exclusively to workshop attendees. In addition the financial details of the participants who have requested reimbursement will be processed for the purposes of the reimbursement of their travel and subsistence expenses.

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) ☒

(Article 2 'Objectives of the Agency', Chapter II 'Tasks of the Agency', *REGULATION (EU) 2025/2434 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 November 2025 on the European Maritime Safety Agency and repealing Regulation (EC) No 1406/2002*)

(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 (participants in the Workshop) ☒

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): Participants in the Workshop

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: The lists of participants contain the names of participants from the following countries: Argentina, Canada, Chile, Costa Rica, Panama, South Africa, Switzerland, Trinidad and Tobago, Turkey, United Kingdom, United States

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 at the Intranet of the Agency.
□ Data related to organisation of the workshop is retained for 5 years then selected for permanent preservation o Experts Reimbursement data (electronic) – 7 years. o Joomla database – eliminated 1 year after the payment file is complete. o Paper version for reimbursements – 7 years. □ Paper version for visitors: file eliminated after any business related to the meeting is closed, no more than 6 months after the event. □ For online meetings, the retention of data is described in the system related (Zoom or Teams) record of processing activity

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

Electronically signed on 27/10/2026 12:45 (UTC+01)