European Maritime Safety Agency

Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Management of the Internal Call for Applications at EMSA

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 are processed for the purpose of managing internal mobility procedures within EMSA in accordance with Administrative Notice 14/2025. The processing ensures that internal vacancy calls are launched, applications are assessed, and decisions on internal transfers are taken in a transparent, fair and impartial manner. Personal data are processed to evaluate the suitability, competencies and motivation of internal candidates for positions that become available within the Agency.

The processing is necessary to foster internal mobility, support career development of EMSA staff, and ensure efficient workforce planning by enabling EMSA to identify and select the most suitable internal candidates before any external recruitment is considered.

Description of the processing steps:

Publication of the internal vacancy

– When a vacancy is approved, the internal call is published on the EMSA Intranet for a period of two weeks, within the full grade bracket applicable to AD/AST officials or relevant function group for contract agents.

Submission of applications

– EMSA staff members submit their applications (Application form, CV and motivation letter) directly to HR via the internal procedure.

Preparation of the selection process

– After the closing date, the Selection Team prepares the interview selection process and may also decide to carry out a written exercise if they believe that the required skills cannot be determined solely through the interview.

Evaluation by the Selection Team

– Members declare any conflict of interest before the evaluation of the application; HR assesses neutrality. (Ares(2020)1954087 - Notification to the DPO (ARTICLE 31 REGULATION 1725/2018)- Declaration of Conflicts of Interest for recruitment procedure)

– The Selection Team (Head of Department/Unit, one expert, HR representative, Staff Committee representative) evaluates all applications and completes the evaluation form.

Interview and written test (if applicable)

– Internal candidates that are invited to interview are given at least one week's notice.

– Personal data processed at this stage may include professional experience, skills, performance elements shared by the candidate, and results of assessments.

Conclusion of the internal mobility procedure

– HR prepares a report for the AIPN listing candidates suitable for the position.

– The AIPN may consult appraisal reports before deciding whom to transfer internally.

– The selected candidate is notified by HR.

– Candidates not selected are informed of the outcome and may request feedback.

Post-procedure actions

– No reserve list is established for internal procedures.

– If no suitable internal candidate is found, external reserve lists or external procedures may subsequently be launched, but internal candidate data remain used solely for the internal mobility procedure.

EMSA will not reuse the personal data for another purpose that is different to the one stated above.

The processing is not intended to be used for any automated decision making, including profiling.

2. Categories/types of personal data processed

The categories/types of personal data processed are the following:

General personal data:

- Personal details: First name, Family name, Date of birth, Nationality, Contact details
- Education & Training details: Secondary and higher education, University or equivalent, other education/Training received. Knowledge of languages: level of English, other languages and level.
- Employment details: Employment history (positions, duties, years of experience), Description of functions and professional tasks, Information on current grade and contract type (temporary/contract), Relevant professional experience and examples provided in the application form (e.g., explanation of essential and advantageous criteria)
- Other (please give details): Technical skills, soft skills, and job-specific competencies, Explanation of motivation to apply, additional background information included in the CV or motivation letter, any further details provided in free-text sections of the application form.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1 Human Resources and Internal Support, acting as delegated EMSA data controller.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- The Data subject themselves: Candidates can ask EMSA for additional information upon completion of the procedure.

- Managers of data subjects: The current Head of Unit/Department is consulted to agree in a transfer date.
- Designated EMSA staff members: The Appointing Authority, the Human Resources staff and members of the selection teams.
- Designated Contractors' staff members: Should online proctoring be used for written tests.
- Other: Access will be given to EU staff with the statutory right to access the data required by their function, i.e. the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service, the European Court of Auditors, OLAF and the European Data Protection Supervisor.

The information in question will not be communicated to third parties, except where necessary for the purpose outlined above. Personal data are not intended to be transferred to third countries.

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.
All personal data related to the management of the internal calls for applications are stored in secure IT applications according to the security standards of the Agency as well as in specific electronic folders accessible only to the authorised recipients. Appropriate levels of *access are granted* individually only to the above recipients.

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 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 Unit Unit 4.1, Human Resources and Internal Support.

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 of the personal data is based on Article 5 (a) of the Regulation 2018/1725 in accordance to ADMINISTRATIVE NOTICE 14/2025: Internal mobility - simplification of internal calls

8 Storing Personal data

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

The data will be retained as following:

For the main recruitment file, based on a sampling and selection, the files can be destroyed 10 years after the file is closed, which is usually when the AIPN decision is signed and all candidates informed about the outcome of the procedure.

Files on candidates invited for a interview are destroyed after 10 years. Files on candidates not invited for a selection interview are destroyed after 2 years.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

8. 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 Unit 4.1, Human Resources and Internal Support under the following mailbox: recruitment@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.

Electronically signed on 05/02/2026 16:45 (UTC+01)