Ref. Ares(2026)4547188 - 04/05/2026

European Maritime Safety Agency

**Privacy Statement on the processing of personal data in the context of carrying out of a Study MARCOMPASS (Mapping Evolving Competencies and Emerging Job Profiles within Maritime Administrations)**

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 (EU) 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 Regulation (EU) 2018/1725.

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

The European Maritime Safety Agency (EMSA) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council for the purpose of ensuring a high, uniform and effective level of maritime safety, now repealed by Regulation (EU) 2025/2434 of the European Parliament and of the Council of 26 November 2025.

Among its tasks, the Agency provides technical and scientific assistance to the European Commission and European Union Member States on matters relating to the proper implementation of European Union legislation on maritime safety and pollution by ships, including technical assistance in the preparation of submissions to the International Maritime Organization (IMO) as appropriate. In implementing its mandate EMSA launched a study on Mapping Evolving Competencies and Emerging Job Profiles within Maritime Administrations – MARCOMPASS.

The overall objective of this study is to assess the implications of ongoing regulatory and technological transformations—driven by decarbonisation and digitalisation—on the functions, competencies, and workforce requirements of maritime administrations, with a view to informing strategic workforce planning, institutional adaptation, and targeted capacity-building at European level. The results of the study may be used by the European Commission, EU Member States and EMSA to prepare proposals for guidelines for the development of training and assessment programmes of maritime administrations' personnel, as well as proposals for regulatory purposes.

At the end of state of the implementation of the contract, the identified contractor shall draw up a report and send it to the Agency.

The organisation and drafting the report requires that personal data concerning the persons participating in the mapping, including their names, job titles, responsibilities and work carried out by them, is recorded in various documents. In some cases, this documentation or evidence may also include personal data of persons who did not participate in the mapping but are referred to in the evidence obtained. This evidence may be provided orally or in documentary form.

This personal data needs to be referred to in the reports prepared by the contractor to EMSA as a formal record of the persons who provided input or evidence, or are referred to therein, based on which the conclusions of the study, including any observations and recommendations are identified in the context of the effective implementation of the contract.



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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: Name, education and training, employment details, work carried out in the performance of their employment and/or the role(s) they perform in the organisation.

## 3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 1.3, Capacity Building, acting as delegated EMSA data controller.

## 4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients: Responsible staff members in EMSA, Contractor's responsible staff members, Member State administrations, as applicable in each case.

The data is not used for any other purposes or disclosed to any other recipient.

The information in question will not be communicated to third parties, except where necessary for the purposes outlined above.

Personal data may not be transferred to third countries.

## 5. Protecting and safeguarding personal information

EMSA and the contractor implement 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 collected for the performance and reporting of MARCOMPASS Study is stored in secure IT applications according to the security standards of the Agency and the contractor 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.

The e-records are held securely so as to safeguard the confidentiality and privacy of the data therein.

## 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 Regulation (EU) 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 in EMSA, the Head of Unit 1.3, Capacity Building.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the context of the individual inspection for which the personal data is recorded.

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 Regulation (EU) 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 5.1 (d) of Regulation (EU) 2018/1725. The Data subjects whose personal data are collected and processed based on Article 5 (d) of Regulation (EU) 2018/1725 have given and ex ante, explicit and informed consent, recorded in an enclosed Consent Form.

### 8. Storing Personal data

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

According to the EMSA retention list (category EMSA.8.6.3), the files related to contracts management are kept for 10 years after the contract 's award and submitted to sample and selection after the expiration of the administrative retention period (ARP), most of the contract files are eliminated at the end of the ARP.

However, the contracts deliveries, such as reports, are kept for permanent preservation. If the delivered report contains personal data, the corresponding data anonymisation will be carried out on the preserved report.

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.

### 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 Unit 1.3, Capacity Building at the following mailbox: Academy.Helpdesk@emsa.europa.eu.

Any data subject may also consult the 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.