European Maritime Safety Agency

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

NAME OF PROCESSING ACTIVITY[1]: Study MARCOMPASS (Mapping Evolving Competencies and Emerging Job Profiles within Maritime Administrations)

1) Controller(s)[2] of data processing operation (Article 31.1(a))
Controller: European Maritime Safety Agency (EMSA) Organisational unit **responsible**[3] for the processing activity: Unit 1.3 Contact person: Radostina Nedeva-Maegerlein, Academy Helpdesk Academy.Helpdesk@emsa.europa.eu Data Protection Officer (DPO): dpo@emsa.europa.eu
2) Who is actually conducting the processing? (Article 31.1(a))[4]
The data is processed by EMSA itself ☐ The organisational unit conducting the processing activity is: Unit 1.2
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): Tom Kruis (t.kruis@panteia.nl)

3) Purpose of the processing (Article 31.1(b))

[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?

Academy.Helpdesk@emsa.europa.eu
EMSA, Praça Europa 4, 1249-206 Lisbon, Portugal
emsa.europa.eu

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) 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.

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) ☐

(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 ☐

(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- The consent will be collected by the contractor using Consent forms. They 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 (external experts, trainees) ☐ Visitors to EMSA building ☐ Relatives of the data subject ☐ Other (please specify): Staff from Member State administrations and other maritime stakeholders.
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): Work carried out in the performance of their employment and/or the role(s) they perform in the organisation.

(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	☐

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: The third country where an inspection takes place.

If yes, specify under which safeguards:

Adequacy Decision of the European Commission	☐
Standard Contractual Clauses	☐
Binding Corporate Rules	☐
Memorandum of Understanding between public authorities	☐

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): Contractor's Network.

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*.
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. 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.