European Maritime Safety Agency

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

NAME OF PROCESSING ACTIVITY[1]: **Registration of participation and contributions to EMSA's Ammonia Technical Experts Group**

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 2.1 Safety & Security Contact person: DPO-Queries-Dept3@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 2.1 Safety & Security
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.

[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?

DPO-Queries-Dept3@emsa.europa.eu
EMSA, Praça Europa 4, 1249-206 Lisbon, Portugal / emsa.europa.eu

As approved by the Executive Director, Unit 2.1 is establishing a structured group of industry experts to facilitate the exchange of best practices and experiences with the use of ammonia in the maritime context.

Building on the recommendations of the EMSA study on ammonia safety, the contributions of this group will be used to enhance the EMSA Guidance on the topic and in support to the experience building phase in the implementation of the IMO guidelines for the safety of ammonia as fuel in MSC.1/Circ.1687.

EMSA will send out a registration form by e-mail and, as the work progresses, up to 3 yearly consultation surveys, using the EU Survey platform, on relevant topics to ammonia safety which will be chosen together with the group of experts.

The participation in the surveys is voluntary. The contact information provided will be used for meeting invitations and potential follow-up interviews or questions on the participant's input to the consultation surveys, if any.

The activities of the group are expected to take place until the end of December 2028.

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

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

EMSA staff ☐

Non-EMSA staff (contractors staff, external experts, trainees) ☒

Participants will be part of groups of relevant industry stakeholders, including but not limited to:

- Maritime Administrations
- Ship and system designers
- Process engineers

- Engine manufacturers
- Shipyards
- Operators
- Classification Societies

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) ☒

Name and Surname

Education & Training details ☐

Employment details ☒

Name of their organisation and work e-mail address

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	☐

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:

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):

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.

EMSA will retain the data until the end of the planned activities for the Ammonia Technical Expert Group in December 2028 or until the publication of the final Guidance. This retention will enable following up on comments received until the final text is published.

Electronically signed on 02/06/2026 18:12 (UTC+02)