European Maritime Safety Agency

TEMPLATE FOR DATA PROTECTION PRIVACY STATEMENT

Filling instructions

I. Information should be provided to data subjects both generally and specifically:

- **Generally** as the different privacy statements may be made available on the intranet and internet (those shall be coherent with each other);

- **Specifically** as the relevant privacy statement should be made available (usually via an email to be sent to the data subjects) when starting the processing of data.

II. General advice for POs:

- Adopt a simple style and straightforward language that your target audience will find easy to understand (considering that most members of your audience are people whose first language is not the one in which you are giving the information);

- Do not assume that everybody has the same level of understanding as you;

- Avoid confusing terminology or legalistic language;

- Ensure your data protection statements are consistent across multiple platforms and enable rapid updates to them all when needed.

(When you finish, delete these instructions and save the file.)

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Data Protection Statement/Privacy Statement on the processing of personal data in the context of the use of GPT@EC 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 Regulation (EU) No. 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 (EU) No. 2018/1725.

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

The purpose of the processing of personal data is in relation to processing operations on the use of the GPT@EC service, the primary aim of which is to provide a platform version of a generative AI tool that embeds a fully operational general purpose conversational platform with proper access controlled through EU Login and a secure infrastructure to keep information processed and controlled by the Commission. GPT@EC service is provided by DIGIT B.1 and is presented below.

GPT@EC service is offered to EMSA as production-grade service, with support services and a service-level agreement (SLA) in place for availability of the service; the SLA is, however, based on a fair use principle, and where applicable respect of the assigned quota.

GPT@EC is strictly for professional use and supports the processing of sensitive non-classified (SNC) information, fully complying with relevant corporate policies. GPT@EC supports three sensitivity levels that correspond to the information confidentiality levels of the Commission: Publicly available (PA); Commission use (CU); and Sensitive non-classified information (SNC). The processing of classified information (EUCI) or any special categories of personal data as defined by the GDPR Regulation 2018/1725 is strictly prohibited.

On one hand, the processing of personal data is to provide DIGIT with information about EMSA users for authenticating and authorising secure users access to the EU Login system and Identity & Access Management Service (IAMS).

On the other hand, the processing activities are linked to the handling of the prompt (input) and the generation of the output by the LLM, this is performed automatically, without the need of further human intervention. This processing activity does not fall under the scope of an automated individual decision-making.

EMSA users are responsible for the data they provide (e.g. prompts or attachments) and for using any output generated by GPT@EC in line with the EC AI Guidelines for Staff and and EMSA Guidance for Staff on the use of online available Artificial Intelligence Tools **Ares(2025)6773981**. Prompts must be drafted in accordance with any output provided by GPT@EC shall be appropriately revised before using it in any document.

EMSA users are responsible for ensuring that they do not use GPT@EC for prohibited practices or high-risk scenarios as described in the Regulation (EU) 2024/1689 (AI Act). Prohibited practices include using AI to manipulate human behaviour or using subliminal techniques, examples of high-risk scenarios include biometric identification or recruitment processes. High-risk uses require strict safeguards and possible corporate governance approval. Violation of these provisions may result in the suspension or termination of the access to the GPT@EC service.

EMSA users are responsible for protecting their personal data, refraining from processing **any special categories of data (sensitive personal data)**, as defined by Regulation (EU) 2018/1725, such as health-related data. For handling other personal data, ensure that processing is accurate, proportionate, and necessary.

EMSA users are responsible for minimising the use of personal data, using proper tools for anonymised data in their inputs and critically evaluating outputs before reusing to prevent the inadvertent disclosure of personal data, which could occur through model inference.

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

2. Categories/types of personal data processed

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

- EMSA staff Personal details (name, address etc)

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Department Digital Service, acting as delegated EMSA data controller.

Personal data are processed by designated staff of the Corporate Services Department.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Department 4 staff responsible for managing the SLA in place for availability of the service.
- Staff DIGIT B.1 designated for managing the SLA to provide GPT@EC service to EMSA.

The information concerning GPT@EC at EMSA will only be shared with people necessary for the implementation of such measures on a *need to know* basis. The data are not used for any other purposes nor disclosed to any other recipient.

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

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 access to GPT@EC at EMSA 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 (EU) No. 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 Department Digital Services.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the EMSA staff that use the GPT@EC.

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 (EU) No. 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 (a) of the Regulation (EU) No. 2018/1725.

Data Subjects of the "**Microsoft 365 Copilot - Pilot Project for Department 4 Services**" are informed of their data rights and the way their data will be handled during the process via this Privacy Statement.

8. Storing Personal data

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

Concerning to the data provided by EMSA to DIGIT for the execution of the SLA, the data is stored in ARES as part of the SLA file. According to the EMSA retention list, these types of files related to legal commitments are kept for 10 years after the end of the contract and afterwards, eliminated.

Regarding to the data stored as result of the use of the service, please see this specific processing operation included in the DPO's public register DPR-EC-25348.2 GPT@EC

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 Department Digital Service under the following mailbox: hr.info@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 25/06/2026 16:48 (UTC+02)