

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

NAME OF PROCESSING ACTIVITY:

Organisation of Earth Hour Campaign for EMSA staff and family members (v.2)

1) Controller(s) ¹ of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible for the processing activity: Department 4 Corporate Services</p> <p>Contact person: Dominika Lempicka-Ficher – Head of Department 4 Corporate Services</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a))
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: Unit 4.2 Legal, Finance and Facilities with cooperation of EO – Communication Unit 0.1</p>
<p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third-party:</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer):</p>
3) Purpose of the processing (Article 31.1(b))
<p><i>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.</i></p> <p>The purpose of the processing activity is to promote the Earth Hour event every year to raise staff's awareness about climate change and promote sustainability by encouraging them to turn off non-essential lights and appliances for one hour.</p> <p>For this purpose, EMSA launches a yearly campaign on Earth Hour, which is one of the world's largest grassroots movements for the environment. Considering EMSA's Greening project, Earth Hour should promote engagement of EMSA staff and their families in the initiative.</p>

¹ In case of more than one controller (e.g. joint operations), all controllers need to be listed here

Following information on EMSA' intranet, e-mail and/or Staff Newsletter, staff will be encouraged to voluntarily participate in the event by either sharing photos of that event (switching off their lights at home) or providing drawing and/or sentences from their children about "How to save the planet" with EMSA via greening@emsa.europa.eu.

The material will be used to make internal (intranet) and external (social media channels) campaigns about the staff involvement at the Earth Hour event.

The personal data may include data from EMSA staff and their family members.

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

Family photos, children's drawings and sentences, children's name and age, published internally (intranet) and externally (EMSA's social media channels) are processed based on staff' members consent. By default, when voluntarily submitting the material to greening@emsa.europa.eu staff members agree with this option.

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)
- Visitors to EMSA building
- Relatives of the data subject

Family members of EMSA staff are welcomed in the initiative.

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, Surname

Education & Training details

Employment details

Name of the employer, e-mail address

Financial details

Family, lifestyle and social circumstances

Name and age of the children

Goods or services provided

Other (please give details): Image of staff and their family, children's sentences and drawings

(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

Communications and Greening team of EMSA.

Designated Contractors' staff members

Other (please specify): Images will be used for EMSA social media communication i.e. will be available to the general public.	
8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e)) <i>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.</i>	
Data are transferred to third country recipients:	
Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>
If yes, specify to which country:	
If yes, specify under which safeguards:	
Adequacy Decision of the European Commission	<input type="checkbox"/>
Standard Contractual Clauses	<input type="checkbox"/>
Binding Corporate Rules	<input type="checkbox"/>
Memorandum of Understanding between public authorities	<input type="checkbox"/>
9) Technical and organisational security measures (Article 31.1(g)) <i>Please specify where the data are stored during and after the processing</i>	
How is the data stored?	
EMSA network shared drive	<input checked="" type="checkbox"/>
Outlook Folder(s)	<input checked="" type="checkbox"/>
Hardcopy file	<input type="checkbox"/>
Cloud (give details, e.g. public cloud)	<input type="checkbox"/>
Other (please specify):	
10) Retention time (Article 4(e)) <i>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.</i>	
For internal storage purposes, the Communications Team have a social media folder on the P drive in which EMSA stores photos destined for publication on the social media channels. Category EMSA.6.2 of the EMSA retention list sets that the administrative retention period for files related to actions based on a communication plan to promote EMSA policies and activities among	

internal or external groups is 2 years. After that period, the files are transferred to the EMSA historical archives.

With regard to the publication on social media, the relevant Data Protection policies of the channels will apply.

