

## **Privacy Statement on the processing of personal data in Organisation of Earth Hour Campaign for EMSA staff and family members (v.2)**

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 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 2018/1725.

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

The purpose(s) of the processing of personal data is/are:

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.

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.

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](mailto: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.

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:

Personal details: Name, Surname

Employment details: Name of the employer, e-mail address

Family, lifestyle and social circumstances: First Name and age of the children

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

### **3. Processing the personal data**

The processing of the personal data is carried out under the responsibility of the Head of Department 4 Corporate Services as a delegated EMSA data controller.

Personal data are processed by EMSA's Greening and Communications Teams.

### **4. Access to and disclosure of personal data**

The personal data is disclosed to the following recipients:

The personal data collected by the Greening Team will be shared with Communications team to be posted internally (intranet) and externally (EMSA social media).

They will be available to EMSA Staff and the general public, in accordance with the applicable Data Protection policies of the social media channels.

### **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.

### **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 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 4 Corporate Services.

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 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) and 5 (d) of the Regulation 2018/1725.

The personal data are collected and processed in accordance with Article 15.2(e) of the EMSA Founding Regulation, Regulation (EC) No 1406/2002, as amended. 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](mailto:greening@emsa.europa.eu) staff members agree with this option.

## **8. Storing Personal data**

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

## **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 4.2 under the following mailbox: [greening@emsa.europa.eu](mailto:greening@emsa.europa.eu)

Any data subject may also consult EMSA Data Protection Officer at: [DPO@emsa.europa.eu](mailto: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](mailto:edps@edps.europa.eu).