

Data Protection Statement/Privacy Statement on the processing of personal data in the context of Management of experts attending EMSA meetings, conferences and training courses (online registration and reimbursement of travel expenses)

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 to 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(s) of the processing of personal data are:

- to manage a financial file for the reimbursement of travel expenses, accommodation and daily allowances to EMSA Experts and visitors;
- to generate attendance lists and badges for safety, security and participation purposes.

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:

- Data processed during online registration form and e-mails:

- Participant personal details: first name, surname, country, organisation, e-mail, bank account number and account holder name;
- Professional information: employer information (organisation name);

- Data processed during the reimbursement request and payment stage:

- Participant personal details: first name, surname, country, organisation, e-mail, bank account number and account holder name;
- Documents related to experts travel expenses, namely:
 - Document(s) providing the price, itinerary, dates and class for the flight (e.g., e-ticket, ticket receipt, travel agency invoice);
 - Document(s) providing the price, itinerary and dates of any mode of public transport such as train, bus or metro used during your journey (e.g., copy of the ticket or ticket receipt).
 - Document(s) related to car travel expenses (e.g., print screen from google maps showing the itinerary and receipts of motorway tolls, if any).

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.2 - Legal, Finance & Facilities, acting as delegated EMSA data controller.

Personal data are processed by specific staff of unit 4.2.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- The relevant EMSA Events team;
- The Finance unit handling the reimbursement file, the Authorising Officer who approves the payment and the accountant;
- Occasionally, specialised members of the Communication unit who are in charged of EMSA extranet tools (e.g., joomla);
- Also, if appropriate, access will be given to EU staff with the statutory right to access the data required by their function, i.e. the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service, the European Court of Auditors, OLAF and the European Data Protection Supervisor.

The information concerning experts' reimbursement 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.

Personal data are not intended to be transferred to third countries.

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 experts' reimbursement is 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 Unit 4.2 - Legal, Finance & Facilities.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the experts reimbursement.

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: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

The personal data are collected and processed in accordance with Decision No. 2022/048 of the Executive Director relating to the EMSA Rules on Reimbursement of Expenses to Experts and High-level experts and EMSA Rules on Reimbursement of Expenses to Experts.

8. Storing Personal data

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

The data will be only retained for a maximum period of 7 years for the Experts' reimbursement data and 1 year for the information in Joomla database.

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 - Legal, Finance & Facilities under the following mailbox: events@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.