

## **Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of the Management of EMSA Events**

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 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:

According to EMSA Regulation (EC) N° 1406/2002, among other core tasks, the Agency shall work with Members States to organise, where appropriate, relevant training activities in fields which are the responsibility of the Member State (Article 2, point 3(b)), to provide technical assistance to the Member States and to the Commission to contribute to the relevant work of technical bodies.

The organisation of workshops, pieces of training and other relevant events is part of EMSA's core business. Therefore, for logistic organisation and security purposes, it is necessary to collect experts or visitors' personal data.

Additionally, EMSA may receive the visit of students, national authorities and any other entity interested in the core business of EMSA. Those activities illustrate and give more visibility to the Agency and its achievements.

Furthermore, EMSA may host events from other organisations in its conference centre; therefore, the collection of personal data may be needed for security and logistic reasons.

Guests invited to attend EMSA events are requested to register online using an electronic form available on the EMSA extranet (Joomla tool). Via the form, guests provide necessary data relevant to the reimbursement process and security control (entrance to the building). For registration purposes, guests of EMSA events need to sign an attendance list upon arrival for every day of the event they are participating.

Visitors without needing online registration (single meetings with EMSA Project Officers, meetings hosted by EMSA, etc.) send the necessary data via the Events dedicated e-mail or directly to the staff member who informs the reception.

For virtual events, the meeting organiser (EMSA staff member) can record and download the video and the attendees' list from Teams or Zoom. The host shall announce that no recordings of any kind shall be made by the attendees and if participants do not wish their image/voice to be recorded, they shall to turn-off their camera and mute their microphone.

Attendance list for signatures and personal badges are generated using relevant data. For professional reasons (network, reports, further professional connections), the attendance list with name, surname, e-mail address and organisation may be shared under request to the guests involved in a particular event.

If applicable, the travel and accommodation expenses incurred will be reimbursed to the guests after the event.

The reimbursement file is composed of supporting documents listed in the EMSA Rules on Reimbursement of Expenses to Experts:

- documents proving the price of the travel for the flight (e.g. e-ticket, copy of the travel Agency invoice) or of any other mode of public transport such as train or bus (e.g. copy of the ticket);
- documents providing the cost of motorway toll in case of travel by private car;
- bank account details (IBAN number and Account holder name) provided at the time of registration.

Experts requesting reimbursement of expenses to their private bank account, are requested to submit by email to [expert.reimbursements@emsa.europa.eu](mailto:expert.reimbursements@emsa.europa.eu) the following documents:

- Derogation from expert's employer;
- Financial identification form;
- Legal entity form;
- Copy of identity card/passport.

The reimbursement file will be handled by an Administrative Assistant (Unit 4.0) and/or Events Assistants (Unit 4.2), verified by the relevant colleagues in the Legal and Financial Affairs Unit and subsequently signed off by the Authorising Officer of the relevant units, before to final processing by the Accountant. The Events team download the relevant information from Joomla (excel file) and from received e-mails. The attendance list with guests' signatures is included as supporting documents in ARES for the reimbursement files, which are executed via ARES and ABAC.

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: first name, surname, city, country, e-mail, image (for virtual meetings only when recorded)
- Employment details: organisation, e-mail, position held, employer information (name, city, country, address, website, business or sector)
- Financial details: bank account and account holder
- Family, lifestyle and social circumstances: Travel and accommodation details for the reimbursement

## **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 designated EMSA staff members and external staff of the reception (security team).

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

The personal data is disclosed to the following recipients:

- Data subjects themselves: the attendance list may be shared upon request for the participants of the same meeting
- Designated EMSA staff members: the Project Officer responsible for the event or/and his/her team, the relevant Administrative Officer (Unit 4.0) and/or Events Assistants (Unit 4.2), the Legal and Finance staff handling the reimbursement of travel costs linked to the meeting, the Authorising Officer of the relevant units and the Accountant, the Webmaster responsible for Joomla, occasionally, specialised members of the ICT Unit involved in the management and development of the IT applications
- Designated Contractors' staff members: Security staff managing the reception and the distribution of the event badge for the guests
- Other: 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 the management of EMSA events 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 the management of EMSA events 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.

Paper documents are kept in safe cupboards.

## **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 Unit 4.2. Legal, Finance & Facilities.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Management of EMSA Events\_procedure.

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(s) 5(a) of the Regulation 2018/1725.

Decision of EMSA Executive Director No 2007/19 Relating to the Reimbursement of Travel, Subsistence and Other Expenses to Experts and Candidates in Recruitment Procedures and amended by ED Decisions No. 2008/24, 2008/37, 2010/18, 2012/018, 2013/028, 2015/002 and 2018/36.

## **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:

- Experts Reimbursement data (electronic) – 7 years.
- Joomla database – eliminated 1 year after the payment file is complete.
- Paper version for reimbursements – 7 years.
- Paper version for visitors: file eliminated after any business related to the meeting is closed, no more than 6 months after the event.
- For online meetings, the retention of data is described in the system related (Zoom or Teams) record of processing activity.

## **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](mailto:events@emsa.europa.eu)

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

### **Resource:**

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).