

## TEMPLATE FOR DATA PROTECTION PRIVACY STATEMENT

### **Data Protection Statement on the processing of personal data in the context of Launching of a Questionnaire and Creation of a Contact list for the establishment of a Correspondence Group under the EU Seafarers' Certification Platform project for ENP and Enlargement countries**

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 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 number 2018/1725.

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

The personal data (names and email addresses only) of ENP and Enlargement countries focal points is requested in a questionnaire distributed to the ENP and Enlargement countries.

The questionnaire will allow to initiate the gathering of information and to identify which ENP and Enlargement countries will participate in a pilot project as well as to assign experts. One of the questions in the questionnaire requires it. Once the experts are identified (name and email addresses), a correspondence group with their participation will be initiated.

The correspondence group is the first step of a pilot project. The pilot project is intended to map the needs of the Member States and identify the different national systems in use regarding e-certification of seafarers. The pilot project will ultimately result in the initiation of a process that should be completed with the establishment of an EU Seafarers' Certification Platform available also to ENP and Enlargement countries.

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: email addresses and names.

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

The processing of the personal data is carried out under the responsibility of the Head of Unit 1.3, acting as delegated EMSA data controller.

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

The personal data is disclosed to the following recipients:

The information concerning names and e-mail addresses of the ENP and Enlargement countries focal points and experts will only be shared with people necessary for the establishment of the correspondence group *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.

## **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 names and emails 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.

The database is password protected under single sign-on system and automatically connected to the user ID. The e-records are held securely so as to safeguard the confidentiality and privacy of the data therein.

## **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 number 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 1.3.

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

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 number 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 number 2018/1725

## **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 36 months or until the correspondence group is finalised, whichever is first.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

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