

Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of Management of EU Login at EMSA

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:

EU Login is the European Commission's user authentication system. It allows authorised users to access a wide range of Commission services such as the EU applications: ABAC, JSIS, Ares, EU login Mobile App, JSIS online, PMO Contact (this list is not exhaustive). It is composed of an email address and a password.

The Management of EU Login at EMSA activity consists in facilitating the transfer of personal data to enable the access of EMSA staff to EU Login, as EMSA does not use Sysper (European Commission Human Resources System), which provides this service automatically.

Individual steps used for the processing:

Newcomers at EMSA may create his/her password to the EU login account, but previously, their data must be registered in RETO and COMREF databases, databases managed by the European Commission.

Before a new staff member takes functions at EMSA, the Payroll/HR Officer requests the PMO team to create the EMSA newcomer's PER_ID and their Sysper number in RETO database.

Once PMO sends the requested information to the Payroll/HR Officer, the information is forwarded to the Document Management Officer (DMO). The DMO completes an excel sheet with the following data of the newcomer:

- Sysper number:
- Birth Date
- EMSA Email address
- Surname
- Name
- Place of work (City)
- Working Telephone Number
- Personal Mobile Number

The DMO converts the excel sheet to txt file and sends the file via WinSCP to COMREF team who creates the new user in COMREF database in 24 hours. COMREF database plays the role of data hub in this context by providing HR reference data to a large amount and wide variety of European Commission systems.

As soon as new staff member data are registered in COMREF database, the new colleague can proceed to create his/her EU login account.

The personal mobile number is needed to enable the double factor authentication of the EU Login. In case of changing the mobile phone number, EMSA staff member sends the new number to the DMO who updates the excel sheet and send it to COMREF team via WinSCP again.

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: Sysper number, Birth Date, Surname, Name and Personal Mobile Number
- Employment details: Place of work (City), EMSA Email address, Working Telephone Number

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1 Human Resources and Internal Support, acting as delegated EMSA data controller.

Personal data are processed by

- Unit 4.1 Human Resources and Internal Support
- European Commission:
 - DG DIGIT COMREF team for the management of COMREF database
 - PMO (Paymaster's Office of the European Commission) for the management of RETO database

European Commission Records or Privacy Statements:

[COMREF](#)

[EU Login Privacy Statement](#)

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Data Subjects themselves: EMSA staff (Officials, TAs, CAs) and Non-EMSA staff (SNEs, Trainees and Interims)
- Designated EMSA staff members: DMO, Backup of DMO, Payroll/HR Officer, Backup of the Payroll Officer and ICT Senior Project Officer in charge of the WinSCP
- Other: European Commission PMO and COMREF teams. 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 Management of EU Login at EMSA 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 Management of EU Login at EMSA 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.

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 4.1, Human Resources and Internal Support.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Management of EU Login at EMSA 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) 5a of the Regulation 2018/1725.

The personal data are collected and processed in accordance with:

- 2019 EMSA SLA DIGIT 026 Ares(2018)6017096
- This processing operation is also in line with Regulation (EU) 2018/1724 on establishing a single digital gateway to provide access to information, to procedures and to assistance and problem-solving services and amending Regulation (EU) No 1024/2012 and within the scope of the EC's eGovernment Action Plan 2016-2020 on accelerating the digital transformation of governments.

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 1 year by EMSA.

For the data retention for the management of the EU Login in the European Commission, can be found in their privacy statement: [EU Login Privacy Statement](#)

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 4.1 Human Resources and Internal Support under the following mailbox: records.management@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.