

## **Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Management of the survey about the Diplomatic ID card**

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 of the processing is to conduct a survey of EMSA staff regarding their difficulties encountered with the use of the Diplomatic ID card in Portugal.

The survey will be filled in on a voluntary basis by EMSA staff. There is no minimum number of participants required for processing the results of the survey, as every response will be analysed. Data processed will include the answers to the survey questions. The answers will be multiple choice and open text. For the open text, participants are requested not to include in their answers any data that might lead to their identification however if so, any identifying details will be removed by the authorised staff in the Human Resources and Internal Support Unit.

The Human Resources and Support Unit has designed a survey in 'anonymous mode' in EU Survey. One link is to be shared with EMSA Staff via e-mail.

The Human Resources and Internal Support Unit will compile the aggregated and anonymised survey results and forward them to the Portuguese Authorities (Ministry of Foreign Affairs). This action aims to inform them about the issues and challenges our staff encounter while using the Diplomatic ID Card.

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 survey is designed in anonymous mode and contains questions about the use and the difficulties by EMSA staff related to the Diplomatic ID Card in Portugal.

### **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.

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

The personal data is disclosed to the following recipients:

- The Data subject themselves: Officials, Temporary Agents, Contract Agents, SNEs, NEPTS, trainees and interims who answered the survey in a voluntary basis
- Designated EMSA staff members: Creator of the survey and protocol team in the Unit 4.1

The information in question will not be communicated to third parties, except where necessary for the purpose 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.

#### **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 Unit 4.1, Human Resources and Internal Support.

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 of the personal data is based on Article 5 (a) of the Regulation 2018/1725 in accordance to Decree-Law No. 81/2019 of June 17 ([PT-Original Version](#) / [EN - Unofficial Translation](#))

#### **8. Storing Personal data**

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

Personal data will be deleted from the EU Survey when EMSA closes the survey for participation.

## 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: [protocol@emsa.europa.eu](mailto:protocol@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).