

**NOTIFICATION TO THE DATA PROTECTION OFFICER
(ARTICLE 31 REGULATION 2018/1725)**

NAME OF PROCESSING ACTIVITY¹: **Management of the survey about the Diplomatic ID card**

1) Controller(s) ² of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible³ for the processing activity: 4.1 Unit – Human Resources and Internal Support</p> <p>Contact person: Cristina Romay Lopez - 4.1 Unit – Human Resources and Internal Support protocol@emsa.europa.eu</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a)) ⁴
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: 4.1 Unit – Human Resources and Internal Support</p>
<p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party. <input checked="" type="checkbox"/></p> <p>European Commission for the use of the EU Survey: EUSurvey - Privacy Statement</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): data-protection-officer@ec.europa.eu</p>

¹ **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

² In case of more than one controller (e.g. joint operations), all controllers need to be listed here

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

3) Purpose of the processing (Article 31.1(b))	
<i>Why are the personal data being processed? Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing.</i>	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
4) Lawfulness of the processing (Article 5(a)–(d)): Processing necessary for:	
<i>Mention the legal basis which justifies the processing</i>	
(a)	<p>a task carried out in the public interest or in the exercise of official authority vested in EMSA (including management and functioning of the institution) <input checked="" type="checkbox"/></p> <p>According to Decree-Law No. 81/2019 of June 17 (PT-Original Version / EN - Unofficial Translation)</p>
(b)	compliance with a legal obligation to which EMSA is subject <input type="checkbox"/>
(c)	necessary for the performance of a contract with the data subject or for the preparation of such a contract <input type="checkbox"/>
(d)	Data subject has given consent (<i>ex ante</i> , explicit, informed) <input type="checkbox"/>
Describe how consent will be collected and where the relevant proof of consent will be stored	
5) Description of the categories of data subjects (Article 31.1(c))	
<i>Whose personal data are being processed?</i>	

EMSA staff	<input checked="" type="checkbox"/>
Officials, Temporary Agents and Contract Agents	
Non-EMSA staff (contractors staff, external experts, trainees)	<input checked="" type="checkbox"/>
Seconded National Experts, NEPTS, trainees and interims	
Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other (please specify):	
6) Categories of personal data processed (Article 31.1(c))	
<i>Please tick all that apply and give details where appropriate</i>	
(a) General personal data:	
The personal data contains:	
Personal details (name, address etc)	<input type="checkbox"/>
Education & Training details	<input type="checkbox"/>
Employment details	<input type="checkbox"/>
Financial details	<input type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods or services provided	<input type="checkbox"/>
Other (please give details): the survey contains questions about the use and the difficulties by EMSA staff related to the Diplomatic ID Card in Portugal.	
(b) Sensitive personal data (Article 10)	
The personal data reveals:	

Racial or ethnic origin	<input type="checkbox"/>
Political opinions	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Trade union membership	<input type="checkbox"/>
Genetic, biometric or data concerning health	<input type="checkbox"/>
Information regarding an individual's sex life or sexual orientation	<input type="checkbox"/>
7) Recipient(s) of the data (Article 31.1 (d))	
<i>Recipients are all parties who have access to the personal data</i>	
Data subjects themselves	<input type="checkbox"/>
Managers of data subjects	<input type="checkbox"/>
Designated EMSA staff members	<input checked="" type="checkbox"/>
• Creator of the survey and protocol team in the Human Resources and Internal Support Unit	
Other (please specify):	<input type="checkbox"/>
8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))	
<i>If the personal data are transferred outside the European Economic Area, this needs to be specifically mentioned, since it increases the risks of the processing operation.</i>	
Data are transferred to third country recipients:	
Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes, specify to which country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission ☐

Standard Contractual Clauses ☐

Binding Corporate Rules ☐

Memorandum of Understanding between public authorities ☐

9) Technical and organisational security measures (Article 31.1(g))

Please specify where the data are stored during and after the processing

How is the data stored?

EMSA network shared drive ☐

Outlook Folder(s) ☐

Hardcopy file ☐

Cloud (give details, e.g. public cloud) ☐

Servers of external provider ☒

EU Survey only

Other (please specify):

10) Retention time (Article 4(e))

How long will the data be retained and what is the justification for the retention period? Keep in mind that there are pre-determined retention periods for most types of files. Those are explained in the Records Management Policy and Procedure of the Agency. You can check EMSA Records Management Policy and Procedure at the Intranet of the Agency.

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

