

## **Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of the Staff Committee Elections (online voting)**

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:

Every three years, EMSA staff is called to elect the members and alternate members of its Staff Committee, in accordance with the "Decision of the Administrative Board on setting up a Staff Committee", adopted on 27/10/2016. The rules of procedures are adopted, and the Electoral Committee is nominated at an all-staff meeting. Following its nomination, the Electoral Committee shall set up the appropriate tools and means to allow the staff to cast their vote anonymously. The 4.1 Unit Human Resources and Internal Support provides the list of staff (name, e-mail address and type of contract) eligible to vote to the Electoral Committee.

Staff members shall be allowed to access the online ballot and shall be able to identify the candidates to whom they will assign their vote. To access the platform, staff members must log-in into the EU Survey through their EU login account. To achieve this, they will be required to insert their username/e-mail address, and password. To be easily identified by voters, candidates shall be listed in the EU Survey by their first name and family name.

Please consult the privacy statement of the European Commission concerning the data processing operation in EU Survey: <https://ec.europa.eu/eusurvey/home/privacystatement>

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: Name, surname

Employment details: e-mail address, type of contract and duration of the contract

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

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

Personal data are processed by:

- Members and alternates of the Electoral Committee
- The European Commission ( DG DIGIT) for the use of EU Survey

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

The personal data is disclosed to the following recipients:

Designated EMSA staff members: Members of the Electoral Committee

The European Commission ( DG DIGIT) for the use of EU Survey

The information concerning the Staff Committee Elections (**online voting**) 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.

### **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 Staff Committee Elections (online voting) 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 the Executive Office.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Staff Committee Elections (online voting) 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 5(a) of the Regulation 2018/1725.

The personal data are collected and processed in accordance with Rules governing the election of the EMSA Staff Committee approved 11/12/2023.

## **8. Storing Personal data**

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

Members of the Electoral Committee delete the personal data no later than one month from the date that the result of the elections is published.

For the personal data stored in the EU Survey, please consult their Privacy Statement:

<https://ec.europa.eu/eusurvey/home/privacystatement>

## **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 the Executive Office under the following mailbox:

[Staff.Committee@emsa.europa.eu](mailto:Staff.Committee@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).